Dementia Grant Request for Proposals
Funding Year 2023 Responders’ Conference

Jane Cunningham | Grants Specialist Senior
Getting Connected To the Conference

• To join the teleconference only:

• Provide your phone number when you join the meeting to receive a call back.

• Alternatively, you can call:
  Call-in toll-free number:  1-855-282-6330 United States

• Access Code:  2494 188 1839

• Host Pin:    4832

• **Please Mute your phones.** We will provide an opportunity for questions during the last 20 minutes of this conference.
<table>
<thead>
<tr>
<th>Time</th>
<th>Topic</th>
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<tbody>
<tr>
<td>10:00-10:05</td>
<td>Introduction and Overview of Responders Conference</td>
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<td>10:05-10:10</td>
<td>Overview and Objective of Minnesota Board on Aging &amp; this RFP</td>
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<td>10:10-10:15</td>
<td>Funding Categories, Amounts, and Requirements</td>
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<td>10:15-10:35</td>
<td>Required Proposal Contents via viewing the Online Application Portal</td>
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<td>10:35-10:40</td>
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<td>10:40-10:50</td>
<td>Technical Assistance</td>
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<td>10:50-11:00</td>
<td>Proposal Evaluation and Selection Process</td>
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<td>11:00-11:10</td>
<td>Important Items to Remember</td>
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<td>11:10-11:30</td>
<td>Questions</td>
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Our mission: work to ensure that older Minnesotans and their families are effectively served by state and local policies and programs, so they can age well and live well. The Minnesota Board on Aging (MBA) does this through its three major roles: administrator, advisor and advocate.

The MBA provides:

• Direct service programs
  • Office of Ombudsman for Long-Term Care
  • Senior LinkAge Line

• Designation, oversight, and funding of Area Agencies on Aging (AAAs)
The Minnesota Board on Aging is committed to helping every older Minnesotan age well and live well. To achieve this goal, we work to eliminate the institutional barriers and social inequities that keep some older Minnesotans from thriving. We will work toward a Minnesota where every older resident feels safe, secure, valued and respected.
Overview and Objective of this RFP

• **Purpose**

  Funding to regional and local projects to increase awareness of Alzheimer’s disease and other dementias (ADRD), increase the rate of cognitive testing, promote the benefits of early identification and/or connect family, friends and neighbors caregiving for persons with dementia to education and resources. *(Statewide proposals are not eligible.)*

• **Objective**

  Grants are intended to stimulate collaboration and coordination and strengthen community relationships and partnerships that promote the benefit of physician consultation for all individuals suspected of having a memory or cognitive concern.
• **Project Focus Categories**: Choose all that apply to your project.

  • **Increase Awareness** – Programs or projects that increase the public’s awareness of Alzheimer’s disease and other dementias.

  • **Promote Early Identification** – Programs or projects that use culturally appropriate screening tools to facilitate and increase referrals to healthcare professionals for cognitive assessment testing.

  • **Increase Cognitive Testing** – Programs or projects that increase the rate of cognitive testing promote cross-referral, and integrate a communication protocol between the partnering entities.

  • **Connect Family, Friends and Neighbors Caregiving** – Programs or projects that connect family, friends and neighbors who are caregiving for persons with Alzheimer’s disease and other related dementias to services, education, and resources.
Funding Amounts and Requirements

- **Maximum funding amount**: $150,000 per project

- **Match**: Projects with estimated budgets between $50,000 and $150,000 require a 25% funding match of the total budget. Projects with estimated budgets less than $50,000 do not require matching funds.

- **Contract Term**: July 1, 2022 – June 30, 2023
Dementia Grant Application

The Minnesota Board on Aging administers a competitive grant program focusing on Alzheimer’s disease and other dementias and their impact on family, friends, and caregivers. Grants should:

- Increase awareness of Alzheimer’s disease and other dementias
- Increase the rate of cognitive testing
- Promote the benefits of early identification and/or
- Connect family, friends and neighbors who are caregiving with education, support and resources

Grants should stimulate collaboration and coordination, and strengthen community relationships and partnerships that promote the benefit of physician consultation for all people suspected of having a memory or cognitive concern.

Program Information:

- Grant term: Anticipated to last for 12 months (July 1, 2022 - June 30, 2023)
- Maximum request: $150,000
- Match Requirement: 25 percent match is required for request above $50,000
- Total completed applications submitted: Zero

Application

SFY 2023 Dementia Grant RFP

To apply, visit our grant portal.

