



Communities That Care (CTC) Minnesota – Youth Substance Use Prevention Grants

GRANT REQUEST FOR PROPOSAL (RFP)

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03/17/2025

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RFP Part 1: Overview

1.1 General Information

- **Announcement Title:** Communities that Care (CTC) Minnesota – Youth Substance Use Prevention Grants
- **Minnesota Department of Health (MDH) Program Website:** [Communities That Care \(CTC\) Minnesota – Youth Substance Use Prevention Grants Request for Proposals \(https://www.health.state.mn.us/communities/substanceuse/ctcrfp/index.html\)](https://www.health.state.mn.us/communities/substanceuse/ctcrfp/index.html)
- **Letter of Intent Deadline:** March 28, 2025
- **Application Deadline:** April 16, 2025

1.2 Program Description

Pursuant to [Minn. Statutes, Sec. 144.197, subdivision 1 \(https://www.revisor.mn.gov/statutes/cite/144.197\)](https://www.revisor.mn.gov/statutes/cite/144.197), the Minnesota Department of Health (MDH) seeks proposals to prevent cannabis and other substance use among Minnesota youth using the Communities That Care (CTC) prevention program within local communities.

CTC Model Phases



CTC is a community-based prevention system proven to reduce youth health and behavior problems community wide. The CTC program provides a framework for local coalitions to develop community-specific prevention plans based on their unique levels of health risk behaviors and risk and protective factors. CTC's five-phase process provides communities with a step-by-step guide and tools to build a high functioning community prevention coalition, develop a community profile using a community youth survey, create a community action plan for prevention, and then implement and evaluate those activities. For more information on CTC, visit their website: [The Center for Communities That Care \(https://www.communitiesthatcare.net/\)](https://www.communitiesthatcare.net/).

The goal of this grant program is to prevent youth substance use, including but not limited to alcohol, cannabis, and commercial tobacco use, through a multi-faceted approach. Reducing risk factors associated with substance use and enhancing protective factors in a community-wide, sustainable way will reduce youth substance use as well as impact other health (e.g., mental health, violence), and social areas (e.g., academics). Funding will be provided to organizations with the capacity to develop and lead local coalitions, implement prevention strategies, and evaluate progress based on measurable outcomes.

MDH is committed to supporting communities around capacity building and multi-sector partnerships to focus on youth substance use prevention. MDH will fund up to 12 communities to implement the CTC prevention system, with a focus on strengthening protective factors and reducing risk factors for substance use.

CTC Grants are unique as they are implementing a specific framework for a generalized community. **This is separate from another request for funding proposal called “SUPER Focus” Grants, which focuses on general prevention, education, and recovery for specific populations or communities.**

1.3 Funding and Project Dates

Funding

\$1,500,000 is available for up to 12 communities to implement the CTC prevention system annually for five years. Funding is to be used for one full-time equivalent coordinator/facilitator (at minimum a 0.50 FTE), program implementation and evaluation costs, and if the Minnesota Student Survey is not implemented in the community, funding can be used to implement the CTC Youth Survey. Successful applicants will develop a final approved budget in partnership with MDH.

Funding will be allocated through a competitive process. If selected, you may only incur eligible expenditures when the grant agreement is fully executed, and the grant has reached its effective date.

| Funding | Estimate |
|----------------------------|-------------|
| Estimated Amount to Grant | \$1,500,000 |
| Estimated Number of Awards | 12 |
| Estimated Award Maximum | \$150,000 |
| Estimated Award Minimum | \$100,000 |

Match Requirement

No match requirement.

Project Dates

The estimated start date is June 1, 2025, and the projected end date is May 31, 2030. The project period will follow the state fiscal year. The grant period will be for five years contingent on satisfactory grantee performance and funding availability.

| Grant Year/Fiscal Year | Project Period |
|---------------------------|------------------------------|
| Year 1 (13 months) | June 1, 2025 – June 30, 2026 |
| Year 2 (Fiscal Year 2027) | July 1, 2026 – June 30, 2027 |
| Year 3 (Fiscal Year 2028) | July 1, 2027 – June 30, 2028 |
| Year 4 (Fiscal Year 2029) | July 1, 2028 – June 30, 2029 |
| Year 5 (Fiscal Year 2030) | July 1, 2029 – May 31, 2030 |

1.4 Eligible Applicants

MDH seeks to fund organizations that have experience engaging and mobilizing a diverse coalition of community partners for substance use prevention or youth programming. Applicants must serve as the lead agency and fiscal agency responsible for leading the work.

