



MINNESOTA

LIVE WELL AT HOMESM

Request for Proposal
Responders' Conference
February 26, 2024

Tara Dean, Andrea Lingl, and Kris Kuhlmann

Aging and Adult Services

Getting Connected To the Conference

- **To join the WebEx click this link:** [WebEx Link](#)
 - Meeting number (access code): 2494 593 8960, Meeting password: C7qqwyJKY84
- **To join by video system:**
 - Dial [24945938960@minnesota.webex.com](tel:24945938960@minnesota.webex.com)
 - You can also dial 173.243.2.68 and enter the meeting number, 2490 674 6076.
- **Join by phone**
 - +1-415-655-0003 United States Toll
 - 1-855-282-6330 United States Toll Free
- **Please mute your phone.**
- During the last 15 minutes of this conference, you will have an opportunity for questions.

Agenda

Time	Topic
1:00-1:05	Overview and Objective of this RFP
1:05-1:15	Funding Categories, DHS Live Well at Home grant website and Timeline
1:15-1:35	Online Application Portal, Applicant & Time Saving Features, Tutorials, Proposal Contents Sections
1:35-1:45	Technical Assistance
1:45-1:55	Proposal Evaluation and Selection Process
1:55-2:10	Important Items to Remember
2:10-2:30	Questions

Overview and Objective of this RFP

- To develop and/or provide services for older Minnesotans to live and age in the community of their choice;
- By improving their community's capacity to develop, strengthen, integrate, and maintain culturally competent home and community-based services for individuals 65 and older;
- Proposals may include strengthening services for supporting solo agers, family, friends, and neighbors' caregiving;
- These grants play an important role by funding innovative strategies for prevention, risk management, and support, benefitting those at risk of nursing home admission or Medical Assistance eligibility, including private pay individuals leveraging their resources for needed services.

Overview and Objective of this RFP

Grants have been used to implement many of the themes highlighted by MN2030 and Age-Friendly Minnesota.

The 2023 legislation extended the existing Age Friendly Minnesota Council's work through June 30, 2027.

For more information, refer to page 3 of the RFP.

Overview and Objective of this RFP

- Grants are intended to stimulate innovation by providing one-time, start-up funds to test new approaches in housing and home and community-based services development, and to develop and support core home and community-based service providers.
- **Responders can strengthen their application by tying together one or more of the Long-Term Services Supports (LTSS) that are listed below with one of the eight Age-Friendly Domains:**
 - LTSS include:
 - Personal care services, assistance provided to a family caregiver, nursing facility care, transportation, adult day programs, home delivered meals, chore, homemaker, respite, and assistive technology.
 - Age-Friendly Eight Domains:
 - Outdoor Spaces and Buildings
 - Housing
 - Transportation
 - Communication and Information
 - Community and Health Services
 - Social Participation
 - Civic Participation and Employment
 - Respect and Social Inclusion

Who Can Apply and Funding Categories

Who can apply? Non-profit, For-profit, Unit of Government, Tribal Nation

3 Funding categories:

- **Capital and Renovation grants (\$350,000 or less per year)**
 - new construction, renovation, retrofitting, home modification, transportation (e.g. purchase of a vehicle), & technology
- **Long-Term Services and Supports Development grants (\$350,000 or less per year)**
 - Chore, homemaker, supporting family, friends and neighbors in caregiving, respite, transportation, chronic disease management, and other community supports.
- **Core Home and Community-Based Services (\$40,000 - \$60,000 per year)**
 - Responders eligible for the core home and community-based services grants must be a core and home and community-based services provider as defined in [Minnesota Statutes, section 256B.0917, subd. 1b\(c\)](#). Organizations funded under this category must have an operating budget of \$175,000 or less annually and serve a geographically limited area.

Timeline of Events

- March 8, 2024 – RFP questions due by 4:00 p.m. Central Time email andrea.lingl@state.mn.us
- March 15, 2024 – RFP frequently answered questions posted by 4:00 p.m. on [DHS Live Well at Home web page](#)
- April 5, 2024 – Live Well at Home applications due 4:00 p.m. Central Time
- April 16, 2024 – Phase I denial notices sent
- April and May 2024 - Review of Live Well at Home applications
- June 2024 – Live Well at Home contract negotiations begin
- July 1, 2024 – State Fiscal Year 2025 grantees anticipated contract start date

Department of Human Services – Live Well at Home grant website

[Live Well At Home Grant website](#)



[Home](#) > [Partners and providers](#) > [Grants and RFPs](#) > [Live Well at Home](#) > [Apply for Live Well at Home Grant](#)

Partners and providers

[Program overviews](#)
[Policies and procedures](#)
[Enroll with MHCP](#)
[eDocs library of forms and documents](#)
[News, initiatives, reports, work groups](#)
[Training and conferences](#)
[Contact us](#)
[Grants and RFPs](#)
[Licensing](#)
[IT systems and supports](#)

Apply for a Live Well at Home Grant

Purpose: To develop and /or provide services for older Minnesotans to live in the community.

1. Allow local communities to improve their capacity to develop, strengthen, integrate programs,
2. Maintain home and community-based services for individuals' age 65 and older and at risk of long-term nursing home use and/or spending down into Medical Assistance.
3. Proposals may include strengthening services for the caregiver support network.

