Live Well at Home Request for Proposals
Funding Year 2023 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: [WebEx Link](#)
- 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.
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<td>Overview and Objective of this RFP</td>
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<td>Funding Categories &amp; DHS Live Well at Home grant website</td>
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<td>Online Application Portal, Applicant &amp; Time Saving Features Tutorials, Proposal Contents Sections</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 and the state’s Age-Friendly Efforts:

  - Themes include:
    - Housing that is accessible - that is designed or modified for older population
    - Transportation that is safe reliable and easy to use for older people
    - Respect and Social Inclusion: Everyone feels valued. The wisdom and experience of older adults is considered with intergenerational and multicultural options, with a goal to eliminate ageism
    - Communication and Information: Communities support the dissemination of and access to information in a variety of ways
    - Champion diversity, equity, and inclusion in all age-friendly work at the outset of all issues.
    - Age-Friendly Minnesota – the 2021 legislation extended the existing Council’s work through October 1, 2024. The Age-Friendly Council’s focus is to:
      - Advance age-friendly policies, coordinate state local and private partners’ collaborative work on emergency preparedness and funding the Age-Friendly MN Community grants.
Overview and Objective of this RFP

• Grants are intended to stimulate innovation by providing one-time, start-up funds to test new approaches in housing and home and community-based services development, and to develop and support core home and community-based service providers.

• Responders can strengthen their application by tying together one or more of the Long-Term Services Supports (LTSS) that are listed below with one of the eight Age-Friendly domains that are also listed below and on the next slide:

  • LTSS include:
    • Personal care services, assistance provided to a family caregiver, nursing facility care, transportation, adult day programs, home delivered meals, chore, homemaker, respite, assistive technology.

  • Age-Friendly Eight Domains:
    • Outdoor Spaces and Buildings – people need public places to gather – indoors and out, i.e. Age-friendly pavements such as wide, low curbs
    • Housing – most people want to remain in their own home and community as they age. Doing so is possible if housing is designed or modified for aging in place and a community has affordable housing options for varying life stages, i.e. affordability, essential services.
    • Transportation – driving shouldn’t be the only way to get around. Public transit options can be as expansive and as infrastructure dependent as a train system or as targeted as a taxi service that provides non-drivers with rides to and from a doctor’s office, i.e. availability, reliability.
    • Communication and Information – Age-friendly communities recognize that not everyone has a smartphone or internet access and that information needs to be disseminated through a variety of means, i.e. plain language, reliable and current information.
Overview and Objective of this RFP continued

Age-Friendly Eight Domains continued:

- Community and Health Services – At some point, every person of every age gets hurt, becomes ill or simply needs some help. While it’s important that care be available nearby, it’s essential that residents are able to access and afford the services required, i.e. a wider range of health services (wellness, nutrition, etc.), aging well services (supportive services).

- Social Participation – Regardless of a person’s age, loneliness is often as debilitating a health condition as having a chronic illness or disease. Sadness and isolation can be combatted by the availability of accessible, affordable and fun social activities, i.e. accessible opportunities, integrating generations, cultures and communities.

- Civic Participation and Employment – Why does work need to be an all or nothing experience? An age-friendly community provides ways older people can (if they choose) continue to work for pay, volunteer their skills and be actively engaged in community life, i.e. employment options, valued contributions.

- Respect and Social Inclusion – Everyone wants to feel valued. Intergenerational activities are a great way for young and old to learn from one another, honor what each has to offer and, at the same time, feel good about themselves, i.e. respectful and inclusive services, public images of aging. The 2021 legislation extended the existing Council’s work through October 1, 2024.

**An example** Responders can strengthen their application by tying together one or more of the Long-Term Services Supports (LTSS) with one of the eight Age-Friendly domains:

Partnering with a city that has designated transportation as a barrier to allowing older adults in the community to age in place; by developing an advisory board made up of older adults in that community where their task is to design a transportation solution and your organization will operate and fund the designed transportation solution.
Who can apply?