Applicants must meet the following criteria:

- Be a nonprofit organization, government agency, health care system, or other local entity with experience and capacity for coalition building.
- Be committed to implementing the CTC prevention system, which includes but is not limited to, developing a prevention coalition that meets regularly, administering the Minnesota Student Survey, and creating a community action plan.
- Have demonstrated partnership (or have capacity to build partnership) with key multi-sector partners (individuals and organizations) in the community.
- Have knowledge and influence with leaders in formal and informal systems within the community.
- Have demonstrated ability to collect and analyze data to assess the effectiveness of prevention strategies.
- Have a plan to implement the Minnesota Student Survey in their community or include funding to implement the CTC survey.

Grant funds are not transferrable to any other entity. Applicants that are aware of any upcoming mergers, acquisitions, or any other changes in their organization or legal standing, must disclose this information to MDH in their application, or as soon as they are aware of it.

Collaboration

Cross-sector collaboration is critical to the CTC prevention system model. Applicants should provide a minimum of three Letters of Commitment for key community partners indicating

their intention to be active members of the community coalition. Key community partners may include individuals/organizations in education, public health, social services, health services, parents and/or youth, law enforcement, local government, or community-based organizations. The applicant should be knowledgeable of who those key partners are in their local community and be able to bring them together.

These competitive funds are expected to work in partnership with other substance use prevention-related funds received by local communities, for example substance use prevention funds provided to local and Tribal health departments pursuant to [Minn. Statutes, Sec. 144.197](https://www.revisor.mn.gov/statutes/cite/144.197) (<https://www.revisor.mn.gov/statutes/cite/144.197>), subdivision 4; substance use treatment, recovery, and prevention grants pursuant to [Minn. Statutes, Sec. 342.72](https://www.revisor.mn.gov/statutes/cite/342.72) (<https://www.revisor.mn.gov/statutes/cite/342.72>), other state funding such as the [Statewide Health Improvement Program \(SHIP\)](https://www.health.state.mn.us/communities/ship/index.html) (<https://www.health.state.mn.us/communities/ship/index.html>), suicide prevention state grantees, drug overdose prevention grantees, and federal funding such as [CDC: Drug Free Communities](https://www.cdc.gov/overdose-prevention/php/drug-free-communities/index.html) (<https://www.cdc.gov/overdose-prevention/php/drug-free-communities/index.html>).

MDH recognizes the sovereignty of Tribal Nations. MDH will only fund non-Tribal projects led in Tribal communities if the applicant has full support of the Tribal government. If a non-Tribal applicant proposes to work with a Tribal government or Tribal community, the applicant must be prepared to provide written verification that the Tribal government approves of the project before a grant agreement can be made final. Written verification will be requested at the time an award is offered.

1.5 Questions and Answers

All questions regarding this RFP must be submitted by email to health.super.mdh@state.mn.us. In the subject line, include the phrase, “Substance Prevention – CTC RFP Question.” All answers will be posted within three business days at [Communities That Care \(CTC\) Minnesota – Youth Substance Use Prevention Grants Request for Proposals Questions and Answers](https://www.health.state.mn.us/communities/substanceuse/ctcrfp/faq.html) (<https://www.health.state.mn.us/communities/substanceuse/ctcrfp/faq.html>).

Please submit questions no later than 4:30 p.m. Central Daylight Time (CDT), on April 10, 2025.

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

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

RFP Information Meeting

MDH will host a one-hour informational meeting (Microsoft Teams Meeting) to assist applicants in preparing an application. All prospective applicants are encouraged to attend, but attendance is not required. All questions and answers from the one-hour meeting will be posted on [Communities That Care \(CTC\) Minnesota – Youth Substance Use Prevention Grants Request for Proposals Questions and Answers](https://www.health.state.mn.us/communities/substanceuse/ctcrfp/faq.html) (<https://www.health.state.mn.us/communities/substanceuse/ctcrfp/faq.html>).

The RFP information meeting will be held on Tuesday, March 25, 2025, from 2:30 – 3:30 p.m. CDT. To access the Microsoft Teams Meeting link, visit [Communities That Care \(CTC\) Minnesota – Youth Substance Use Prevention Grants Request for Proposals](https://www.health.state.mn.us/communities/substanceuse/ctcrfp/index.html) (<https://www.health.state.mn.us/communities/substanceuse/ctcrfp/index.html>).