Program information: [Live Well at Home Grant RFP SFY 2025 \(PDF\)](#)

Frequently asked questions: Will be posted here on March 15, 2024

How to apply: [Visit our grant application service webpage](#)

Total completed applications submitted: 0

Key Dates:

State Fiscal Year 2024 (July 1, 2024 - June 30, 2025)

- February 12, 2024, 8:00 a.m. Central Time
 - Live Well at Home Request for Proposals Application Opens
- February 26, 2024 from 1:00 p.m. – 2:30 p.m. Central Time
 - [Responders Conference Call In Information \(PDF\)](#)
 - Responders' Conference PowerPoint Presentation (coming soon!)
- March 8, 2024

Login Page for the Online Application Portal

[Login Page for the Online Application Portal](#)



Logon

Email Address*

Password*

[Log On](#)

[Create New Account](#)

[Forgot your Password?](#)

Welcome to the State of Minnesota's Department of Human Services and the Minnesota Board on Aging's online grant portal

[SFY2025 Regional and Local Dementia Grant Request for Proposal](#) is now open through April 26, 2024, 4:00 PM (Central Time).

[SFY2025 Live Well at Home Grant Request for Proposal](#) is now open through April 5, 2024, 4:00 PM (Central Time).

New Users: Please click on "Create New Account" to complete the registration process and create your logon credentials.

Applicant Tutorial and Collaborator Option via the Online Application Portal

▼ Applicant Tutorial

System Tutorials - we encourage you to review these items before you begin your application.

Click this [link](#) for a written tutorial on how to navigate this system.

Click this [link](#) for a five minute video tutorial on how to navigate this system.

Additional grant features:

We encourage you to review these items, including the tutorials, before you begin your application.

The Collaborator option.

The Collaborator feature can be used by applicants to add a new user to this online grant portal. Further, this feature allows you to collaborate with others on the completion of your application. **Note:** pay special attention to the permission type you set up. The following tutorials cover how an applicant can use this feature to do so.

[Written tutorial](#)

[Video tutorial](#)

[Adding new users via Collaborator \(written tutorial\)](#)

Copy Previous Answers.

This **time saving feature allows returning responders to copy answers from previous applications into the current form** for those questions that are repeated between the applications. If you are a returning responder, click on the button in the top right to see what options you have to choose from.


[Video tutorial](#)

Collaborate Feature via the Online Application Portal

Collaborate

Invite someone

Email Address

 Email address / username of the person you are inviting

Permissions

- Can view
- Can edit
- Can submit

Message

This message from you will be included in the email that is sent to the person you are inviting

Copy Previous Answers Feature

Copy Previous Answers.

This **time saving feature allows returning responders to copy answers from previous applications into the current form** for those questions that are repeated between the applications. If you are a returning responder, click on the button in the top right to see what options you have to choose from.

[Video tutorial](#)

Located at top of your dashboard

MINNESOTA

Apply Organization History Fax to File

Application

Public Profile Copy Previous Answers Collaborate

Trainer To Go
Process: FY 2022 Live Well at Home Grant

Copy Previous Answers

The table below shows a list of your previous requests. Select the radio button next to the request you want to copy.

PROCESS	PROJECT
<input checked="" type="radio"/> FY 2021 Live Well at Home Grant	Trainer To Go

Cancel

Confirm Copying Answers

Clicking 'OK' will copy the answers from the selected request into the form you are currently working on.

NOTE: Any questions that have already been answered on the current form will NOT be overwritten by a copied answer.

Are you sure you want to copy your previous answers?

Cancel OK

REQUEST CREATED
04/02/2020 01:35:48 PM

Copy Answers

If your organization information does not appear

Responder Info Section via the Online Application Portal

▼ Responder Info

Project Name*

General Funding Categories*

Check which of the three funding categories you are applying for.

- Capital and Renovation (\$350,000 or less per year)
- Long-Term Services and Supports Development (\$350,000 or less per year)
- Core Home and Community-Based Services (\$40,000 - \$60,000 per year)

Counties in Project Area*

Available Counties:

