



# Youth Suicide Prevention Learning Collaborative Grant

GRANT REQUEST FOR PROPOSAL (RFP)

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04/23/2024

To obtain this information in a different format, call: 218-332-5167.

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## RFP Part 1: Overview

### 1.1 General information

- **Announcement Title:** Youth Suicide Prevention Learning Collaborative Grant Request for Proposal (RFP)
- **Minnesota Department of Health (MDH) Program Website:** [Youth Suicide Prevention Learning Collaborative Grant RFP \(https://www.health.state.mn.us/communities/suicide/rfp.html\)](https://www.health.state.mn.us/communities/suicide/rfp.html)
- **Application Deadline:** The complete application must be submitted via email by **Friday, July 12, 2024, 4:30 p.m. CDT** to [health.suicideprev.MDH@state.mn.us](mailto:health.suicideprev.MDH@state.mn.us). Late or incomplete applications will not be accepted. Items not delivered due to technical difficulties are the sole responsibility of the applicant. All application documents must be sent via email to [health.suicideprev.MDH@state.mn.us](mailto:health.suicideprev.MDH@state.mn.us).

### 1.2 Program description

The Minnesota Department of Health, herein after MDH, is soliciting proposals for a lead organization to participate in a monthly learning collaborative to learn how to implement and coordinate a community-wide effort to:

1. Align local referral resources for mental health, mobile crisis, and the 988 Suicide and Crisis Lifeline.
2. Work collaboratively with formal and informal support systems to implement best practices, to improve suicide risk identification among youth ages 10-24.
3. Promote timely follow-up care for individuals experiencing a suicidal crisis.
4. Increase knowledge of how to identify, support, and help those who are experiencing mental health challenges or who are having suicidal ideations.

The applicant will participate in monthly learning collaborative sessions over the course of a two-year period. The learning collaborative sessions will prepare and assist grantees and their community partners to develop effective systems for identifying and responding to youth with a potential mental health concern or suicide risk. The goal is to promote a system that will connect youth to the most appropriate services and supports as early as possible. Grantees and their community partners will work to ensure there is no wrong door in the community for a youth to access supports and services. They will do this through creating a Mental Health Referral Pathway to Care: a series of actions or steps taken after identifying a youth with a potential mental health issue. Grantees and community partners will assess and build community capacity to identify gaps in services ensure more seamless access to mental health supports for youth and their families.

MDH is seeking proposals for the grant period September 1, 2024 – August 31, 2026. The department will award up to \$60,000.00.

It is anticipated that up to \$60,000.00 will be available for each year of the grant period.

### 1.3 Funding and project dates

#### Funding

These grants use federal funding from the Substance Abuse Mental Health Administration (SAMHSA) Garrett Lee Smith (GLS) State and Tribal Youth Suicide Prevention Grant, Award # 6H79SM086115-02M002. Funding will be allocated through a competitive process. If selected, you may only incur eligible expenditures when the grant agreement is fully executed, and the grant has reached its effective date.

Funding	Estimate
Estimated Amount to Grant	\$60,000 per year for 2 years
Estimated Number of Awards	Up to 6
Estimated Award Maximum	\$10,000
Estimated Award Minimum	\$10,000

#### Match requirement

There are no match requirements for this grant.

#### Project dates

The estimated start date is September 1, 2024, and the projected end date is August 31, 2026. The grant period will be for two years, contingent on satisfactory grantee performance and funding availability.

#### Project period

September 1, 2024 – August 31, 2025

September 1, 2025 – August 31, 2026

### 1.4 Eligible applicants

Applicants must have state or federal recognition as a formal organization or entity, such as a Federal Identification Number. Organizations or groups that do not have state or federal recognition must apply with a fiscal agent.

Applicants could include but are not limited to local public health and social services agencies, nonprofit organizations, units of government, schools and/or school districts, health care or behavioral health organizations, faith communities, tribal governments, or tribal organizations. MDH recognizes the sovereignty of Tribal nations and will only fund non-Tribal projects led in Tribal communities if the applicant has full support of the Tribal government. Applicants within

the Minnesota GLS grant prioritized counties will be given priority. Priority areas were selected that had greater than 20 youth suicides between 2011-2020 and includes: Beltrami, Sherburne, St. Louis, Anoka, Scott, Dakota, Stearns, Washington, Wright, Olmsted, Hennepin, and Ramsey counties, and Minnesota Tribal nations and communities.