Key Dates:

- January 24, 2022: Responders Conference
- February 11, 2022: Question period closed
- February 14, 2022: Dementia Grant FAQs
- March 25, 2022: Applications due by 4:00 p.m. CT
- April 4, 2022: Phase I denial notices sent to responders
- April 2022: Review and scoring applications
- May and June 2023: Negotiate contracts
- July 1, 2022: FY2023 grantee anticipated start date

Grant Contact: Jane Cunningham - jane.e.cunningham@state.mn.us

Proposal Development Assistance: Technical assistance is available from:
- Local area agencies on aging - Eldercare Development Partnership
- State program staff
Useful Feature!

- **Collaborator**: Ability to invite people to contribute directly to your application.

**Applicant Tutorial & Collaborator Feature Section**

*Form FY 2022 MBA Dementia Grants*

- **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:**

- **The Collaborator feature**
  - We **encourage** you to review these items, including the tutorials, before you begin your application.
  - The Collaborator feature can be used by applicants to add a new user to their organization without having to contact a site Administrator. The following tutorial covers how an applicant can use this feature to do so:
    - Written tutorial
    - Video tutorial
    - Adding new users via Collaborator (written tutorial)
Copy Previous Answers Feature

Additional grant features:

The Collaborator feature

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

The Collaborator feature can be used by applicants to add a new user to their organization without having to contact a site Administrator. The following tutorial covers 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
Type of Service Agency*

Are you a returning grantee?*
Have you received an MBA Dementia grant within the last four years?

- Yes
- No

If yes:
Describe what is different or what you plan to expand upon from your past project and this grant request.

2,000 characters left of 2,000
**Required Statements** - DHS accepts DocuSign electronic signatures or scanned wet signatures for the required statements.

- *Trade Secret/Confidential Data Notice (please note, there is no form to sign/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 Jane.E.Cunningham@state.mn.us requesting more information on how to submit that information.

- Responder Information/Declarations Form

- Exceptions to Terms and Conditions Form

- Affidavit of Noncollusion *(please note, this form must be fully notarized)*

- Documentation to Establish Fiscal Responsibility (such as Certified Financial Audit, IRS Form 990, or Most Recent Board-Reviewed Financial Statements)

- Affirmative Action Data Page (Human Rights Compliance) - *For all contracts estimated to be in excess of $100,000*, responders are required to complete and submit this form.
Proposal Contents

The following will be considered minimum requirements of the proposal content with emphasis on completeness and clarity of content.

Executive Summary (25 points)
This component of the proposal should demonstrate the responder’s understanding of the services requested in this RFP and any problems anticipated in accomplishing the work. Write a brief description of the proposed project, including: state funds requested, project focus category(ies), region where the project will occur as defined by the planning and service areas of the Area Agencies on Aging, the project/program goals, and the list of objectives and products/services to be developed. The Executive Summary should also clearly describe/outline the responder’s overall design of the project in response to achieving the purpose & deliverables as defined in this RFP. Specifically, the proposal should demonstrate the responder’s familiarity with: (a) the project elements; (b) its solutions to the problems presented; and (c) knowledge of the proposed services. The executive summary from applicants awarded a grant may be posted on the Minnesota Board on Aging’s public web page.

Agency Description (100 points)
This section must include information on:
- The existing programs and activities of the agency
- The number of people served, geographic area served
- Population served
- Staff experience – Include prior Dementia Training Completed and associated certificates; and Dementia Knowledge Capture form (upload below)
- Programmatic accomplishments.

The responders should include reasons why your organization is able to effectively complete the services outlined in the RFP. Be certain to demonstrate the length, depth, and applicability of all prior experience in providing the requested services. The responder should also demonstrate the skill and experience of lead staff and identify within the proposal a project manager with experience in planning and providing the proposed services.

3,000 characters left of 3,000
# Dementia Training Certs/Knowledge Capture Form

**Upload Dementia Training completed certificates**

- **Grantee or Partner Name**
- **Project Staff Name** (1 per line)
- **Type of Activity (1 per line):**
  - 1 - Awareness education
  - 2 - Early memory testing (Rapid screen, Mini-cog, etc.)
  - 3 - Cognitive testing
  - 4 - Caregiver support
- **Related Degree** (1.e. Social Work, Nursing, MD, etc.)
- **MBA or AAA Training attended related to the activity** (include copy of certificate of attendance or list date, name of presenter and location)
- **Other Training attended related to the activity** (include copy of certificate of attendance or list date, name of presenter and location)

**Upload completed Dementia Knowledge Capture Form**

Download the Dementia Knowledge Capture form, and review the Knowledge Capture Instructions if needed.

