Live Well at Home Request for Proposals
Funding Year 2021 Responders’ Conference

Courtney Whited | Grants Specialist Senior in Aging and Adult Services

To help older adults live well at home by focusing strategic investments to prepare Minnesotans for 2030
http://www.mn.gov/dhs/live-well
Getting Connected To the Conference

- To join the WebEx click this link: https://minnesota.webex.com/mw3300/mywebex/cmr/cmr.do?siteurl=minnesota&AT=join&username=courtney.whited

- To join by video system: Dial courtney.whited@minnesota.webex.com

- You can also dial 173.243.2.68 and enter your meeting number.

- Join by phone
  - +1-415-655-0003 United States Toll

- Access code: 964 728 027

- Global call-in numbers

- Please Mute your phones. We will provide an opportunity for questions during the last 15 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>Overview and Objective of this RFP</td>
</tr>
<tr>
<td>10:05-10:10</td>
<td>Funding Categories &amp; DHS Live Well at Home grant website</td>
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<tr>
<td>10:10-10:30</td>
<td>Online Application Portal, Applicant &amp; New Features Tutorials,</td>
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<td>Proposal Contents Sections</td>
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<td>10:30-10:35</td>
<td>Timeline of Events</td>
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<td>10:35-10:45</td>
<td>Technical Assistance</td>
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<td>10:45-10:55</td>
<td>Proposal Evaluation and Selection Process</td>
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<td>10:55-11:10</td>
<td>Important Items to Remember</td>
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<td>11:10-11:30</td>
<td>Questions</td>
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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 age 65 and older, at-risk of long-term nursing home use and/or spending down into Medical Assistance.

- Proposals may include strengthening services for supporting solo agers, family, friends and neighbors caregiving.

- Grants have been used to implement many of the themes highlighted by MN2030.

- 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.

- Who can apply – Non-profit, For-profit, Unit of Government, Tribal Nation
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 ($30,000 - $50,000 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.
Apply for a Live Well at Home Grant

Purpose: To develop and provide services for older Minnesotans to live in the community.
1. Allow local communities to improve their capacity to develop, strengthen, and 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: [Request for proposal](PDF)

Frequently asked questions: Live Well at Home FAQ will be posted on April 3, 2020

How to apply: Apply through our [online portal](http://www.mn.gov/dhs/live-well).

Key Dates:

- **March 5, 2020:** Responders Conference, 10:11:39 am CT • [WebEx meeting link](http://www.mn.gov)
- **April 3, 2020:** Questions due to staff by 4:00 pm CT • email questions for: courtney.whited@state.mn.us
- **April 6, 2020:** FAQs posted by 4:00 pm CT
- **April 17, 2020:** Applications due 4:00 pm CT
- **May/June 2020:** Review of applications and negotiate contracts
- **July 1, 2020:** FY2021 grantee anticipated start date

Contact:

Courtney Whited, Grant Specialist Senior
Aaron Cotter, Grant Specialist Senior
Login Page for the Online Application Portal

Logon Page

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

Open grant applications: FY2021 MBA Dementia grant, FY2021 Live Well at Home grant
Closed grant applications: FY2020 CL QI (Customized Living Quality Improvement)

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

Not Sure?: If you think that you or someone at your organization has already registered in the system, do not create a new account. Please contact either of our Grants Specialist Senior staff, Courtney Whited at courtney.whited@state.mn.us or Aaron Cotter at aaron.cotter@state.mn.us, to receive your username and password.

Helpful Hints:
1) We recommend that you bookmark this page for ease of access.
Applicant Tutorial
via the Online Application Portal

Update Application Form

System Tutorials
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.

New grant features:
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. 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 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.

Responder Info
Collaborate Feature via the Online Application Portal
### Responder Info Section