Applicants must be located and conduct grant activities within the State of Minnesota.

Grantees that are currently funded by MDH to implement comprehensive suicide prevention, substance misuse and suicide prevention coalition grants, or regional suicide prevention are ineligible to apply.

## Collaboration

The vision of MDH is for all communities to thrive and that all people have what they need to be healthy. Achieving this will only happen when community works together as no agency or sector alone can reduce suicidal experiences.

A requirement of this Request for Proposal is for the applicant to convene a core team of individuals from both private and public sectors, including, but not limited to: Youth-serving organizations, educational systems, local government, state government, tribal government, health and behavioral healthcare, mobile crisis response, faith based and cultural communities, civic or volunteer groups, and community members, including individuals with lived experience.

The lead applicant will identify two individuals to serve as team co-leads, the co-leads will be required to attend all virtual monthly learning collaborative sessions. The team leads will be responsible for relaying information learned during the virtual monthly learning collaborative sessions back to the larger core team and facilitating any needed working sessions. The larger core teams will be invited to attend specific virtual monthly learning collaborative sessions.

The applicant's senior leadership must submit a letter of support to be included within the application. The letter of support should acknowledge their support for coordinating a core team with two co-leads to move this work forward, as well as their enthusiastic participation for the core team to participate in the monthly learning collaborative session.

## 1.5 Questions and answers

All questions regarding this RFP must be submitted by email to [health.suicideprev.MDH@state.mn.us](mailto:health.suicideprev.MDH@state.mn.us). In the subject line of the email, include the phrase, "Youth Suicide Prevention Learning Collaborative Grant RFP Question." All answers will be posted within two business days at [Youth Suicide Prevention Learning Collaborative Grant RFP Questions and Answers \(https://www.health.state.mn.us/communities/suicide/rfpqa.html\)](https://www.health.state.mn.us/communities/suicide/rfpqa.html).

**Please submit questions no later than 4:30 p.m. Central Daylight Time (CDT), on Monday, July 8, 2024.**

To ensure the proper and fair evaluation of all applications, other communications regarding this RFP including verbal, telephone, written or internet initiated by or on behalf of any applicant to any employee of the Department, other than questions submitted to as outlined above, are prohibited. **Any violation of this prohibition may result in the disqualification of the applicant.**

While applicants may not communicate with MDH staff regarding the RFP itself, applicants may communicate with MDH staff regarding requests for data. MDH staff may not advise any applicant on their application or review drafts of proposals.

### **RFP information meeting**

MDH will host a one-hour webinar meeting (Microsoft TEAMS Meeting) on **Monday, May 6, 2024, at 9 a.m. Central Time** to assist applicants in preparing an application. All prospective applicants are encouraged to attend the information meeting, but attendance is not required. The questions and answers from the one-hour webinar will be posted at [Youth Suicide Prevention Learning Collaborative Grant RFP Questions and Answers \(https://www.health.state.mn.us/communities/suicide/rfpqa.html\)](https://www.health.state.mn.us/communities/suicide/rfpqa.html). The question-and-answer session will not be recorded.

Learn more and join the meeting to attend on the RFP webpage at [Youth Suicide Prevention Learning Collaborative Grant RFP \(https://www.health.state.mn.us/communities/suicide/rfp.html\)](https://www.health.state.mn.us/communities/suicide/rfp.html)

## RFP Part 2: Program details

### 2.1 Priorities

#### Health equity priorities

It is the policy of the State of Minnesota to ensure fairness, precision, equity, and consistency in competitive grant awards. This includes implementing diversity and inclusion in grant-making. The [Policy on Rating Criteria for Competitive Grant Review \(https://mn.gov/admin/assets/08-02%20Grants%20Policy%20Revision%20September%202017%20final\\_tcm36-312046.pdf\)](https://mn.gov/admin/assets/08-02%20Grants%20Policy%20Revision%20September%202017%20final_tcm36-312046.pdf) establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities and/or disparities.