Non-profit, For-profit, Unit of Government, Tribal Nation

- Capital and Renovation grants ($350,000 or less per year)
  - new construction, renovation, retrofitting, home modification, transportation (e.g. purchase of a vehicle) & technology

- Long-Term Services and Supports Development grants ($350,000 or less per year)
  - Chore, homemaker, supporting family, friends and neighbors in caregiving, respite, transportation, chronic disease management, and other community supports.

- Core Home and Community-Based Services ($40,000 - $60,000 per year)
  - Responders eligible for the core home and community-based services grants must be a core and home and community based services provider as defined in Minnesota Statutes, section 256B.0917, subd. 1b(c), subd. 7a. 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/or 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 aged 65 and older and at risk of long-term nursing home use or spending down into Medical Assistance.
3. Proposals may include strengthening services for the caregiver support network.

Program Information: [Live Well at Home Grant RFP FY 2022 (PDF)]

Frequently asked questions:

How to apply: Apply through the online portal by clicking this link: [https://grantinterface.com/HMaij0000/curkey=mence@dhumanservices]

Total completed applications submitted:

Key Dates:

State Fiscal Year 2023 (July 1, 2022-June 30, 2023)

- January 24, 2022: 8:30am CT - Live Well at Home Request for Proposals Process Opens
- February 22, 2022 from 1:00pm-2:30pm Responders Conference. Click this link to be connected on the date and time of the conference: [WebEx meeting room]
- March 22, 2022: Questions due by 4:00pm CT - email questions to journay.white@dstate.mn.us
- March 25, 2022: 4:00pm CT - FAQs posted on website
- April 1, 2022: Applications due 4:00pm CT
- April 11, 2022: Phase I denial notices sent to Responders
- April/May 2022: Review of Applications
- June 2022: Negotiate contracts
- July 1, 2022: Grant execution date
Login Page for the Online Application Portal

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

Open: FY2020 Dementia; FY2020 Live Well at Home
Closed:

New Users: Please click on "Create New Account" to complete the registration process and create your logon 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 our Grants Specialist Senior staff member, Courtney Whited at courtney.whited@state.mn.us, to receive your username and password.

Helpful Hints:
1) We recommend that you bookmark this page for ease of access.
2) Please remove the following email: "MN Department of Human Services Login Notifier" from your junk mail.

Forgot your Password?
Applicant Tutorial and Collaborator Option via the Online Application Portal

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

Click this link for a written tutorial on how to navigate this system.

Click this link for a five minute video tutorial on how to navigate this system.

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

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

Written tutorial
Video tutorial
Adding new users via Collaborator (written tutorial)

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

Video tutorial
Collaborate Feature via the Online Application Portal

Collaborate

Invite someone

Email Address

Email address / username of the person you are inviting

Permissions

- Can view
- Can edit
- Can submit

Message

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

Cancel

Invite
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.

Located at top of your dashboard

Once you click 'Copy Previous Answers' these boxes appear for you to answer.

Confirm Copying Answers

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

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

Are you sure you want to copy your previous answers?

Cancel

OK
### Responder Info Section

via the Online Application Portal

#### Responder Info

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<th>Project Name*</th>
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#### General Funding Categories* |

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

- [ ] Capital and Renovation ($350,000 or less per year)
- [ ] Long-Term Services and Supports Development ($350,000 or less per year)
- [ ] Core Home and Community-Based Services ($40,000 - $50,000 per year)