**Via the Online Application Portal**

**Search** - Tools - Communications - Reporting - Role (Administrator)

#### Responder Info
- Add New Question
- Add Shared Question
- Add GuideStar Question

#### Project Name

- **Everyone**

#### 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 ($30,000 - $50,000 per year)

- **Add New Question**
- **Add Shared Question**
- **Add GuideStar Question**

#### Counties in Project Area

**Available Counties**
- Aitkin County
- Anoka County
- Becker County
- Beltrami County
- Benton County
- Big Stone County
- Blue Earth County
- Brown County
- Carlton County
- Carver County
- Cass County
- Chippewa County
- Clay County
- Clearwater County
- Cook County
- Cottonwood County
- Crow Wing County
- Dakota County
- Dodge County
- Douglas County
- Faribault County
- Fillmore County
- Freeborn County
- Goodhue County
- Grant County
- Henrik County
- Houston County
- Ida County
- Isanti County
- Itasca County
- Jackson County
- Kanabec County
- Kandiyohi County
- Koochiching County
- Lac qui Parle County
- Lake County
- Lake of the Woods County
- Le Sueur County
- Lincoln County
- Lyon County
- Mankato County
- Marshall County
- Martin County
- McLeod County
- Meeker County
- Milaca County
- Morrison County
- Mower County
- Murray County
- Nicollet County
- Nobles County
- Norman County
- Olmsted County
- Otter Tail County
- Pennington County
- Pine County
- Pipestone County
- Polk County
- Pope County
- Ramsey County
- Red Lake County
- Redwood County
- Renville County
- Rock County
- Roseau County
- Scott County
- Sherburne County
- Sibley County
- St. Louis County
- Stearns County
- Steele County
- Stevens County
- Swift County
- Todd County
- Traverse County
- Wabasha County
- Wadena County
- Waseca County
- Washington County
- Watonwan County
- Wilkin County
- Winona County
- Wright County
- Yellow Medicine County
Responder Info Section continued via the Online Application Portal

Minnesotta Legislative District
What legislative district is your project primarily operating in? Click here to find your legislative district.

Type of Service Agency

Special Focus (optional) (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 respondent'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.

- Implement plans to target culturally and racially diverse older adult populations
- Implement plans to target American Indian Elder populations
- Implement plans to serve older adults in rural areas
- Implement plans to serve Veterans
- Implement plans to serve LGBTQ older adult populations
- Use of innovative and/or enhanced approaches to achieving successful outcomes

Long-Term Services and Supports

Core Home and Community-Based Services

Proposal Requirements

Work Plan: Objectives, Activities, and Outcomes

Work Plan: Objective #4

Work Plan: Objective #5
Long-Term Services and Supports Section via the Online Application Portal

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.

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, 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 II.A, Category 2, of the RFP for more information.

Long Term Service and Supports Projects
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 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. 1(b). Organizations funded under core home and community-based services have operating budgets of $176,000 or less annually and serve a geographically limited area.

See section II.A, Category 3. of the RFP for more information.

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

Work Plan: Objectives, Activities, and Outcomes

Work Plan: Objective #4

Work Plan: Objective #5

Work Plan: Objective #6
Proposal Requirements via viewing the Online Application Portal

Executive Summary (5 points)
This component of the proposal should demonstrate the respondent'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 respondent’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 respondent’s familiarity with the project elements, its solutions to the problems presented, and knowledge of the requested services. Please note: The executive summary from applicants awarded a grant will be posted on the Department of Human Services public web page.

1,500 characters left of 1,500

Description of the Responder (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 of 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 III.B.2 of the RFP for more instructions.

5,000 characters left of 5,000

Description of Target Population (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
4. Describes how the project will address the need.

Describe the level of need for services in your community and how adults 65 and older and individuals' caregiving will be targeted for services by the program. Include barriers or foreseen challenges and how they will be overcome.
Work Plan: Objectives, Activities, and Outcomes via viewing the Online Application Portal

MN Department of Human Services

[Image of the Online Application Portal]

FY2021 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: 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.).

Objective #1: Estimated Start Date
Dates should be incremental in regards to the overall project and not just the entire timeframe of the grant.

Objective #1: Estimated End Date
Dates should be incremental in regards to the overall project and not just the entire timeframe of the grant.

Objective #2
One sentence that highlights this piece of the project, i.e., this is one step towards achieving the overall project goal.

Objective #2: Key Activities & Strategies
Briefly outline each task that needs to be accomplished in order to meet the objective and desired outcomes.
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.

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 II.A, Category 1, of the RFP for more information.

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

- Development Cost Worksheet - factor in prevailing wage rates 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.

Development Cost Worksheet
Click here to download the Development Cost Worksheet. Download and complete the form, and then upload the completed form below.

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

|---------------|-----------------|------------------|---------------------|------------------------|

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

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

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<tr>
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<th>Add New Question</th>
<th>Add Shared Question</th>
<th>Add GuideStar Question</th>
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</thead>
</table>

## 8 1/2 x 11 reduced scale drawing
Show from which room sizes and other building details may be determined.

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</thead>
</table>

## 8 1/2 x 11 reduced scale layout drawing
Show basic site elements of existing structures and any new construction.

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<th>Add New Question</th>
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</table>
Evaluation Plan/Nursing Facility Closure Preference Section via viewing the Online Application Portal

**Evaluation Plan (125 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. 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 what lasting effects will be produced by the project and how your organization will continue the project beyond 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 III.B.5 of the RFP for more details.