Health equity will be at the center of this project as each community experiences different inequities and requires different solutions. Research shows that the conditions needed for health are peace, shelter, education, food, income, and social justice. In short, health is created where people live, work, and play.<sup>1</sup> Youth ages 10-24 are from every race, nationality, sexual orientation, gender identity, and ability in Minnesota. For each community to determine their disparities, they will engage in a data driven public health approach, so that they can respond to what is happening and implement strategies that will be culturally relevant.

For more information on health equity, please see the [MDH Center for Health Equity \(https://www.health.state.mn.us/communities/equity/index.html\)](https://www.health.state.mn.us/communities/equity/index.html)

#### Mental Health Referral Pathway to Care

A Mental Health Referral Pathway is a series of actions or steps taken after identifying a youth with a potential mental health issue with a goal to promote a system that will connect youth to the most appropriate services and supports as early as possible. Identifying and supporting individuals who may be at risk for suicide or potential mental health concern is a part of a comprehensive approach to suicide prevention. Screening for suicide risk and implementing suicide prevention trainings are a part of identifying and assessing persons at potential risk. A mental health referral pathway to care is the safety net to increase the community's ability to connect individuals to needed supports within a community ensuring there is no wrong door for access to services.

### 2.2 Grant goals and deliverables

#### Goals:

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<sup>1</sup> World Health Organization. *The Ottawa Charter for Health Promotion*. Geneva, Switzerland: WHO; 1986. Available from <https://www.who.int/teams/health-promotion/enhanced-wellbeing/first-global-conference>

This grant will assess and build capacity through monthly learning collaborative sessions to prepare communities for the development and implementation of a community mental health referral pathway.

**Mandatory requirements:**

- The prioritized population must be youth between the ages of 10-24.
- Describe the need and readiness utilizing community data to identify the geographic area of focus i.e., city, county, school district. The Minnesota Student Survey Data Reports and Analytics (mn.gov) site can be used as a source for data.
- A letter of support should be submitted with this Request for Proposal from senior leadership of the applicant agency that will be coordinating participation in the learning collaborative.
- Applicant agency will identify community core team co-leads that will be expected to attend monthly virtual learning collaborative sessions.
- Community co-leads will convene meetings with the full core team to facilitate ongoing information sharing and discussion.
- Community organizations making up the core team will complete a community assessment at the outset of the cohort evaluating current practices for identifying, referring, and supporting youth at potential risk of suicide. A second community assessment will be completed at the end of the cohort evaluating progress.
- Community core team will assess current local supports and resources creating a community resource map.
- Community core team will utilize community assessment results with information gained in the learning collaborative sessions to collaborate, create, and finalize protocols for a community referral pathway documented in a format that can be distributed in the community.
- Create a suicide prevention training plan to build community member competence, confidence, and skills to identify, refer and connect youth needed supports through the referral pathway.
  - Applicants will partner with MDH to report any trainings, outreach, and activities within the defined community.
- The work plan and the budget justification should be reflective of the above activities for the first year of the grant. Note only a year 1 work plan and year 1 detailed budget justification are required with the application.

**Additional tasks, deliverables, and expectations of all grantees:**

- Participate in monthly meetings through Microsoft Teams with MDH grant manager.
- Participate in a virtual, on-boarding meeting within the first month with MDH staff.
- Convene monthly core team meetings, outside of the learning collaborative sessions.
- Attend virtual monthly open office hours with MDH staff, as needed.
- Serve as a community expert and resource to communities and professionals who need information on the community mental health referral pathway to care for youth.



- Provide technical assistance within the defined community.

## Ineligible expenses

Ineligible expenses include but are not limited to:

- Fundraising
- Taxes, except sales tax on goods and services
- Lobbyists, political contributions
- Bad debts, late payment fees, finance charges, or contingency funds
- Direct therapeutic services to individuals
- Construction (new or remodel)
- Food expenses

## 2.3 Grant management responsibilities

### Grant agreement

Each grantee must formally enter into a grant agreement. The grant agreement will address the conditions of the award, including implementation for the project. The grantee is expected to read the grant agreement, sign, and comply with all conditions of the grant agreement. Grantee should provide a copy of the grant agreement to all grantee staff working on the grant.