- | | | | | |
|--|---|---|--|---|
| <input type="checkbox"/> Aitkin County | <input type="checkbox"/> Dakota County | <input type="checkbox"/> Lac qui Parle County | <input type="checkbox"/> Olmsted County | <input type="checkbox"/> Stearns County |
| <input type="checkbox"/> Anoka County | <input type="checkbox"/> Dodge County | <input type="checkbox"/> Lake County | <input type="checkbox"/> Otter Tail County | <input type="checkbox"/> Steele County |
| <input type="checkbox"/> Becker County | <input type="checkbox"/> Douglas County | <input type="checkbox"/> Lake of the Woods County | <input type="checkbox"/> Pennington County | <input type="checkbox"/> Stevens County |
| <input type="checkbox"/> Beltrami County | <input type="checkbox"/> Faribault County | <input type="checkbox"/> Le Sueur County | <input type="checkbox"/> Pine County | <input type="checkbox"/> Swift County |
| <input type="checkbox"/> Benton County | <input type="checkbox"/> Fillmore County | <input type="checkbox"/> Lincoln County | <input type="checkbox"/> Pipestone County | <input type="checkbox"/> Todd County |
| <input type="checkbox"/> Big Stone County | <input type="checkbox"/> Freeborn County | <input type="checkbox"/> Lyon County | <input type="checkbox"/> Polk County | <input type="checkbox"/> Traverse County |
| <input type="checkbox"/> Blue Earth County | <input type="checkbox"/> Goodhue County | <input type="checkbox"/> Mahanomen County | <input type="checkbox"/> Pope County | <input type="checkbox"/> Wabasha County |
| <input type="checkbox"/> Brown County | <input type="checkbox"/> Grant County | <input type="checkbox"/> Marshall County | <input type="checkbox"/> Ramsey County | <input type="checkbox"/> Wadena County |
| <input type="checkbox"/> Carlton County | <input type="checkbox"/> Hennepin County | <input type="checkbox"/> Martin County | <input type="checkbox"/> Red Lake County | <input type="checkbox"/> Waseca County |
| <input type="checkbox"/> Carver County | <input type="checkbox"/> Houston County | <input type="checkbox"/> McLeod County | <input type="checkbox"/> Redwood County | <input type="checkbox"/> Washington County |
| <input type="checkbox"/> Cass County | <input type="checkbox"/> Hubbard County | <input type="checkbox"/> Meeker County | <input type="checkbox"/> Renville County | <input type="checkbox"/> Watonwan County |
| <input type="checkbox"/> Chippewa County | <input type="checkbox"/> Isanti County | <input type="checkbox"/> Mille Lacs County | <input type="checkbox"/> Rice County | <input type="checkbox"/> Wilkin County |
| <input type="checkbox"/> Chisago County | <input type="checkbox"/> Itasca County | <input type="checkbox"/> Morrison County | <input type="checkbox"/> Rock County | <input type="checkbox"/> Winona County |
| <input type="checkbox"/> Clay County | <input type="checkbox"/> Jackson County | <input type="checkbox"/> Mower County | <input type="checkbox"/> Roseau County | <input type="checkbox"/> Wright County |
| <input type="checkbox"/> Clearwater County | <input type="checkbox"/> Kanabec County | <input type="checkbox"/> Murray County | <input type="checkbox"/> Scott County | <input type="checkbox"/> Yellow Medicine County |
| <input type="checkbox"/> Cook County | <input type="checkbox"/> Kandiyohi County | <input type="checkbox"/> Nicollet County | <input type="checkbox"/> Sherburne County | |
| <input type="checkbox"/> Cottonwood County | <input type="checkbox"/> Kittson County | <input type="checkbox"/> Nobles County | <input type="checkbox"/> Sibley County | |
| <input type="checkbox"/> Crow Wing County | <input type="checkbox"/> Koochiching County | <input type="checkbox"/> Norman County | <input type="checkbox"/> St. Louis County | |

Responder Info Section continued via the Online Application Portal

Special Focus (optional up to 50 points)

The State will review the proposal submission to determine if the proposal provides examples of how the respondent meets the special focus areas below. If the State, in its sole discretion, determines that a proposal provides sufficient examples, the State may award bonus points to the responder's proposal in accordance with the evaluation process of this Request for Proposal (RFP). Please click all of the option funding categories that relate to your application.

- Represent a culturally focused organization(s)
- Implement plans to serve culturally & racially diverse older adult population
- Implement plans to serve American Indian Elder populations
- Implement plans to serve LGBTQ+ older adult populations
- Implement plans to serve older adults in rural areas
- Implement plans to serve Veterans
- Use of innovative and/or enhanced approaches to achieving successful outcomes

Long-Term Services and Supports Section via the Online Application Portal

Long-Term Services and Supports 🔒 ✎ 🗑️

Add Question Add Shared Question **C.** Add Candid Question

The State of Minnesota is committed to helping older adults and their family caregivers manage risk factors that may lead to a nursing home placement and/or spending down into Medical Assistance and purchase support to sustain independent community living, control publicly funded health and long-term services and supports spending, improve integration between health and long-term services and supports, and increase home and community-based services capacity. Everyone ✎ 🗑️

The State works in collaboration with partners to fund the development of a comprehensive and coordinated system of long-term services and supports. All partners are encouraged to strengthen their community relationships with diverse populations whose ethnic, cultural, language, social, sexual orientation, gender, or residential status indicate that specialized services will aid them in reaching their full health potential as defined by the Minnesota Department of Health.

See section 2.1, Category 2, of the RFP for more information. (page 5)

Add Question Add Shared Question **C.** Add Candid Question

🔗 Long Term Service and Supports Projects Everyone ✎ 🗑️

Select the services that apply to your proposal or project.

- Adult Day
- Care Coordination/Service Management
- Caregiver Support
- Chore
- Companion
- Health Promotion and Chronic Disease Self-Management
- Home Delivery
- Home Modification/Repair
- Homemaker
- Transportation

Core Home and Community-Based Services Section via the Online Application Portal

Core Home and Community-Based Services



Add Question

Add Shared Question

C. Add Candid Question

Everyone

Core home and community-based services aim to strengthen and develop additional home and community-based services and alternatives to nursing homes and other residential services throughout Minnesota to allow people (regardless of income) to remain in their own homes for as long as possible. They complement community services by covering some fixed costs for small non-profit providers offering community services and additional services such as, but not limited to: transportation, home modification, chore, and companion.