**Nursing Facility Closure Preference (30 points)**

Responders are encouraged to review the list (available here) 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, 2019. 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 receive the 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. Budgets must be split into separate State Fiscal Years (SFY) if you are applying for funds that cover more than 12 months. For example, if a responder is proposing a two-year project to cover SFY2021 (July 1, 2020 – June 30, 2021) and SFY2022 (July 1, 2021 – June 30, 2022), the two separate budget proposal forms must be submitted, each detailing separately the estimated costs for each year separately. If a project or program request is for anything over 12 months, there must be a budget form for SFY2021 (the first 12 months of the project) and a separate budget form for FY2022 (the remaining months of the project). See section III.B.7 for more information.

SFY2021 Budget template

Click here to access the budget template for SFY2021 (July 1, 2020 - June 30, 2021). 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.

SFY2022 Budget template

Click here to access the budget template for SFY2022 (July 1, 2021 - June 30, 2022). 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.

Total Grant Funds Requested

Please ensure that the amount listed here matches the total dollar amounts listed in the “Grant Funds Budget Total” cells on both of the SFY2021 and SFY2022 (if applicable) Budget template. See the bottom of the Grant Funds Budget forms.

Total Match Funds

This amount should reflect the total amounts on both SFY2021 and SFY2022 (if applicable) Budget templates from all categories of the Match Funds Budget worksheet(s). 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.
### Attachment B - Grant Funds Budget

**Enter Responder Organization Name Here**

**SFY 2021 (July 1, 2020 - June 30, 2021)**

<table>
<thead>
<tr>
<th>Cost Categories</th>
<th>Explanation</th>
<th>Total</th>
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<tbody>
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<td>2. Fringe</td>
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<td>3. Travel</td>
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<td>4. Building Space/Utilities</td>
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<td>5. Construction</td>
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<td>6. Equipment</td>
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**Budget Template via viewing the Online Application Portal**
## Attachment B - Grant Funds Budget

**Enter Responder Organization Name Here**

SFY 2022 (July 1, 2021 - June 30, 2022)

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### Required Statements Section via viewing the Online Application Portal

**Required Statements**

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<th>Upload File</th>
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<td>Add New Question</td>
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<tr>
<td>Responder Information/Declarations</td>
<td>Add Shared Question</td>
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<td>Click here to access the form. Download and complete the form, upload completed form below.</td>
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<tr>
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<tr>
<td>Exceptions to Terms and Conditions</td>
<td>Add New Question</td>
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<td>Trade Secret/Confidential Data Notification</td>
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<td>This is a read-only section with no form to upload. Refer to section III.C.4 for more information.</td>
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<td>Certified Financial Audit, IRS Form 990, or most Recent Board-Reviewed Financial Statements</td>
<td>Add New Question</td>
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<tr>
<td>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.</td>
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Timeline of Events

- February 18, 2020  Request for proposal release date
- March 5, 2020  Responders conference: 10:00 – 11:30 a.m.
- April 3, 2020 – Questions due by 4 PM email Courtney.whited@state.mn.us
- April 17, 2020 Applications due 4:00 PM
- May/June 2020  Review applications and negotiate contracts
- July 1, 2020 - FY2021 grantees anticipated contract work start date
Technical Assistance