Project Dates

| Process Item | Timeline |
|------------------------------------------------------|---------------------------------|
| Request for proposal application period | March 17, 2025 – April 16, 2025 |
| Request for proposal applicant informational meeting | March 25, 2025, 2:30 – 3:30 pm |
| Letter of intent due to MDH | March 28, 2025 |
| Deadline for applicant question submission | April 10, 2025 |
| Deadline for applications | April 16, 2025, 4:30 pm CDT |
| Anticipated review and selection period | April 16 – April 25, 2025 |
| New grant application in place | June 1, 2025 |
| Project and grant agreement end date | May 31, 2030 |

RFP Part 2: Program Details

2.1 Priorities

Health Equity Priorities

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

The purpose of this grant is to disseminate funds to implement the CTC prevention system in local communities to prevent youth substance use in Minnesota. While funds are allocated through the adult use cannabis legislation, a comprehensive approach to substance use prevention is necessary for sustainable outcomes of a healthier Minnesota. CTC provides a framework for local coalitions to develop community-specific prevention plans based on their unique levels of health risk behaviors and risk and protective factors. This grant program is intended to serve children, adolescents, and young adults from every race, age, nationality, sexual orientation, gender identity, and ability in Minnesota, as outlined in [Minn. Statutes, Sec. 144.197 \(https://www.revisor.mn.gov/statutes/cite/144.197#:~:text=The%20program%20must%20address%20adverse%20health%20effects%20associated,hemp-derived%20consumer%20products%20by%20persons%20under%20age%2025\)](https://www.revisor.mn.gov/statutes/cite/144.197#:~:text=The%20program%20must%20address%20adverse%20health%20effects%20associated,hemp-derived%20consumer%20products%20by%20persons%20under%20age%2025).

Applicants will be asked to provide data of substance use behaviors in their community, and priority will be given to applicants working in communities with higher than state average levels of youth substance use.

The goal of this grant is to address youth substance use and mental health by building on the current prevention and health promotion network in Minnesota. The scope of the grant includes reducing risk factors associated with substance use and enhancing protective factors by building a sustainable, community-wide prevention strategy.

Grant outcomes will include:

- Increase collaboration between sectors in communities to address substance use in children, adolescents, and young adults.
- Address shared risk and protective factors of substance use for children, adolescents, and young adults.
- Implement sustainable policy, systems, and environmental change addressing substance use for children, adolescents, and young adults.
- Increase the number of substance use prevention professionals working in Minnesota.
- Increase capacity of prevention and health promotion professionals to address substance use in children, adolescents, and young adults.

- Decrease prevalence of substance use among children, adolescents, and young adults as measured by Minnesota Student Survey (MSS) and the Behavior Risk Factor Surveillance System (BRFSS).
- Decrease frequency of substance use among children, adolescents, and young adults, as measured by MSS and BRFSS.

Other Competitive Priorities

In addition to health equity priorities, priority will be given to organizations with demonstrated experience leading prevention coalitions and partnering with multi-sector community partners.

2.2 Eligible Projects

Eligible projects should aim to build capacity for youth substance use prevention using the CTC prevention system in their identified community. Applicants should describe their experience and capacity to lead local coalitions to implement the CTC prevention system in their community. The CTC prevention system requires partnership with key organizations and individuals across sectors in the community. Applicants may propose creating a new coalition or integrating the CTC prevention system into an existing coalition.

Proposals must include the following components:

Mandatory requirements

- Include a minimum of three letters of commitment from current coalition/collective members or organizations interested in joining the coalition.
- Knowledge of and ability to pull together key multi-sector partners for youth substance use prevention.
- Include plan to attend meetings and collaborate with TA provider and other grantees.

Ineligible Expenses

Ineligible expenses include but are not limited to:

- Construction (new or renovations)
- Fundraising
- Taxes, except sales tax on goods and services
- Lobbyists, political contributions
- Bad debts, late payment fees, finance charges, or contingency funds
- Direct patient medical services or care
- Research
- Costs incurred prior to the grant award

2.3 Grant Management Responsibilities

Grant Agreement

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

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

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

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

Accountability and Reporting Requirements

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

Reporting for this grant will follow the state fiscal year (July 1 – June 30). For the grantees, a progress report will be **required on a quarterly basis**.