Responders eligible for the core home and community-based services grants must be a core home and community based services provider as defined in [Minnesota Statutes, section 256B.0917, subd. 1b\(c\)](#). Organizations funded under core home and community-based services have operating budgets of \$175,000 or less annually and serve a geographically limited area.

See section 2.1, Category 3, of the RFP for more information. (page 10)

Add Question

Add Shared Question

C. Add Candid Question

Everyone

Core Home and Community-Based Services

Select the services that apply to your proposed program or project.

- Care Coordination/Service Management
- Caregiver Support
- Chore
- Companion
- Health Promotion and Chronic Disease Self-Management
- Home Delivery
- Home Modification/Repair
- Homemaker
- Transportation

Proposal Requirements via viewing the Online Application Portal

▼ Proposal Requirements

Executive Summary (5 points)

This section is worth 5 points. This component of the proposal should demonstrate the responder's understanding of the services requested in this RFP. Responders should write a brief description of the proposed project, including the goal, the list of objectives, and products/services to be developed. The Executive Summary should also clearly describe or outline the responder's overall design of the project in response to achieving the purpose and deliverables as defined in this RFP. Specifically, the proposal should demonstrate the responder's familiarity with the project elements, its solutions to the problems presented, and knowledge of the requested services. **Please note: The executive summary, in portion or entirety, from applicants awarded a grant may be posted on the Department of Human Services public web page.**

2,000 characters left of 2,000

Description of the Responder (125 points)

This section is worth 125 points. This section must include information on the programs and activities of the responder, the number of people served, geographic area served, staff experience, and/or programmatic accomplishments. Include reasons why your organization is capable to effectively complete the services outlined in the RFP. Include a brief history of the organization and all the strengths that you consider are an asset to your program. See section 3.2.2 of the RFP for more instructions.

5,000 characters left of 5,000

Description of Target Population

This section is worth 125 points. Clearly describe the need for the proposed project in the community. The description should include an overview of the overall project design that:

1. Identifies the level of need for these proposed services or system change;
2. Identifies who will be targeted for services by the project;
3. Cites the methods or information used to determine this need, including a reference to a related study &/or survey to affirm the need; and

Work Plan: Objectives, Activities, and Outcomes via viewing the Online Application Portal

Work Plan: Objectives, Activities, and Outcomes

Work Plan: Objectives, Activities, and Outcomes (250 points)

SFY2025 Live Well at Home Program Goal: To help older adults live well at home by focusing strategic investments to prepare Minnesotans for 2030.

In this section, Responders will identify a minimum of three (3) and no more than six (6) measurable objectives of their project in order to reach that goal. The proposed objectives will be used to measure a grantee's progress and demonstrate the program's effectiveness, and will carry forward to the grantee's semi-annual reports so that all projects and programs will be measured specifically on self-identified components and targets.

Objective #1

One sentence that highlights this piece of the project, i.e., this is one step towards achieving the overall project goal.

Objective #1: Key Activities & Strategies

Briefly outline each task that needs to be accomplished in order to meet the objective and desired outcomes.

2,500 characters left of 2,500

Objective #1: People Responsible

Briefly list all staff members' names, titles, and responsibilities in regards to the specific objective. Also list any other stakeholders, including their names, titles, and organization that they are with, and how they will assist with reaching the objective.

Work Plan continued via viewing the Online Application Portal

Objective #1: Key Activities & Strategies

Briefly outline each task that needs to be accomplished in order to meet the objective and desired outcomes.

2,500 characters left of 2,500

Objective #1: People Responsible

Briefly list all staff members' names, titles, and responsibilities in regards to the specific objective. Also list any other stakeholders, including their names, titles, and organization that they are with, and how they will assist with reaching the objective.

2,500 characters left of 2,500

Work Plan continued via viewing the Online Application Portal

Objective #1: Estimated Outcomes (narrative)

Detail specific estimated results that aim to achieve the overall project goal, such as skills and knowledge obtained, community connections made, services provided to people, etc.

Objective #1: Estimated Outcomes (result)

Enter the estimated numerical results of the outcome described above (i.e., # of units/people served, community connections made, etc.).

#	<input type="text"/>
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Objective #1: Estimated Start Date

Dates should be incremental in regards to the overall project and not just the entire timeframe of the grant.

	<input type="text"/>
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Objective #1: Estimated End Date

Dates should be incremental in regards to the overall project and not just the entire timeframe of the grant.

	<input type="text"/>
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Capital/Renovation Projects Section via viewing the Online Application Portal

Applications may be made for grants to cover the capital costs of new construction, renovation, retrofitting, remodeling of existing buildings, or accessibility modifications. Buildings may include existing nursing facilities, subsidized senior apartment buildings, board and lodge, adult foster care homes, and private homes of persons with low to moderate incomes.