- **Grantee or Partner Name**
- **Project Staff Name** (1 per line)
- **Type of Activity (1 per line):**
  - 1 - Awareness education
  - 2 - Early memory testing (Rapid screen, Mini-cog, etc.)
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- **Other Training attended related to the activity** (include copy of certificate of attendance or list date, name of presenter and location)
Description of Target Population (175 points)
In this section, applicants should clearly describe the need for the proposed project in their community. This description should include an overview of the overall project design that:

- Describes the population to be served by the proposed project;
- Specifies the region where the project, not the applicant, will occur as defined by the planning and service areas of the Area Agencies on Aging;
- Identifies the level of need for these proposed services or system change;
- Cites the methods or information used to determine this need; and
- Describes how the project will address the need.

Responders should also include barriers or anticipated challenges, discuss whether the project and activities will have a local or regional impact, estimate how many persons will be served and whether it will serve low- and moderate-income individuals and families, and include a description of the referral system(s) used by the project to reach the target population.

Optional: To address a Special Focus Area (up to 50 points of the available points):
- Name the targeted culture and/or ethnic population(s);
- Identify if the responder organization is currently an ethnic or culturally focused organization (an organization whose staff primarily mirrors the ethnic and/or cultural communities it is serving);
- Specify the geographic area where the project, not the responder, will occur and describe the characteristics that make the area rural, if applicable; and/or
- Identify the need and any special or specific methods that will be used to serve the target population.
Work Plan: Goal, Objectives, Activities, and Outcomes. (300 points)

In this section, responders will start by providing one sentence that summarizes the goal of your project or program. Next, responders will identify a minimum of three (3) and no more than six (6) measurable objectives of your project in order to reach the one or more identified focus categories as defined in Section II.B, Project Focus Categories, of the RFP. For each objective, choose a project focus category the objective connects with from the drop-down menu. The proposed objectives will be used to measure 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.

To aid in maximizing their score, responders should involve at least one of the following groups as a partner in their proposal: human or social service organization; community health board (e.g., SHIP staff); a healthcare organization; a quasi-formal or other service provider; and/or local not-for-profit (e.g., an ethnic or culturally-focused organization) or for-profit business (e.g., an employer, service company, retailer or other commercial venture), educational institution, unit of government, transportation agency, or trade association.

Optional: To address a Special Focus Area (up to 50 points of the available points), include a description of how the proposed project:
- Is supported by the targeted population(s);
- Will use or enhance existing activities and resources or involve innovative approaches to achieving the proposed project’s success;
### 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: Project Focus Category
Choose one project focus category in connection to Objective #1

### 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.

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### Objective #1: Estimated Outcomes (narrative)
Describe specific 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 result of the outcome described above (i.e., # of units/people served, community connections made, etc.).
Application – Work Plan (components)

Work Plan template:

• Objective - One sentence that highlights this piece of the project.

• Project Focus Category - Choose one category this objective best fits within.

• Key Activities & Strategies - Briefly outline each task that needs to be accomplished in order to meet the objective and desired outcomes.

• People Responsible - List people responsible for carrying out the above tasks, including titles – include your internal staff & external stakeholders.

• Estimated Outcomes (narrative) – In one sentence, describe specific results that aim to achieve the overall project goal, e.g. skills & knowledge obtained, services provided to people, etc.

• Estimated Outcomes (result) - Enter the number associated with the outcome described.

• Estimated Start Date - When do you plan on starting this component?

• Estimated End Date - When do you plan on completing this component?
Application – Evaluation Plan

Evaluation Plan (100 points)
The State is committed to funding services that produce a measurable result for the people of Minnesota. A successful responder must develop indicators of the success and effectiveness of the program and be able to measure and evaluate them to determine outcomes.

In this section, describe what lasting effects will be produced by the project and how your organization will continue the proposed project after it ends. Discuss the relationship with other organizations that you have or will develop further that will help maintain the proposed project long-term, and describe the value of any coordination across service providers and any secondary benefits that happened and/or you propose will happen due to this coordination.

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

3,000 characters left of 3,000
Application – Budget

Budget Proposal (300 points)

This section should specify the grant amount requested and detail all expenses for the proposed project. Using the template describe and explain what the estimated costs pay for. Identify what other ancillary services are being provided that have costs with them and which components are essential to delivering quality services. See pages 21-25 of the RFP for line by line instructions on how to complete the budget. Explain the proposed use of the grant funds and matching funds. A twenty-five (25) percent match of the program/project total is required on estimated budgets between $50,000 and $150,000. No match is required for budgets less than $50,000.