The reporting schedule will be, at minimum:

Fiscal Year 2025 (June 1, 2025 – June 30, 2025): Schedule will include modified expectations in the reporting due to the condensed period of performance.

| Reporting Period | Report Type | Due Date |
|-----------------------------|-------------------------|----------|
| Quarter 4: June 1 – June 30 | Program Progress Report | July 10 |

Fiscal Year 2026 (July 1, 2025 – June 30, 2026)

| Reporting Period | Report Type | Due Date |
|------------------------------------|-------------------------|------------|
| Quarter 1: July 1 – September 30 | Program Progress Report | October 15 |
| Quarter 2: October 1 – December 31 | Program Progress Report | January 15 |

| Reporting Period | Report Type | Due Date |
|---------------------------------|-------------------------|----------|
| Quarter 3: January 1 – March 31 | Program Progress Report | April 15 |
| Quarter 4: April 1 – June 30* | Program Progress Report | July 10 |

Fiscal year 2027, 2028, 2029, 2030 will have the same reporting period as Fiscal year 2026, noted above.

**Fiscal Year Quarter 4 will only include April 1 – May 31 for reporting period but will have the same due date of July 10.*

Grant Monitoring

Minn. Stat. § 16B.97 (<https://www.revisor.mn.gov/statutes/cite/16B.97>) and the [Policy on Grant Monitoring \(https://mn.gov/admin/assets/grants_policy_08-10_tcm36-207117.pdf\)](https://mn.gov/admin/assets/grants_policy_08-10_tcm36-207117.pdf) require the following:

- One monitoring visit during the grant period on all state grants over \$50,000
- Annual monitoring visits during the grant period on all grants over \$250,000
- Conducting a financial reconciliation of grantee’s expenditures at least once during the grant period on grants over \$50,000

MDH substance use prevention program staff will establish a schedule (typically monthly) and process for ongoing check-ins with grantees during the grant period. The grant-funded coalition coordinator will attend trainings and meet regularly with the technical assistance provider to ensure the CTC milestones and benchmarks are met.

MDH anticipates one regional or state meeting will occur annually for which applicants must budget for travel expenses (mileage, hotel, per diem). Applicants should budget for a minimum of two staff to attend one in-person meeting per grant year.

Technical Assistance

MDH will be contracting with an organization to provide training and technical assistance related to all five phases of the CTC prevention system. In addition to attending trainings and virtual meetings with the MDH-funded technical assistance provider, MDH will provide technical assistance on specific projects that require review of materials such as work or evaluation plans. If there is need for additional technical assistance during the grant period, applicants are welcome to request further support.

Grant Payments

Per State [Policy on Grant Payments \(https://mn.gov/admin/assets/08-08%20Policy%20on%20Grant%20Payments%20FY21%20_tcm36-438962.pdf\)](https://mn.gov/admin/assets/08-08%20Policy%20on%20Grant%20Payments%20FY21%20_tcm36-438962.pdf), reimbursement is the method for making grant payments. All grantee requests for reimbursement must correspond to the approved grant budget. The State shall review each request for reimbursement against the approved grant budget, grant expenditures to-date and the latest

grant progress report before approving payment. Grant payments shall not be made on grants with past due progress reports unless MDH has given the grantee a written extension. The grantee must submit a minimum of **quarterly** fiscal invoices to MDH.

Fiscal Year 2025 (June 1, 2025 – June 30, 2025): Schedule will include modified expectations in the invoice due to the condensed period of performance.

| Reporting Period | Report Type | Due Date |
|-----------------------------|----------------|----------|
| Quarter 4: June 1 – June 30 | Fiscal Invoice | July 10 |

Fiscal Year 2026 (July 1, 2025 – June 30, 2026)

| Reporting Period | Report Type | Due Date |
|------------------------------------|--------------------------|------------|
| Quarter 1: July 1 – September 30 | Quarterly Fiscal Invoice | October 15 |
| Quarter 2: October 1 – December 31 | Quarterly Fiscal Invoice | January 15 |
| Quarter 3: January 1 – March 31 | Quarterly Fiscal Invoice | April 15 |
| Quarter 4: April 1 – June 30* | Quarterly Fiscal Invoice | July 10 |

Fiscal year 2027, 2028, 2029, and 2030 will have the same reporting period as Fiscal year 2026, noted above.