No work on grant activities can begin until a fully executed grant agreement is in place.

A sample grant agreement can be reviewed at [MDH Grant Agreements \(https://www.health.state.mn.us/about/grants/grantagreement.pdf\)](https://www.health.state.mn.us/about/grants/grantagreement.pdf).

Applicants should be aware of the terms and conditions of the standard grant agreement in preparing their applications. Much of the language reflected in the sample agreement is required by statute. If an applicant takes exception to any of the terms, conditions or language in the sample grant agreement, the applicant must indicate those exceptions, in writing, in their application in response to this RFP. Certain exceptions may result in an application being disqualified from further review and evaluation. Only those exceptions indicated in an application will be available for discussion or negotiation.

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

### Accountability and reporting requirements

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

Grantees will be required to utilize REDCap for their annual reporting. MDH will work with grantees on integrating data collection into workflow so that it does not pose a barrier. Year 2 will follow the same annual reporting schedule.

The project and reporting schedule are as follows:

Project Schedule	Reporting Due Date
Project Year 1: September 1, 2024 – August 31, 2025	Reporting Due: September 15, 2025
Project Year 2: September 1, 2025 – August 31, 2026	Reporting Due: September 15, 2026

### Technical assistance

MDH will provide technical assistance during the grant period for the creation and implementation of the community mental health referral pathway to care through an optional monthly open office hour session. Applicants may reach out to MDH anytime during the grant period for additional support, as needed.

### Grant payments

Per [State Policy on Grant Payments \(https://mn.gov/admin/assets/08-08%20Policy%20on%20Grant%20Payments%20FY21%20\\_tcm36-438962.pdf\)](https://mn.gov/admin/assets/08-08%20Policy%20on%20Grant%20Payments%20FY21%20_tcm36-438962.pdf), reimbursement is the method for making grant payments. All grantee requests for reimbursement must correspond to the approved grant budget. The State shall review each request for reimbursement against the approved grant budget, grant expenditures to-date and the latest grant progress report before approving payment. Grant payments shall not be made on grants with past due progress reports unless MDH has given the grantee a written extension.

The invoicing and payment schedule will be quarterly, as follows:

Project schedule	Invoice due date:
September 1, 2024 – November 30, 2024	December 15
December 1, 2024 – February 28, 2025	March 15
March 1, 2025 – May 31, 2025	June 15
June 1, 2025 – August 31, 2025	September 15

Year 2 will follow the same quarterly invoice schedule, as year 1. MDH will issue payment no later than 30 days after receipt of invoice.

## 2.4 Grant provisions

### Contracting and bidding requirements

**(a) Municipalities** A grantee that is a municipality, defined as a county, town, city, school district or other municipal corporation or political subdivision of the state authorized by law to enter into contracts is subject to the contracting requirements set forth under [Minn. Stat. § 471.345 \(https://www.revisor.mn.gov/statutes/cite/471.345\)](https://www.revisor.mn.gov/statutes/cite/471.345). Projects that involve construction work are subject to the applicable prevailing wage

laws, including those under [Minn. Stat. § 177.41](#) (<https://www.revisor.mn.gov/statutes/cite/177.41>), et. seq.

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

- i. Any services or materials that are expected to cost \$100,000 or more must undergo a formal notice and bidding process consistent with the standards set forth under Minnesota Statutes 16B.
- ii. Services or materials that are expected to cost between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three (3) verbal quotes or bids.
- iii. Services or materials that are expected to cost between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two (2) verbal quotes or bids or awarded to a targeted vendor.
- iv. The grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:
  - Minnesota Department of Administration’s Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List ([Equity in Procurement \(TG/ED/VO\) Directory / Minnesota Office of State Procurement](#) (<https://mn.gov/admin/osp/government/procuregoodsandgeneralservice/tgedvo-directory/>));
  - Metropolitan Council’s Targeted Vendor list: [Minnesota Unified Certification Program](#) (<https://mnuccp.metc.state.mn.us/>) or
  - Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: [Central Certification Program](#) (<https://www.stpaul.gov/departments/human-rights-equal-economic-opportunity/contract-compliance-business-development-9>)).
- v. The grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts.
- vi. The grantee must maintain support documentation of the purchasing or bidding process utilized to contract services in their financial records, including support documentation justifying a single/sole source bid, if applicable.
- vii. Notwithstanding (i) - (iv) above, State may waive bidding process

requirements when:

- Vendors included in response to competitive grant request for proposal process were approved and incorporated as an approved work plan for the grant or
  - There is only one legitimate or practical source for such materials or services and that grantee has established a fair and reasonable price.
- Projects that include construction work of \$25,000 or more, are subject to applicable prevailing wage laws, including those under Minnesota Statutes 177.41 through 177.44

- viii. Grantee must not contract with vendors who are suspended or debarred in Minnesota: The list of debarred vendors is available at:  
<https://mn.gov/admin/osp/government/suspended-debarred/>.

### Conflicts of interest

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

**Applicants must complete the [Applicant Conflict of Disclosure form \(https://www.health.state.mn.us/about/grants/coiapplicant.pdf\)](https://www.health.state.mn.us/about/grants/coiapplicant.pdf) and submit it as part of the completed application.** Failure to complete and submit this form will result in disqualification from the review process.

Organizational conflicts of interest occur when:

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

Individual conflicts of interest occur when:

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

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

### **Public data and trade secret materials**

All applications submitted in response to this RFP will become property of the State. In accordance with [Minn. Stat. § 13.599 \(https://www.revisor.mn.gov/statutes/cite/13.599\)](https://www.revisor.mn.gov/statutes/cite/13.599), all applications and their contents are private or nonpublic until the applications are opened.

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

After MDH has completed the evaluation process, all remaining data in the applications is public with the exception of trade secret data as defined and classified in [Minn. Stat. § 13.37 \(https://www.revisor.mn.gov/statutes/cite/13.37\)](https://www.revisor.mn.gov/statutes/cite/13.37), subd. 1(b). A statement by an applicant that the application is copyrighted or otherwise protected does not prevent public access to the application or its contents. ([Minn. Stat. § 13.599 \(https://www.revisor.mn.gov/statutes/cite/13.599\)](https://www.revisor.mn.gov/statutes/cite/13.599), subd. 3(a)).

If an applicant submits any information in an application that it believes to be trade secret information, as defined by [Minn. Stat. § 13.37 \(https://www.revisor.mn.gov/statutes/cite/13.37\)](https://www.revisor.mn.gov/statutes/cite/13.37), the applicant must:

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

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

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

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

## **Audits**

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

## **Affirmative action and non-discrimination requirements for all grantees**

The grantee agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age in regard to any position for which the employee or applicant for employment is qualified. [Minn. Stat. § 363A.02 \(https://www.revisor.mn.gov/statutes/?id=363A.02\)](https://www.revisor.mn.gov/statutes/?id=363A.02). The grantee agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.

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

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

## 2.5 Review and selection process

### Review process

Funding will be allocated through a competitive process with review by a committee representing both internal and external reviewers. The review committee will evaluate all eligible and complete applications received by the deadline. Further, the review committee will attempt to recognize and neutralize implicit bias in the review and scoring of applicants.

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

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

### Selection criteria and weight

The review committee will be divided into teams of approximately four reviewers. Each reviewer will review and score the applications assigned to their team individually using a provided score sheet (refer to Attachment C for sample score sheet). Reviewers will score each application on a 30-point scale. This standardized scoring system will be used to determine the extent to which the applicant meets the selection criteria for this grant.

The review teams will then participate in a review meeting where applications are discussed as a team. Reviewers will be able to modify their individual scores based on discussions at the review meeting. At the end of the meeting, team members will make recommendations to MDH based on the scoring criteria and discussion.