#### Counties in Project Area* |

Available Counties:
- Adair 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
- Freeborn County
- Goodhue County
- Grant County
- Hennepin County
- Houston County
- Hubbard County
- Isanti County
- Itasca County
- Jackson County
- Kanabec County
- Kandiyohi County
- Kittson County
- Lake County
- Lac qui Parle County
- Le Sueur County
- Lincoln County
- Lyon County
- Mahnomen County
- Marshall County
- Martin County
- McLeod County
- Meeker County
- Milam County
- Minnepolis
- Morrison County
- Murray County
- Nicollet County
- Nobles County
- Otter Tail County
- Pope County
- Polk County
- Ramsey County
- Red Lake County
- Redwood County
- Remmington County
- Rice County
- Rock County
- Renville County
- Sherburne County
- Sibley County
- Stearns County
- Steele County
- Stevens County
- Swift County
- Pipestone County
- Todd County
- Traverse County
- Wabasha County
- Waconia County
- Waseca County
- Washington County
- Watonwan County
- Winona County
- Winterset County
- Wright County
- Yellow Medicine County
Responder Info Section continued via the Online Application Portal

**Minnesota Legislative District***
What legislative district is your project primarily operating in? Click [here](#) to find your legislative district.

**Additional Minnesota Legislative Districts That You Serve**
List here any additional Minnesota Legislative Districts you serve.

**Type of Service Agency***
Responder Info Section continued via the Online Application Portal

Special Focus (optional up to 50 points)

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

- Represent a culturally focused organization(s)
- Implement plans to target culturally & racially diverse older adult population
- Implement plans to target American Indian Elder populations
- Implement plans to serve LGBTQ+ older adult populations
- Implement plans to serve older adults in rural areas
- Implement plans to serve Veterans
- Use of innovative and/or enhanced approaches to achieving successful outcomes
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 orientation, gender, or residential status indicate that specialized services will aid them in reaching their full health potential as defined by the Minnesota Department of Health.

See section II.A, Category 2, of the RFP for more information.
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. 1b(c). Organizations funded under core home and community-based services have operating budgets of $175,000 or less annually and serve a geographically limited area.

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

Core Home and Community-Based Services
Select the services that apply to your proposed program or project.
- Care Coordination/Service Management
- Caregiver Support
- Chore
- Companion
- Health Promotion and Chronic Disease Self-Management
- Home Delivery
- Home Modification/Repair
- Homemaker
- Transportation

Proposal Requirements

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

1,000 characters left of 1,000

**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.

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**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. Citers 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 unforeseen challenges and how they will be
Work Plan: Objectives, Activities, and Outcomes via viewing the Online Application Portal

FY2023 Live Well at Home Program Goal: To help older adults live well at home by focusing strategic investments to prepare Minnesotans for 2030.

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

Objective #1
One sentence that highlights this piece of the project, i.e., this is one step towards achieving the overall project goal.

Objective #1: Key Activities & Strategies
Briefly outline each task that needs to be accomplished in order to meet the objective and desired outcomes.

2,500 characters left of 2,500

Objective #1: People Responsible
Briefly list all staff members’ names, titles, and responsibilities in regards to the specific objective. Also list any other stakeholders, including their names, titles, and organization that they are with, and how they will assist with reaching the objective.
Work Plan continued via viewing the Online Application Portal

**Objective #1: Key Activities & Strategies**

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

2,500 characters left of 2,500

**Objective #1: People Responsible**

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

2,500 characters left of 2,500
Work Plan continued via viewing the Online Application Portal

Objective #1: Estimated Outcomes (narrative)
Detail specific estimated results that aim to achieve the overall project goal, such as skills and knowledge obtained, community connections made, services provided to people, etc.

Objective #1: Estimated Outcomes (result)
Enter the estimated numerical results of the outcome described above (i.e., # of units/people served, community connections made, etc.).

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.
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 estimates 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.

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Property Income Expense Worksheet
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One page summary of bid information or cost estimate; include the source

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

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8 ½ x 11 reduced scale layout drawing
Show basic site elements of existing structures and any new construction.

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Evaluation Plan/Nursing Facility Closure Preference

Evaluation Plan

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

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

In this section describe lasting effects produced by the project and how responder’s organization will continue the proposed project after the conclusion of this grant. Discuss the relationship with other organizations that you have or will develop that will help maintain the proposed project long-term. See section III.B.5 of the RFP for more details.