**Fiscal Year Quarter 4 will only include April 1 – May 31 but will have the same due date of July 10.*

MDH will issue payment no later than 30 days after receipt of invoice.

2.4 Grant Provisions

Contracting and Bidding Requirements

- a) **Municipalities** A grantee that is a municipality, defined as a county, town, city, school district or other municipal corporation or political subdivision of the state authorized by law to enter into contracts is subject to the contracting requirements set forth under [Minn. Stat. § 471.345 \(https://www.revisor.mn.gov/statutes/cite/471.345\)](https://www.revisor.mn.gov/statutes/cite/471.345). Projects that involve construction work are subject to the applicable prevailing wage laws, including those under [Minn. Stat. § 177.41 \(https://www.revisor.mn.gov/statutes/cite/177.41\)](https://www.revisor.mn.gov/statutes/cite/177.41), et. seq.
- b) **Non-municipalities** Grantees that are not municipalities must adhere to the following standards in the event that duties assigned to the Grantee are to be subcontracted out to a third party:
 - i. Any services or materials that are expected to cost \$100,000 or more must undergo a formal notice and bidding process consistent with the standards set forth under Minnesota Statutes 16B.

- ii. Services or materials that are expected to cost between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three (3) verbal quotes or bids.
- iii. Services or materials that are expected to cost between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two (2) verbal quotes or bids or awarded to a targeted vendor.
- iv. The grantee must take all necessary affirmative steps to ensure that targeted vendors from businesses with active certifications through these entities are used whenever possible:
 - Minnesota Department of Administration’s Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List ([Minnesota Office of State Procurement: Equity in Procurement \(TG/ED/VO\) Directory \(https://mn.gov/admin/osp/government/procuregoodsandgeneralservices/tgedvo-directory/\)](https://mn.gov/admin/osp/government/procuregoodsandgeneralservices/tgedvo-directory/)).
 - Metropolitan Council’s Targeted Vendor list: [Minnesota Unified Certification Program \(https://mnuccp.metc.state.mn.us/\)](https://mnuccp.metc.state.mn.us/).
 - Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: [Central Certification Program \(https://www.stpaul.gov/departments/human-rights-equal-economic-opportunity/procurement/cert-program\)](https://www.stpaul.gov/departments/human-rights-equal-economic-opportunity/procurement/cert-program).
- v. The grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.
- vi. The grantee must maintain support documentation of the purchasing or bidding process utilized to contract services in their financial records, including support documentation justifying a single/sole source bid, if applicable.
- vii. Notwithstanding (i) - (iv) above, the State may waive bidding process requirements when:
 - Vendors included in response to competitive grant request for proposal process were approved and incorporated as an approved work plan for the grant.
 - There is only one legitimate or practical source for such materials or services and that grantee has established a fair and reasonable price.
- viii. Projects that include construction work of \$25,000 or more, are subject to applicable prevailing wage laws, including those under Minnesota Statutes 177.41 through 177.44.
- ix. Grantee must not contract with vendors who are suspended or debarred in Minnesota: The list of debarred vendors is available at [Minnesota Office of State Procurement: Suspended/Debarred Vendors \(https://mn.gov/admin/osp/government/suspended-debarred/index2.jsp\)](https://mn.gov/admin/osp/government/suspended-debarred/index2.jsp).

Conflicts of Interest

MDH will take steps to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers per [Minn. Stat. § 16B.98 \(https://www.revisor.mn.gov/statutes/cite/16B.98\)](https://www.revisor.mn.gov/statutes/cite/16B.98) and the Office of Grants Management Policy 08-01, “Conflict of Interest Policy for State Grant-Making” ([Grants Management Policies, Statutes and Forms \(https://mn.gov/admin/government/grants/policies-statutes-forms/\)](https://mn.gov/admin/government/grants/policies-statutes-forms/)).

Applicants must complete the Applicant Conflict of Disclosure form (Attachment D) and submit it as part of the completed application. Failure to complete and submit this form will result in disqualification from the review process.

Organizational conflicts of interest occur when:

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

Individual conflicts of interest occur when:

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

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

Public Data and Trade Secret Materials

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

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

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

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

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

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

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

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

Audits

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

Affirmative Action and Non-Discrimination Requirements for all Grantees

The grantee agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age in regard to any position for which the employee or applicant for employment is qualified. [Minn. Stat. § 363A.02 \(https://www.revisor.mn.gov/statutes/cite/363A.02\)](https://www.revisor.mn.gov/statutes/cite/363A.02). The grantee agrees

to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.