Everyone  

Renovation and remodeling should result in the delivery of unique approaches to housing and services, affordable housing units suitable for home care services, or combinations of services, to residents age 65 and older with low and moderate incomes and persons with a variety of chronic health conditions. Retrofitting should produce savings for older adults as it reduces costs of medical care, and should focus on homes that lack the necessary structural features and support systems to make aging in place viable.

See section 2.1, Category 1, of the RFP for more information. (page 4)

Add Question

Add Shared Question

C. Add Candid Question

Capital/Renovation Projects

Everyone  

- Adult Day
- Housing
- Other

Add Question

Add Shared Question

C. Add Candid Question

In order for a responder to demonstrate that it meets the requirements in Section 2.1, Category 1, responders must provide the following documents:

Everyone  

- Development Cost Worksheet - factor in prevailing wage rules if needed.
- Property Income Expense Worksheet.
- One page summary of bid information or cost estimate; include the source.
- 8 1/2 x 11 reduced scale drawing from which room sizes and other building details may be determined.
- 8 1/2 x 11 reduced scale layout drawing showing basic site elements of existing structures and any new construction.

Capital/Renovation Projects Section continued via viewing the Online Application Portal

Development Cost Worksheet

Click [here](#) to download the Development Cost Worksheet. Download and complete the form, and then upload the completed form below.

[2 MiB allowed]

Property Income Expense Worksheet

Click [here](#) to download the Property Income Expense Worksheet. Download and complete the form, and then upload completed form below.

[2 MiB allowed]

One page summary of bid information or cost estimate; include the source

[1 MiB allowed]

8 1/2 x 11 reduced scale drawing

Show from which room sizes and other building details may be determined.

[1 MiB allowed]

8 1/2 x 11 reduced scale layout drawing

Show basic site elements of existing structures and any new construction.

[1 MiB allowed]

Evaluation Plan/Nursing Facility Closure Preference Section via viewing the Online Application Portal

∨ Evaluation and Nursing Facility Closure

Evaluation Plan

This section is worth 125 points. The State is committed to funding services that produce a measurable result for the people of Minnesota. A successful responder must develop success indicators and program effectiveness and be able to measure and evaluate them to determine outcomes including: an increase in project/service efficiencies leading to cost savings, reduction in risk levels for recipients at-risk of entering a nursing home, and an increase in area coordination of services that leads to the reduction in service duplication. This section should describe the methods and criteria that will be used to measure whether the project goals and objectives have been achieved.

Program and financial sustainability must be explicitly addressed as one indicator of the proposed evaluation. List surveys or other assessment tools you will use to assess and measure pre- and post-participant outcomes and how results will be summarized.

In this section describe lasting effects produced by the project and how responder's organization will continue the proposed project after the conclusion of this grant. Discuss the relationship with other organizations that you have or will develop that will help maintain the proposed project long-term. See section 3.2.6 of the RFP for more details. (page 16)

6,500 characters left of 6,500

Nursing Facility Closure Preference

This section is worth 20 points. Responders are encouraged to review the list ([Live Well at Home webpage](#)) and provide the name of one nursing facility in the project's service area that has or is permanently closing nursing facility beds under [Minnesota Statutes, section 256.9754, subd.5](#) after January 1, 2023. Responders that cite a nursing facility closure will illustrate throughout the proposal requirements how they are working with the cited nursing facility to strengthen and integrate their community's home and community-based service capacity for people at-risk of long-term nursing home use and/or spending down into Medical Assistance and will be eligible for maximum points for this section.

Budget Section via viewing the Online Application Portal

Budget Proposal (300 points)

This section should specify the grant amount requested and detail all expenses for the proposed project by (1) completing and uploading the provided budget template excel spreadsheet and (2) creating and uploading a fee schedule to the Grant Application Service Center. See section 3.2.8 for more information. (page 17)

SFY2025 Budget template

Click [here](#) to access the budget template for SFY2025 (July 1, 2024 - June 30, 2025). Download and complete the form. Upload the completed form below.

NOTE: This budget template is the required form you must submit. Please do not upload your own version of a budget template.

Upload a file [3 MiB allowed]

Total Grant Funds Requested

Please ensure that the amount listed here matches the *total dollar amount* listed in the "Grant Funds Budget Total" cell on your completed SFY2025 Budget template. See the bottom of the Grant Funds Budget (Detail) form.

Total Match Funds

This amount should reflect the total amount on your SFY2025 Budget template from all cost categories of the Match Funds Budget (Detail) tab. *Required match for Live Well at Home grants is dollar for dollar or 50 percent (50%) of total budget.* For example, if your total funding request is for \$50,000, you must list \$50,000 in matching funds.