Nursing Facility Closure Preference

This section is worth 20 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, 2021. Responders that cite a nursing facility closure will illustrate throughout the proposal requirements how they are working with the cited nursing facility to strengthen and integrate their community’s home and community-based service capacity for people at-risk of long-term nursing home use and/or spending down into Medical Assistance, and will be eligible for maximum points for this section.
Budget Section via viewing the Online Application Portal

Budget Proposal (300 points)

This section should specify the grant amount requested and detail all expenses for the proposed project by (1) completing and uploading the provided budget template excel spreadsheet and (2) creating and uploading a fee schedule to the Grant Application Service Center. See section III.B.7 for more information.

SFY2023 Budget template

Click here to access the budget template for SFY2023 (July 1, 2022 - June 30, 2023). 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 amount listed in the “Grant Funds Budget Total” cell on your completed SFY2023 Budget template. See the bottom of the Grant Funds Budget (Detail) form.

Total Match Funds

This amount should reflect the total amount on your SFY2023 Budget template from all cost categories of the Match Funds Budget (Detail) tab. Required match for Live Well at home grants is dollar for dollar or 50 percent (50%) of total budget. For example, if your total funding request is for $50,000, you must list $50,000 in matching funds.

Fee Schedule

Clearly articulate the true unit cost for each service and establish a fee schedule for all persons served by the project including individuals who are not income eligible for public programs that includes a conforming sliding scale fee schedule for persons not able to pay the full cost of the service. When describing the fee schedule, keep in mind the different people served and the funding sources available to cover the costs, such as private pay, Older American’s Act - Title III and Medicaid waivers. Responders providing community services must indicate they intend to receive payment from appropriate sources for individuals eligible for publicly funded programs and have a fee schedule in place. Applications that include community services but do not provide this information will have their budgets adjusted prior to contract if selected. For more information, refer to section III.B.7.b of the RFP.
Total Match Funds

This amount should reflect the total amount on your SFY2023 Budget template from all cost categories of the Match Funds Budget (Detail) tab. Required match for Live Well at Home grants is dollar for dollar or 50 percent (50%) of total budget. For example, if your total funding request is for $50,000, you must list $50,000 in matching funds.

Fee Schedule

Clearly articulate the true unit cost for each service and establish a fee schedule for all persons served by the project including individuals who are not income eligible for public programs that includes a conforming sliding scale fee schedule for persons not able to pay the full cost of the service. When describing the fee schedule, keep in mind the different people served and the funding sources available to cover the costs, such as private pay, Older American’s Act -Title III and Medicaid waivers. Responders providing community services must indicate they intend to receive payment from appropriate sources for individuals eligible for publicly funded programs and have a fee schedule in place. Applications that include community services but do not provide this information will have their budgets adjusted prior to contract if selected. For more information, refer to section III.B.7.b of the RFP.
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Subtotal $0
## Match Funds Budget

**Enter Responder Organization Name Here**

SFY 2023 (July 1, 2022 - June 30, 2023)

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**Budget Template – Match Funds Detail via viewing the Online Application Portal**
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<th>Explanation and Computation of Costs</th>
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</table>
Required Statements Section via viewing the Online Application Portal

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

**Responder Information/Declarations**
Click [here](#) to access the form. Download and complete the form, upload completed form below.

- [Upload a file] [4 MiB allowed]

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

- [Upload a file] [2 MiB allowed]

**Affidavit of Noncollusion**
Click [here](#) to access the form. Download and complete the form, upload completed form below. **Before uploading the completed form, ensure that a Notary Public has both signed and stamped the bottom of the form.**

- [Upload a file] [1 MiB allowed]
Required Statements Section continued via viewing the Online Application Portal

Trade Secret/Confidential Data Notification

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

Documentation to Establish Fiscal Responsibility

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

Responders must upload and include in their proposals sufficient financial documentation to establish their financial stability. If you are a non-profit with an IRS 990 you will not need to upload as we have access to your IRS 990 through Guidestar. For more information, refer to section III.C.4 of the RFP.