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

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

Non-Transferability

Grant funds are not transferrable to any other entity. Applicants that are aware of any upcoming mergers, acquisitions, or any other changes in their organization or legal standing, must disclose this information to MDH in their application, or as soon as they are aware of it.

2.5 Review and Selection Process

Review Process

Funding will be allocated through a competitive process with review by a committee representing content and community specialists with lived and/or professional experience. The review committee will evaluate all eligible and complete applications received by the deadline.

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

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

The application review process may include multiple rounds. Initial screening will determine if requirement of application is met. The review panel will then score applicants. If required, MDH will host a panel interview between review committee and the applicant organization.

Selection Criteria and Weight

The review committee will be reviewing each applicant on a **100-point** scale. A standardized scoring system will be used to determine the extent to which the applicant meets the selection criteria.

The scoring factors and weight that applications will be judged are based on the attached score sheet (**Attachment F**).

Grantee Past Performance and Due Diligence Review Process

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

Notification

MDH anticipates notifying all applicants via email of funding decisions by April 25, 2025.

RFP Part 3: Application and Submission Instructions

Letter of Intent

Organizations intending to submit a proposal should email a Letter of Intent by 4:30 p.m., on Friday, March 28, 2025. Letters of Intent are requested and not used as a screening tool. Letters of Intent are used by MDH to assist staff in planning for adequate agency resources to complete the proposal review process. An email is sufficient.

Letters should be an email with “CTC RFP Grant Letter of Intent” that provides in the body of the email the name of the agency and contact information for individuals who would like to receive communications related to the RFP. An email acknowledging the Letter of Intent was received will be emailed to the contact person identified for the agency submitting the letter.

Send Letters of Intent via **email:** health.super.mdh@state.mn.us.

3.1 Application Deadline

All applications *must* be received by MDH via email no later than 4:30 p.m. Central Daylight Time (CDT), on April 16, 2025.

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

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

3.2 Application Submission Instructions

Applications must be submitted via email to: health.super.mdh@state.mn.us with the subject: **CTC RFP Submission - “Insert Organization Name.”** An email acknowledging the application will be emailed to the person who sent the application. Applications may **not** be mailed or hand delivered to MDH.

3.3 Application Instructions

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

- Application narrative – Attachment A (PDF)
- Activity timeline – Attachment B (PDF)
- Budget – Attachment C (Excel)
- Due diligence review form – Attachment D (PDF)

COMMUNITIES THAT CARE – YOUTH SUBSTANCE USE PREVENTION GRANTS

- Applicant conflict of interest disclosure form – Attachment E (PDF) nonprofit financial documentation per due diligence form, if applicable (PDF)
- Minimum of three letters of commitment (PDF)
- Copy of 501(c)(3) determination letter (if applicable)

Incomplete applications will be rejected and not evaluated.

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

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

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

RFP Part 4: Attachments

4.1 Project Narrative (Attachment A)

Applicants must submit a completed Application Narrative (Attachment A), which can be found at [Communities That Care \(CTC\) Minnesota – Youth Substance Use Prevention Grants Request for Proposals \(https://www.health.state.mn.us/communities/substanceuse/ctcrfp/index.html\)](https://www.health.state.mn.us/communities/substanceuse/ctcrfp/index.html).

Applicants must have Microsoft Word to complete the form.

The **Application Narrative** contains four (of the seven) scored sections for a total of 70 out of 100 points.

Organizational Capacity (15 points)

Assess Community Need (25 points)

Project Design, Implementation, and Performance Measurement (15 points)

Equity, Focus Population, and Cultural Competence (15 points)

Applicants must provide answers to the application narrative questions. Applicants are *strongly encouraged* to use the Microsoft Word template provided on the MDH Webpage: [Communities That Care \(CTC\) Minnesota – Youth Substance Use Prevention Grants Request for Proposals \(https://www.health.state.mn.us/communities/substanceuse/ctcrfp/index.html\)](https://www.health.state.mn.us/communities/substanceuse/ctcrfp/index.html).