Your narrative should provide sufficient detail to justify the total amount budgeted in each category. The project budget must be complete and reasonable, must link to the proposed project activities, and must specify how the amounts for each budget item were determined. Responders are encouraged to apply for only the amount needed for their proposed projects. The total available funds will not necessarily be divided equally, nor will selected responders be guaranteed the entire amount requested. Budget proposals will be judged on efficient use of funds (that is, funds are being spent on direct services versus administrative costs, as detailed in their budget proposal) and overall cost-effectiveness. The purchase of all technology related items (computers, routers, etc.) must be specifically listed and detailed as either a supply or equipment as instructed below.

This budget proposal template must be used by responders to create their budget proposals.

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# Match Funds Budget

*Enter Respondor Organization Name Here*

July 1, 2022 - June 30, 2023

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Timeline of Events

• January 3, 2022 – Request for proposal release date
• January 24, 2022 – Responders conference: 10am – 11:30am
• February 11, 2022 – Emailed questions due by 4pm to Jane.E.Cunningham@mn.state.usm
• February 14, 2022 – Answers posted on MBA Dementia RFP web page
• March 25, 2022 – Applications due by 4pm
• April 4, 2022 – Phase I denial notices sent to Responders
• May 2022 – Review and scoring applications
• June 2022 – Negotiate contracts
• July 1, 2022 – Anticipated Grantee Start Date
Technical Assistance

There are a number of potential sources of technical assistance for persons developing MBA Dementia proposals. Please reference Section III.E, Technical Assistance, of the RFP for more details, and for links to contact information.

• The Eldercare Development Partnership (EDP) is a state-funded program to provide technical assistance 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 local and regional Dementia Grants.

• In addition, State Program Staff can assist you in a variety of areas.
  • Contact Us
• All responsive proposals received by the deadline will be evaluated by the State. Proposals will be evaluated as specified below, using a 1,000 point scale (see pp. 26-30 of RFP detailed information about evaluation & selection).

The evaluation will be conducted in three phases:

a. **Phase I Required Statements Review**
   - The Required Statements will be evaluated on a pass or fail basis. Responders must "pass" each of the requirements identified in this section to move to Phase II.
   - A Responder will receive notification on their Applicant Dashboard within the online portal if it is determined that they will not be moving forward to Phase II, committee review. This notification will occur within 10 days of the RFP close date.
   - April 4, 2022 – Phase I denial notices sent to Responders
b. Phase II  Evaluation of Proposal Requirements

- Executive Summary  25 possible points
- Agency Description  100 possible points
- Description of Target Population  175 possible points
- Work Plan: Goals, Objectives, Activities, & Outcomes  300 possible points
- Evaluation Plan  100 possible points
- Budget  300 possible points
- **TOTAL**  1,000 possible points

Additional considerations reviewers might consider include:

- Project reach: *How many served with requested funds?*
- Sustainability: *Can the project continue after funding ends?*
- Scalability: *Can the project design be adapted to a bigger scale or in a new location?*
- Engagement of hard-to-reach populations
Optional: To address a Special Focus Area (up to 50 points of the available points):

- Name the targeted culture and/or ethnic population(s);
- Identify if the responder organization is currently an ethnic or culturally focused organization (an organization whose staff primarily mirrors the ethnic and/or cultural communities it is serving);
- Specify the geographic area where the project, not the responder, will occur and describe the characteristics that make the area rural, if applicable; and/or
- Identify the need and any special or specific methods that will be used to serve the target population.

• c. Phase III Selection of the Successful Responder(s)
  • Only the proposals found to be responsive under Phases I & II will be considered in Phase III.
  • If a responder(s) is selected, the State will notify the successful responder(s) in writing of their selection and the State’s desire to enter into contract negotiations.
• Review the application early.

• Utilize tutorials at the beginning of the application on how to use this online system.

• Follow all of the instructions of what is required in each section.

• Allow yourself the appropriate amount of time to complete the application.

• Make sure you answer the application questions clearly and completely.

• You are encouraged to create your own grant proposal checklist using the RFP as a guide.

• Connect with your area EDP contact for assistance.

• Remember, for projects requesting grant funding between $50,000 and $150,000, there is a 25% financial match requirement of the total project amount for this grant. Projects with budgets less than $50,000 do not require matching funds.
Important Items to Remember

• Thoroughly review and complete all Required Statements. Ensure dates and signatures are current.

• Build in time to get a “live” Notary signature (hours may be reduced/limited due to staffing shortages or other COVID-related issues.)

• We encourage applicants who do not receive a grant to contact us after July 1st for feedback on your application.
Thank You!

Jane Cunningham

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