Human Rights Compliance-Affirmative Action Data Page

Click here to access the form. Download and complete the form, upload completed form below. This form is only required for application funding requests that exceed $100,000.

Human Right Compliance - Equal Pay Certificate

Click here to access the form. Download and complete the form, upload completed form below. This form is only required for application funding requests that exceed $500,000.
Timeline of Events

- January 24, 2022 - Request for proposal release date
- February 22, 2022 - Responders conference: 1:00 – 2:30 p.m.
- March 22, 2022 – Questions due by 4 PM CT email Courtney.whited@state.mn.us
- March 25, 2022 – Questions & Answers(FAQ) posted on DHS Live Well at Home web page
- April 1, 2022 - Applications due 4:00 PM CT
- April 11, 2022 - Phase I denial notices sent to Responders
- April/May 2022 - Review of applications
- June 2022 – Negotiate contracts
- July 1, 2022 - FY2023 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 regionally-based Eldercare Development Partnership (EDP) organizations can provide valuable information about service gaps, existing funding streams and current programs as well as suggestions concerning program concepts and application strategies.

• EDP is a state-funded program to provide TA to local providers to develop and implement service delivery models in line with the State’s long-term services and supports policy directions. EDPs have a specific responsibility to assist and advise interested parties with Live Well at Home applications. Reference page 32 of the RFP for EDP contact information.
# ElderCare Development contacts

Technical assistance is available from the ElderCare Development Partnerships year round.

<table>
<thead>
<tr>
<th>Region</th>
<th>Counties / Reservations</th>
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</thead>
<tbody>
<tr>
<td>Arrowhead ElderCare Development Partnership</td>
<td>Aitkin, Carlton, Cook, Itasca, Koochiching, Lake, St. Louis</td>
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<tr>
<td>Arrowhead Area Agency on Aging</td>
<td></td>
</tr>
<tr>
<td>221 West First Street</td>
<td></td>
</tr>
<tr>
<td>Duluth, MN 55802</td>
<td></td>
</tr>
<tr>
<td>Contact: Kimberly Scanlon 218-529-7521</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:kscanlon@ardc.org">kscanlon@ardc.org</a></td>
<td></td>
</tr>
<tr>
<td>Brenda Shafer-Pellinen 218-529-7550</td>
<td></td>
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<tr>
<td><a href="mailto:bshaferpellinen@ardc.org">bshaferpellinen@ardc.org</a></td>
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<tr>
<td>Central Minnesota ElderCare Development</td>
<td>Benton, Cass, Chisago, Crow Wing, Isanti, Kanabec, Mille Lacs, Morrison, Pine, Sherburne, Stearns, Todd, Wadena, Wright</td>
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<tr>
<td>Partnership</td>
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<td>Central Minnesota Council on Aging</td>
<td></td>
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<tr>
<td>250 Riverside Avenue N. Suite 300</td>
<td></td>
</tr>
<tr>
<td>Sartell, MN 56377</td>
<td></td>
</tr>
<tr>
<td>Contact: Lori Vrolo 320-253-9349</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:lori@cmcoa.org">lori@cmcoa.org</a></td>
<td></td>
</tr>
<tr>
<td>Eleanor Burkett 218-454-0940</td>
<td></td>
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<tr>
<td><a href="mailto:eleanor.burkett@cmcoa.org">eleanor.burkett@cmcoa.org</a></td>
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<tr>
<td>Natalie Matthewson 320-227-1658</td>
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<tr>
<td><a href="mailto:natalie.matthewson@cmcoa.org">natalie.matthewson@cmcoa.org</a></td>
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<tr>
<td>Trellis ElderCare Development Partnership</td>
<td>Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, Washington</td>
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<tr>
<td>Metropolitan Area Agency on Aging</td>
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<tr>
<td>1265 Grey Fox Road, Suite 2</td>
<td></td>
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<tr>
<td>Arden Hills, MN 55112</td>
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<tr>
<td>Contact: Diane Graham-Raff 651-917-4632</td>
<td></td>
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<tr>
<td><a href="mailto:dgraham-raff@metroaging.org">dgraham-raff@metroaging.org</a></td>
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<tr>
<td>Xiong Lee <a href="mailto:xlee@metroaging.org">xlee@metroaging.org</a></td>
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<tr>
<td>Northwest ElderCare Development Partnership</td>
<td>Becker, Beltrami, Clay, Clearwater, Douglas, Grant, Hubbard, Kittson, Lake of the Woods, Mahnomen, Marshall, Norman, Otter Tail, Pennington, Polk, Pope, Red Lake, Roseau, Stevens, Traverse, Wilkin</td>
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<tr>
<td>Land of the Dancing Sky Area Agency on Aging</td>
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<tr>
<td>109 South Minnesota Street</td>
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<tr>
<td>Warren, MN 56762</td>
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<tr>
<td>Contact: Denise Robson 218-745-9129</td>
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<tr>
<td><a href="mailto:danicorobson@nwrdc.org">danicorobson@nwrdc.org</a></td>
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<tr>
<td>Amy Dellmann 218-844-7601 <a href="mailto:amy@nwrdc.org">amy@nwrdc.org</a></td>
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</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. **Phase I denial notices will be sent to Responders by 4/11/22.**
  