• There are a number of potential sources of technical assistance (TA) for persons developing Live Well at Home proposals. The Eldercare Development Partnership (EDP) 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. Reference pages 34-35 of the RFP for EDP contact information.
<table>
<thead>
<tr>
<th>EDP Region</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Northeast EDP</td>
<td>Kirsten Cruikshank 218.529.7537 <a href="mailto:kcrui@ardc.org">kcrui@ardc.org</a> Brenda Shafer-Pellinen 218.529.7550 <a href="mailto:bshaferpellinen@ardc.org">bshaferpellinen@ardc.org</a> Kimberly Scanlon 218.529.7521 <a href="mailto:kscanlon@ardc.org">kscanlon@ardc.org</a></td>
</tr>
<tr>
<td>Central EDP</td>
<td>Rachel Zetah, Ben Byker, Natalie Matthewson, Linda Gansen, and Amanda Schindiele 320.253.9349 <a href="mailto:rachel.zetah@cmcoa.org">rachel.zetah@cmcoa.org</a> <a href="mailto:ben.byker@cmcoa.org">ben.byker@cmcoa.org</a> <a href="mailto:natalie.matthewson@cmcoa.org">natalie.matthewson@cmcoa.org</a> <a href="mailto:linda.gansen@cmcoa.org">linda.gansen@cmcoa.org</a> <a href="mailto:amanda.schindiele@cmcoa.org">amanda.schindiele@cmcoa.org</a></td>
</tr>
<tr>
<td>Northwest EDP</td>
<td>Amy Dellmann 218.844.7601 <a href="mailto:amy@nwrdo.org">amy@nwrdo.org</a> Stephanie Asness 320.766.1856 (cell) <a href="mailto:stephanie@lnwrdc.org">stephanie@lnwrdc.org</a> Danica Robson 218.745.9129 <a href="mailto:danicarobson@nwrdo.org">danicarobson@nwrdo.org</a> Connie Troska 218.991.2576 <a href="mailto:connie@nwrdo.org">connie@nwrdo.org</a></td>
</tr>
<tr>
<td>Metro EDP</td>
<td>Diane Graham-Raff, 651.917.4632 <a href="mailto:dgraham-raff@metroaging.org">dgraham-raff@metroaging.org</a> Suzanne Madison 651.917.4621 <a href="mailto:smadison@metroaging.org">smadison@metroaging.org</a></td>
</tr>
<tr>
<td>Southwest EDP</td>
<td>Betty Christensen 507.387.1256 X113 <a href="mailto:bchristensen@mnraa.org">bchristensen@mnraa.org</a> Kelly McDonough 507.387.1256 X110 <a href="mailto:kmcdonough@mnraa.org">kmcdonough@mnraa.org</a> Joyce Prahm 507.387.1256 X108 <a href="mailto:jprahm@mnraa.org">jprahm@mnraa.org</a> Molly Peterson 507.387.1256 <a href="mailto:mpeters@mnraa.org">mpeters@mnraa.org</a></td>
</tr>
<tr>
<td>Southeast EDP</td>
<td>Dan Conway and Chersten Keilor 507.288.6944 <a href="mailto:dan@semaaarochestermn.org">dan@semaaarochestermn.org</a> <a href="mailto:chersten@semaaarochestermn.org">chersten@semaaarochestermn.org</a></td>
</tr>
</tbody>
</table>
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:
  
  • 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.
  
  • b. Phase II - Evaluation of Technical Requirements of Proposals
    • Executive Summary 5 possible points
    • Description of the Responder Agency 125 possible points
    • Description of the Target Population 125 possible points
    • Work Plan: Objectives, Activities, Outcomes 250 possible points
    • Evaluation Plan 125 possible points
    • Nursing Facility Closure Preference 20 possible points
    • Budget 300 possible points
    • Special Focus (optional) 50 possible points
    • TOTAL 1,000 points
  
  • c. Phase III – Selection of the Successful Responder(s) 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. The State may submit a list of detailed comments, questions and concerns to one or more responders after the initial evaluation.
• All applicants are welcome to contact Courtney Whited or Aaron Cotter after July 1, 2020 for feedback on your application for this funding cycle, if your application was not selected.

• If you submitted an application for a previous funding cycle, you are welcome to contact Courtney Whited or Aaron Cotter at any time for feedback on your application for this funding cycle, if your application was not selected.

• Contact Courtney at Courtney.whited@state.mn.us or 651-431-2546

• Contact Aaron at aaron.cotter@state.mn.us or 651-431-4258
Important Items to Remember

• Review the application early

• View the system tutorials including the new features: Collaborator and copy options

• Use the collaborator and copy options if appropriate

• Create a grant application checklist

• Connect with your area EDP contact

• Special Focus – review p. 16 & p. 37 for special focus areas and evaluation of content in your application

• Write your proposal in simple, direct language. Please be as clear as you can
Important Items to Remember continued

• Review the Nursing Facility Closure list and cite a closure that can be associated with your project

• Budget – There is one form for SFY 2021 (7/1/2020 – 6/30/2021) and there is one form for SFY 2022 (7/1/2021 – 6/30/2022)

• Remember the required financial match to this grant is a 50% match, e.g. your LWAH grant funds request is $50,000, your secured matching funds amount must be $50,000. Unallowable match: State Funds

• **Thoroughly review and complete all Required Statements**

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

• Allow yourself the appropriate amount of time to complete the application
• Questions may be e-mailed to courtney.whited@state.mn.us
• Questions will be addressed in writing and posted on the DHS Live Well at Home Grant website with the intent that they will be posted by 4pm on April 6, 2020.
Thank You!

Courtney Whited

courtney.whited@state.mn.us

http://www.mn.gov/dhs/live-well