Fee Schedule

Clearly articulate the true unit cost for each service and establish a fee schedule for all persons served by the project including individuals who are not income eligible for public programs that includes a conforming sliding scale fee schedule for persons not able to pay the full cost of the service. When describing the fee schedule, keep in mind the different people served and the funding sources available to cover the costs, such as private pay, Older American's Act -Title III and Medicaid waivers. Responders providing community services must indicate they intend to receive payment from appropriate sources for individuals eligible for publicly funded programs and have a fee schedule in place. Applications that include community services but do not provide this information will have their budgets adjusted prior to contract if selected. For more information, refer to section 3.2.8 of the RFP. (page 18)

Upload a file [2 MiB allowed]

Budget Section continued via viewing the Online Application Portal

Total Match Funds

This amount should reflect the total amount on your SFY2025 Budget template from all cost categories of the Match Funds Budget (Detail) tab. *Required match for Live Well at Home grants is dollar for dollar or 50 percent (50%) of total budget. For example, if your total funding request is for \$50,000, you must list \$50,000 in matching funds.*

Fee Schedule

Clearly articulate the true unit cost for each service and establish a fee schedule for all persons served by the project including individuals who are not income eligible for public programs that includes a conforming sliding scale fee schedule for persons not able to pay the full cost of the service. When describing the fee schedule, keep in mind the different people served and the funding sources available to cover the costs, such as private pay, Older American's Act -Title III and Medicaid waivers. Responders providing community services must indicate they intend to receive payment from appropriate sources for individuals eligible for publicly funded programs and have a fee schedule in place. Applications that include community services but do not provide this information will have their budgets adjusted prior to contract if selected. For more information, refer to section 3.2.8 of the RFP. (page 18)

[Upload a file](#) [2 MiB allowed]

Budget Template – Grant Funds Budget Detail via viewing the Online Application Portal

Attachment B - Grant Funds Budget		
Enter Responder Organization Name Here		
SFY 2025 (July 1, 2024 - June 30, 2025)		Whole dollars only.
Cost Categories	Explanation	Total
1. Personnel		
Instructions		
	Subtotal	\$0.00
2. Fringe		
Instructions		
	Subtotal	\$0.00
3. Travel		
Instructions		
	Subtotal	\$0.00
4. Building Space/Utilities		
Instructions		
	Subtotal	\$0.00
5. Construction		
Instructions		
	Subtotal	\$0.00
6. Equipment		
Instructions		
	Subtotal	\$0.00
7. Supplies		
Instructions		
	Subtotal	\$0.00
8. Administrative/ Cost (9% max)		
Instructions		
	Subtotal	\$0.00
9. Contractual (fills from Sub-Contract Detail Page)	<i>Name</i>	
Instructions	<i>Name</i>	
	<i>Name</i>	
	<i>Name</i>	
	Subtotal	\$0.00
10. Other Costs (Specify)		
Instructions		
	Subtotal	\$0.00
	Grant Funds Budget Total	\$0.00

Budget Template – Match Funds Detail via viewing the Online Application Portal

Match Funds Budget					
Enter Responder Organization Name Here					
SFY 2025 (July 1, 2024 - June 30, 2025)			Whole dollars only.		
Cost Categories	Explanation	Funding Source	Cash	In-Kind	Total
1. Personnel					\$0
Instructions					\$0
					\$0
		Subtotal	\$0.00	\$0.00	\$0
2. Fringe					\$0
Instructions					\$0
		Subtotal	\$0.00	\$0.00	\$0
3. Travel					\$0
Instructions					\$0
		Subtotal	\$0.00	\$0.00	\$0
4. Building Space/Utilities					\$0
Instructions					\$0
		Subtotal	\$0.00	\$0.00	\$0
5. Construction					\$0
Instructions					\$0
		Subtotal	\$0.00	\$0.00	\$0
6. Equipment					\$0
Instructions					\$0
		Subtotal	\$0.00	\$0.00	\$0
7. Supplies					\$0
Instructions					\$0
		Subtotal	\$0.00	\$0.00	\$0
8. Administrative/ Indirect Cost					\$0
Instructions					\$0
		Subtotal	\$0.00	\$0.00	\$0
9. Contractual (From Subcontract Detail Page)	<i>Name</i>				\$0
Instructions	<i>Name</i>				\$0
	<i>Name</i>				\$0
	<i>Name</i>				\$0
		Subtotal	\$0.00	\$0.00	\$0
10. Other Costs (Specify)					\$0
Instructions					\$0
		Subtotal	\$0.00	\$0.00	\$0
Match Funds Budget Total			\$0.00	\$0.00	\$0

Budget Template – Sub-Contract Detail via viewing the Online Application Portal

Sub-Contract Detail				
<i>Enter Responder Organization Name Here</i>				
SFY 2025 (July 1, 2024 - June 30, 2025)		Whole dollars only.		
Instructions				
Subcontractor Name	Explanation and Computation of Costs	Grant	Match	Total
<i>Name</i>				\$0
				\$0
				\$0
	Subtotal	\$0	\$0	\$0
<i>Name</i>				\$0
				\$0
				\$0
	Subtotal	\$0	\$0	\$0
<i>Name</i>				\$0
				\$0
				\$0
	Subtotal	\$0	\$0	\$0
<i>Name</i>				\$0
				\$0
				\$0
	Subtotal	\$0	\$0	\$0
Sub-Contract Budget Total		\$0	\$0	\$0