  - **b. Phase II - Evaluation of Technical Requirements of Proposals**

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<tr>
<th>Proposal Section</th>
<th>Possible Points</th>
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<td>Executive Summary</td>
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<td>Description of the Responder Agency</td>
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<td>Description of the Target Population</td>
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<tr>
<td>Work Plan: Objectives, Activities, Outcomes</td>
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<td>Evaluation Plan</td>
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<td>Special Focus (optional)</td>
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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.
Proposal Feedback

• All applicants are welcome to contact Courtney Whited after July 1, 2022 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 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
Important Items to Remember

- Review the application early.

- View the system tutorials including the time saving features: Collaborator and copy options.

- Use the collaborator and copy options if appropriate.

- Create a grant application checklist.

- Double check that you have completed all questions, form fields, completed all required form uploads BEFORE you hit submit.

- Connect with your area EDP contact.

- Special Focus – review pp. 17, 34 & 35 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 only one form for SFY 2023 (7/1/2022 – 6/30/2023)

• Remember the required financial match to this grant is a 50% match, e.g. if 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

- 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 CT on March 25, 2022. Apply for a Live Well At Home grant

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, integrate programs.
2. Maintain home and community-based services for individuals age 65 and older and at risk of long-term nursing home use and/or spending down into medical assistance.
3. Proposals may include strengthening services for the caregiver support network.

**Program information:** Live Well at Home Grant RFP FY 2023 (PDF)

**Frequently asked questions:**

**How to apply:** Apply through the online portal by clicking this link: https://www.grantinterface.com/mnhome/submit/fundingopportunity

**Total completed applications submitted:**

**Key Dates:**

State Fiscal Year 2023 (July 1, 2022-June 30, 2023)

- January 24, 2022: 8:00am CT - Live Well at Home Request for Proposals Process Opens
- February 22, 2022 from 1:00pm - 2:30pm Responders Conference. Click this link to be connected on the date and time of the conference: Join WebEx Meeting Room
- March 22, 2022: Questions due to staff by 4:00pm CT - email questions to courtney.whited@state.mn.us
- March 25, 2022: 4:00pm CT - FAQs posted on website
- April 1, 2022: Applications due 4:00pm CT
- April 11, 2022: Phase I denial notices sent to Responders
- April/May 2022: Review of Applications
- June 2022: Negotiate contracts
- July 1, 2022: FY23 funding negotiated start date
Thank You!

Courtney Whited

courtney.whited@state.mn.us

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