The Application Narrative (Attachment A) may not exceed 14 pages. We request that applicants use 12-point Calibri font, one-inch margins, single space, and with page numbers. **When you have finalized your responses, please save this document as a PDF for application submission.**

4.2 Activity Timeline (Attachment B)

Applicants must submit the Activity Timeline, which can be found at: [Communities That Care \(CTC\) Minnesota – Youth Substance Use Prevention Grants Request for Proposals \(https://www.health.state.mn.us/communities/substanceuse/ctcrfp/index.html\)](https://www.health.state.mn.us/communities/substanceuse/ctcrfp/index.html). The document will include two parts. Part One, responses to five questions, and Part Two, a brief timeline and what you aim to accomplish each month of the projected 25-month period that will focus on these first three phases.

The **Activity Timeline** is one (of seven) scored sections for a total of 20 out of 100 points.

The Activity Timeline (Attachment B) may not exceed four pages. We request that applicants use 12-point Calibri font, single-space, and with page numbers. **When you have finalized your responses, please save this document as a PDF for application submission.**

4.3 Budget (Attachment C)

Applicants must submit a budget narrative (13-month) and five-year budget summary that provides an overview of how funds will be used during the *grant*.

Applicants are *strongly encouraged* to use the Microsoft Excel template provided on the MDH website at [Communities That Care \(CTC\) Minnesota – Youth Substance Use Prevention Grants](https://www.health.state.mn.us/communities/substanceuse/ctcrfp/index.html)

Request for Proposals

(<https://www.health.state.mn.us/communities/substanceuse/ctcrfp/index.html>).

There are four tabs/sheets in the Excel budget (Attachment C):

- Instructions
- Indirect guidance
- 13-month budget (***applicants must complete a 13-month budget narrative***)
- Five-year budget summary (auto populates from information entered in Tab three)

13-Month Budget Narratives (Attachment C – Tab Three)

The budget narratives should provide a brief but sufficient explanation of how funds are proposed to be used over a 13-month period. The budget must be consistent with the stated objectives, planned activities and time frame of the project. Where possible, the method for computing estimates should be explained by including quantities, unit costs and other similar numeric detail sufficient for the calculation to be duplicated. **Please round to the nearest dollar.**

The Budget Narrative is a scored section for a total of five out of 100 points.

Application should organize their expenditures into the following categories:

1. Salary and Fringe Benefits

For each proposed staff person who will work directly on the grant, applicants must list the following:

- Position title and Full-time Equivalent (FTE).
- Salary charged to grant.
- Fringe benefit rate.
- Example: Program Coordinator: 1.0 FTE x \$60,000/year + \$6,000 (.10 fringe benefit rate x \$60,000) = \$66,000.

The staff included in this section of the budget narrative should be the same as the staff included in the work plan. All salaries/fringe must be backed by time documentation. Grantees must invoice based on actual salary and fringe amounts, not on budgeted amounts.

2. Contractual Services

For any proposed subcontractors, applicants must list the following:

- Name of contractor, if known, or selection process to be used.
- Scope of work the contractor will provide.
- Length of time the services will be provided.
- Total amount you expect to pay the contractor.

Grant funds may be used for small contracts – such as facilitators, speakers, or trainers – as well as for large contracts if other organizations will be engaged to implement specific parts of proposed activities. If grantees subcontract out grant funds, they must follow their own

procurement policies/procedures. If grantees subgrant out grant funds, then the grantee will need to provide the same monitoring and oversight that MDH is obligated to provide.

3. Travel

List the expected travel costs for staff working on the grant, including mileage, parking, lodging and meals. Grant funds may be used for related professional development and trainings, but funds cannot be used for out-of-state travel without prior written approval from MDH.

4. Supplies and Other Expenses

Briefly explain the expected costs for items and services you will purchase to run your program. Generally, supplies include items that are consumed during the project.

Any item over \$5,000 that has a useful life of one year or more is considered equipment and is not allowable.

Describe any other expected grant-related costs that do not fit any other line item. Expenses in this line must be directly related to the program activities and linked to an activity in the work plan.

If the grantee is including incentives as a part of the work plan and budget, the grantee is required to have policies and procedures in place addressing the purchasing, security, distribution, and asset tracking of incentives. All grantee staff involved in the purchase, distribution, security, and reconciling of incentives must be trained on the grantee's policies and procedures prior to the grantee placing any order for incentives. Those policies and procedures must, at a minimum, include the following: separation of duties, distribution of incentives, incentive tracking documentation, reconciliation, subgrantee/subcontracting oversight regarding incentives, lost or stolen incentives, and invoicing. Please see the sample grant agreement for more detailed information regarding the required procedures to implement incentives as a part of the work plan and budget.