MDH will make final decisions on all applications and will balance the recommendations by the review teams with other factors including, but not limited to:

- Review team scores
- Geographic distribution of services
- Total funding available
- Inclusion of health equity



## Grantee Past Performance and Due Diligence Review Process

- It is the policy of the State of Minnesota to consider a grant applicant's past performance before awarding subsequent grants to them.
- State policy requires states to conduct a pre-award risk assessment prior to a grant award. Additional information may be required for proposed budgets of \$50,000 and higher to a potential applicant in order to comply with [Policy on Pre-Award Risk Assessment for Potential Grantees \(https://mn.gov/admin/assets/Policy%2008-06%20Pre-Award%20Risk%20Assessment%20Effective%20Date%20January%2015%202024\\_tcm36-604382.pdf\)](https://mn.gov/admin/assets/Policy%2008-06%20Pre-Award%20Risk%20Assessment%20Effective%20Date%20January%2015%202024_tcm36-604382.pdf).

## Notification

MDH anticipates notifying all applicants via email of funding decisions on or before **August 9, 2024**. All notices of award and non-award will be sent via email to the contact person listed on the application.

Awarded applicants who are not current vendors in the State's SWIFT system will need to become vendors before a grant agreement can be made final. Instructions on how to become a vendor will be sent to awarded applicants when they are notified of the award.

There may be negotiations to finalize a grantee's work plan and or budget before a grant agreement can be made final ("executed"). Once a work plan and/or budget have been agreed upon, a grant agreement can then be executed with the applicant agency being awarded the funds. The effective date of the agreement will be September 1, 2024, or the date in which all signatures for the agreement are obtained, whichever is later. The grant agreement will be in effect until August 31, 2026, contingent on satisfactory grantee performance and funding availability.

## RFP Part 3: Application and submission instructions

### 3.1 Application deadline

All applications *must* be received by MDH no later than 4:30 p.m. Central Time, on Friday, July 12, 2024.

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

**Acknowledgement of application receipt.** MDH will “reply all” to the email address that submitted the application to acknowledge receipt of your application within one business day of the receipt of an application. If you do not receive an acknowledgment email within that time frame from when you submitted the application, it means MDH did not receive your application/documents. Please contact [health.suicideprev.MDH@state.mn.us](mailto:health.suicideprev.MDH@state.mn.us) after that time frame for further instructions.

### 3.2 Application submission instructions

Applicants must submit applications via email to [health.suicideprev.MDH@state.mn.us](mailto:health.suicideprev.MDH@state.mn.us) with the subject “Youth Suicide Prevention Learning Collaborative Grant RFP Application – (Insert applicant organization name)”

Applications may not be hand-delivered to MDH.

### 3.3 Application instructions

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

- Signed coversheet on agency letterhead (one page)
- Table of Contents (one page)
- Attachment A: Youth Suicide Prevention Learning Collaborative Grant Application
  - Section 1: Organizational Capacity (250-word limit)
  - Section 2: Project Narrative and Work plan (1,000-word limit, does not include Work plan. Work plan may be submitted as a separate attachment)
  - Section 3: Equity (250-word limit)
  - Section 4: Budget Summary, Detail and Justification (Form A and Form B)
- Letter of Commitment from applicant senior leadership
- [Due Diligence Review Form](https://www.health.state.mn.us/about/grants/duediligence.pdf)  
(<https://www.health.state.mn.us/about/grants/duediligence.pdf>)
- [Applicant Copy of Conflict-of-Interest Disclosure](https://www.health.state.mn.us/about/grants/coiapplicant.pdf)  
(<https://www.health.state.mn.us/about/grants/coiapplicant.pdf>)

Parameters: one-inch margins, size 12 font, single-spaced are required. Tables and charts may be 10-inch font, single-spaced.

**Incomplete applications will be rejected and not evaluated.**

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

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

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

## RFP Part 4: Attachments

- **Attachment A:** Minnesota Youth Suicide Prevention Learning Collaborative Grant Application Form
  - Form A: Two-Year Budget Summary
  - Form B: Year One Budget Detail and Justification
  - Form C: Year One Work Plan
- **Attachment B:** Invoice Template
- **Attachment C:** Application Scoring Criteria Scorecard
- **Attachment D:** RFP Checklist