Budget Template – Budget Instructions via viewing the Online Application Portal

Budget Instructions

1. Personnel	<p>PERSONNEL Cost of staff salaries and wages of applicant/grantee staff. BUDGET JUSTIFICATION: Specify the key staff (first and last name), their position titles, brief summary of project related duties, and their time commitments to the project, based on the number of annual hours worked and rate of pay [e.g., \$25.00 per hour or fifty thousand dollars (\$50,000) annually]]. Individuals who are not directly employed by the responder/grantee organization but work on the grant should be listed under the "sub-contract" worksheet tab of the budget document. Consultant costs or professional fees should be included under the "sub-contract" worksheet tab of the budget document.</p>	Back
2. Fringe	<p>FRINGE BENEFITS Enter the total cost of fringe benefits unless treated as part of an approved indirect cost rate BUDGET JUSTIFICATION: Provide a list of the elements that comprise fringe benefit costs, such as health insurance, dental, FICA, retirement, life insurance. Provide the percentage used to calculate the fringe. Detail the formula or rationale used to compute the cost of the fringe benefits listed in the budget proposed.</p>	Back
3. Travel	<p>TRAVEL Cost of local and out of town travel for staff of the project. IRS Travel Rate: www.irs.gov/tax-professionals/standard-mileage-rates BUDGET JUSTIFICATION: Reimbursement to project staff for travel and subsistence expenses is to be made consistent with the current "Commissioner's Plan" as promulgated by the Commissioner of Employee Relations. The Commissioner's Plan states the current reimbursement rates for travel and subsistence expenses in Chapter 15: Expense Reimbursement. Commissioner's Plan: https://mn.gov/mmb/employee-relations/labor-relations/labor/commissioners-plan.jsp#:~:text=Commissioner's%20Plan,otherwise%20provided%20for%20in%20law.</p> <p>Travel rates must not exceed State of Minnesota rates.</p> <ul style="list-style-type: none"><input type="checkbox"/> Lodging: Actual and reasonable costs.<input type="checkbox"/> Mileage: Is based on Current Federal IRS mileage reimbursement rate. Mileage allowance may not exceed the State	Back

Required Statements Section via viewing the Online Application Portal

DHS accepts DocuSign electronic signatures or scanned wet signatures for the required statements.

Responder Information/Declarations

Click [here](#) to access the form. Download and complete the form, upload completed form below.

[4 MiB allowed]

Exceptions to Terms and Conditions

Click [here](#) to access the form. Download and complete the form, upload completed form below.

[2 MiB allowed]

Disclosure of Funding

Click [here](#) to access the form. Download and complete the form, upload completed form below.

[2 MiB allowed]

Trade Secret/Confidential Data Notification

This is a read-only section with no form to upload. **IMPORTANT: Do not submit data that may be trade secret/confidential. If you must submit data that may be trade secret/confidential in order for your response to be responsive, then please email Andrea.Lingl@state.mn.us requesting more information on how to submit that information.**

Documentation to Establish Financial Stability

Click [here](#) to access the form. Download and complete the form, upload completed form below.

[2 MiB allowed]

Documentation to Establish Fiscal Responsibility

Certified Financial Audit, IRS Form 990, or most Recent Board-Reviewed Financial Statements

Responders must upload and include in their proposals sufficient financial documentation to establish their financial stability. If you are a non-profit with an IRS 990 you will not need to upload as we have access to your IRS 990 through Guidestar. For more information, refer to section 3.3.D of the RFP. (page 21)

[14 MiB allowed]

Technical Assistance

Eldercare Development Partnership (EDP)

- There are a number of potential sources of technical assistance (TA) for persons developing Live Well at Home proposals. The Eldercare Development Partnership (EDP) organizations can provide valuable information about service gaps, existing funding streams and current programs as well as suggestions concerning program concepts and application strategies.
- EDP is a state-funded program to provide TA to local providers to develop and implement service delivery models in line with the State's long-term services and supports policy directions. EDPs have a specific responsibility to assist and advise interested parties with Live Well at Home applications.

[ElderCare Development contacts / Minnesota Department of Human Services \(mn.gov\)](#)

Eldercare Development Partnership

Arrowhead Area Agency on Aging	Aitkin, Carlton, Cook, Itasca, Koochiching, Lake, St. Louis
Central Minnesota Council on Aging	Benton, Cass, Chisago, Crow Wing, Isanti, Kanabec, Mille Lacs, Morrison, Pine, Sherburne, Stearns, Todd, Wadena, Wright
Trellis	Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, Washington
Minnesota River Area Agency on Aging	Big Stone, Blue Earth, Brown, Chippewa, Cottonwood, Faribault, Jackson, Kandiyohi, Lac Qui Parle, Le Sueur, Lincoln, Lyon, Martin, McLeod, Meeker, Murray, Nicollet, Nobles, Pipestone, Redwood, Renville, Rock, Sibley, Swift, Waseca, Watonwan, Yellow Medicine
Northwest Regional Development Commission / Dancing Sky Area Agency on Aging	Becker, Beltrami, Clay, Clearwater, Douglas, Grant, Hubbard, Kittson, Lake of the Woods, Mahnomen, Marshall, Norman, Otter Tail, Pennington, Polk, Pope, Red Lake, Roseau, Stevens, Traverse, Wilkin
Rainbow Health	Statewide
Southeastern Minnesota Area Agency on Aging	Dodge, Fillmore, Freeborn, Goodhue, Houston, Mower, Olmsted, Rice, Steele, Wabasha, Winona

Proposal Evaluation and Selection Process

- All responsive proposals received by the deadline will be evaluated by the State. Proposals will be evaluated on “best value” as specified below, using a 1,000 point scale. The evaluation will be conducted in three phases:
 - **Phase I - Required Statements Review (page 20 section 3.3)**
 - The Required Statements will be evaluated on a pass or fail basis. Responders **must "pass"** each of the requirements identified in Section 3.3 to move to Phase II. **Phase I denial notices will be sent to identified Responders by April 16, 2024.**
 - **Phase II - Evaluation of Technical Requirements of Proposals (page 12 section 3)**
 - The evaluation team will review the components of each responsive Proposal submitted. Each component will be evaluated on the Responder's understanding and the quality and completeness of the Responder's approach and solution to the problems or issues presented.