Please be descriptive in the budget narrative for each supply line item.

5. Indirect Costs

MDH policy caps indirect costs at either a grantee's federally negotiated rate or at 10 percent, as applied to a grant's total direct costs. Grantees who wish to charge indirect at a federally negotiated rate must submit a copy of their current federal rate agreement with their application.

If applicants do not have a federally negotiated rate, ***list what is covered in your organization's indirect cost pool. For more information on how to calculate indirect costs and what may be included as indirect costs, please refer to Tab two of the budget spreadsheet.***

Indirect costs on invoices to MDH for grant funds must be proportional to direct costs on the invoice; invoices that include only indirect costs will not be paid (direct costs must also be included). Expenses must be categorized as either direct or indirect consistently

throughout the life of the grant. Grantees must maintain records that verify all grant expenses, including those categorized as indirect costs.

Five-Year Budget Summary (Attachment C – Tab Four)

Please complete a five-year total budget summary. Please round to the nearest dollar.

4.4 Due Diligence (Attachment D)

The Due Diligence Review Form can be found at [Communities That Care \(CTC\) Minnesota – Youth Substance Use Prevention Grants Request for Proposals \(https://www.health.state.mn.us/communities/substanceuse/ctcrfp/index.html\)](https://www.health.state.mn.us/communities/substanceuse/ctcrfp/index.html).

Per MDH policy, the Due Diligence Form is required for all applicants.

Please note that the Due Diligence Review Form score is not part of the 100 total points used to select grantees, and it is for internal use only. The score helps MDH better understand the capacity of applicants and identify opportunities for technical assistance to those that receive grant funds.

Applicants must complete the Due Diligence Form, sign, and submit it as part of the completed application. Failure to complete and submit this form will result in disqualification from the review process.

4.5 Conflict of Interest Disclosure Form (Attachment E)

The Applicant Conflict of Interest Disclosure Form can be found at [Communities That Care \(CTC\) Minnesota – Youth Substance Use Prevention Grants Request for Proposals \(https://www.health.state.mn.us/communities/substanceuse/ctcrfp/index.html\)](https://www.health.state.mn.us/communities/substanceuse/ctcrfp/index.html).

Applicants must complete the Applicant Conflict of Disclosure form, sign, and submit it as part of the completed application. Failure to complete and submit this form will result in disqualification from the review process.

On the form it asks for the MDH Grant Program Name. The MDH Grant Program Name for this application is: **CTC - Minnesota Substance Use Prevention, Education, and Recovery Grant.**

4.6 Financial Documentation per Due Diligence Form, if applicable

Office of Grants Management Policy 08-06 requires state agencies to assess a recent financial statement from nonprofit organizations before awarding a grant of over \$25,000 (excluding formula grants).

Question 15 on the Due Diligence Review Form requires that applicants submit the documentation that corresponds with their total revenue from the most recent twelve-month accounting period:

- Less than \$50,000: The most recent Board-approved financial statement

- \$50,000 - \$750,000: The most recent IRS form 990
- More than \$750,000: The most recent certified financial audit

While all three types of documentation are distinct and different in appearance, they contain much of the same information. Failure to submit this information will result in disqualification from the review process.

4.7 Letters of Commitment

Applicants must submit a minimum of three Letters of Commitment from organizations that either a) currently participate in the coalition and/or collaborative applying, or b) are interested in participating in the coalition that will be formed.

Organizations submitting a Letter of Commitment should indicate an understanding of their role in the project and their relationship with the community served.

The Letters of Commitment is a scored section for a total of five out of 100 points.

4.8 Application Evaluation Scoring Criteria (Attachment F)

A numerical scoring system will be used to evaluate eligible applications. Scores will be used to develop final recommendations. Applicants are encouraged to score their own application using the evaluation scoresheet before submitting their application. This step is not required but may help ensure applications address the criteria evaluators will use to score applications.

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Applicants are encouraged to score their own application using the evaluation scoresheet before submitting their application. This step is not required but may help ensure applications address the criteria evaluators will use to score applications.

A detailed breakdown of application scoring criteria can be found in Attachment F.