Proposal Evaluation and Selection Process continued

- Points have been assigned as follows to each of the component areas described in Section 3.2 of RFP.

Proposal Components	Possible Points
1. Special Focus (Optional)	50
2. Executive Summary	5
3. Description of the Applicant Organization	125
4. Description of Target Population	125
5. Work Plan: Objectives, Activities, and Outcomes	250
6. Evaluation Plan	125
7. Nursing Facility Closure Preference	20
8. Budget Proposal	300
Total Points	1,000

- Phase III** – Selection of the Successful Responders.
 - Only the Proposals found to be responsive under Phases I and II will be considered in Phase III.
 - The evaluation team will review the scoring in making its recommendations of the successful Responders.
 - STATE may submit a list of detailed comments, questions, and concerns to one or more Responders after the initial evaluation. STATE may require said response to be written, oral, or both. STATE will only use written responses for evaluation purposes. The total scores for those Responders selected to submit additional information may be revised as a result of the new information.

Proposal Feedback

- If your application was not selected, applicants are welcome to contact Andrea or Tara after August 1, 2024 for feedback on your application for this funding cycle.
- Contact Andrea, andrea.lingl@state.mn.us, or Tara, tara.dean@state.mn.us

Important Items to Remember

- Review the **online application** early.
- View the **online application tutorials** including the time saving features: Collaborator and copy options (if appropriate).
- Create a grant application **checklist**.
- Contact your area **Eldercare Development Partnership**.
- Review **Special Focus** (review RFP pages 13 and 24) areas and evaluation of content in your application.
- Write your proposal in simple, **plain** language.
- Double check that you have completed all questions, form fields, and completed all required form uploads **BEFORE** you hit submit.

Important Items to Remember continued

- Review the **nursing facility closure list** located on [apply / Minnesota Department of Human Services \(mn.gov\)](https://apply.mn.gov) and cite a closure that can be associated with your project.
- **Budget spreadsheet**– Use the Microsoft Excel spreadsheet for State Fiscal Year 2025 (7/1/2024 – 6/30/2025). A link is located in the application.
- **Match** - Remember the required financial match to this grant is a 50% match. For example, if your Live Well at Home grant funds request is \$50,000, your secured matching funds amount must be \$50,000. State funds are a unallowable match.
- Follow all the instructions on what is required in each section.
- Allow yourself the appropriate amount of time to complete the application.
- **Before submitting, thoroughly review and complete all Required Statements.**

Questions

- Email questions to andrea.lingl@state.mn.us by March 8, 2024 at 4:00 p.m.
- Live Well at Home related RFP questions and answers will be posted on the DHS Live Well at Home Grant website with the intent that they will be posted by 4:00 p.m. Central Time on March 15, 2024. [Apply for a Live Well At Home grant](#)

Apply for a Live Well at Home Grant

Purpose: To develop and /or provide services for older Minnesotans to live in the community.

1. Allow local communities to improve their capacity to develop, strengthen, integrate programs,
2. Maintain home and community-based services for individuals' age 65 and older and at risk of long-term nursing home use and/or spending down into Medical Assistance.
3. Proposals may include strengthening services for the caregiver support network.

Program information: [Live Well at Home Grant RFP SFY 2025 \(PDF\)](#)

Frequently asked questions: Will be posted here on March 15, 2024

How to apply: [Visit our grant application service webpage](#)

Total completed applications submitted: 0

Key Dates:

State Fiscal Year 2024 (July 1, 2024 - June 30, 2025)

- February 12, 2024, 8:00 a.m. Central Time
 - Live Well at Home Request for Proposals Application Opens
- February 26, 2024 from 1:00 p.m. – 2:30 p.m. Central Time
 - [Responders Conference Call In Information \(PDF\)](#)
 - Responders' Conference PowerPoint Presentation (coming soon!)
- March 8, 2024
 - Email questions to Andrea.Lingl@state.mn.us by 4:00 p.m. Central Time
- March 15, 2024, 4:00 p.m. Central Time
 - RFP Frequently Asked Questions Document Post Date
- April 5, 2024
 - Applications due 4:00 p.m. Central Time
- April 16, 2024
 - Phase I denial notices sent to Responders

Thank You!

Andrea Lingl

andrea.lingl@state.mn.us

Tara Dean

tara.dean@state.mn.us

Kris Kuhlmann

kris.h.kuhlmann@state.mn.us

[apply / Minnesota Department of Human Services \(mn.gov\)](https://mn.gov)