



# Substance Use Prevention, Education, and Recovery (SUPER) Focus Grants

GRANT REQUEST FOR PROPOSAL (RFP)

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## RFP Part 1: Overview

### 1.1 General Information

- **Announcement Title:** Substance Use Prevention, Education, and Recovery (SUPER) Focus Grants
- **Minnesota Department of Health (MDH) Program Website:** [Substance Use Prevention, Education, and Recovery \(SUPER\) Focus Grants - Request for Proposals \(https://www.health.state.mn.us/communities/substanceuse/cofrfp/index.html\)](https://www.health.state.mn.us/communities/substanceuse/cofrfp/index.html)
- **Letter of Intent Deadline:** March 21, 2025
- **Application Deadline:** April 11, 2025

### 1.2 Program Description

The Minnesota Department of Health, herein after MDH, is soliciting proposals for substance misuse prevention, education, recovery, and treatment programming for prioritized focus communities. Approximately 65% of funds are reserved for American Indians Living in Urban Settings, Individuals Impacted by the Justice System, and Black/African Americans. Remaining funds will be used for other focus communities based on age, disability, gender identity, geographic location, mental health conditions, race or ethnicity, sexual orientation.

25% of selected applicants will have a youth under age 25 focused proposals. Programming will have two components for applicants to focus on.

**Primary Focus:** Recovery and prevention (primary, secondary, and tertiary) programming that assist communities prevent substance use, and/or initiate, stabilize, and maintain long-term recovery from substance misuse and disorders and co-occurring mental health conditions.

**Secondary Focus:** Systems change to implement, strengthen, or expand substance use treatment and mental health programs. Grantees may use up to 25% of their funds on the secondary focus.

**Enhancement Opportunity:** A short-term infusion of funds is available through June 30, 2026, for applicants who would like to prioritize on activities and strategies to build capacity and/or to address the intersection of substance misuse and mental health in Minnesota communities. Applicants may choose to apply for these funds **in addition** to the primary and secondary focus areas, or **only** for the enhancement opportunity.

It is anticipated that a minimum of \$2,500,000 will be available for each year of the grant period, and an additional \$2,450,000 in Fiscal Year 2025 and 2026 for the short-term enhancement opportunity.

**Please note, entities already receiving funding from [2024 Minnesota Statutes Chapter 342. Cannabis \(https://www.revisor.mn.gov/statutes/cite/342\)](https://www.revisor.mn.gov/statutes/cite/342) are not eligible to apply for funding. Additionally, this RFP funding opportunity is separate from the *Communities That Care* RFP, which is available through the same program.**

## 1.3 Funding and Project Dates

### Funding

Funding is allocated from [2024 Minnesota Statutes 342.72](https://www.revisor.mn.gov/statutes/cite/342.72) (<https://www.revisor.mn.gov/statutes/cite/342.72>).

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. The total grant award will reflect four equal installments of funding for four years. MDH’s fiscal year (FY) starts July 1 and ends June 30.

Funding	Estimate
Estimated Amount to Grant	\$4,950,000 is available for Fiscal Year 2025, 2026 \$2,500,000 is available for Fiscal Year 2027, 2028, 2029
Estimated Number of Awards	Up to 25
Estimated Award Maximum	\$500,000
Estimated Award Minimum	\$100,000

### Match Requirement

No match requirement for this Request for Proposal.

### Project Dates

The estimated start date is June 1, 2025, and the projected end date is June 30, 2029. The project period will follow the state fiscal year. The grant period will be for four 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

## 1.4 Eligible Applicants

Applicants eligible to apply in this competitive process include, but are not limited to, local public health and social services agencies, nonprofit organizations, Tribal Nation governments, tribal serving organizations, and urban tribal organizations, units of government, schools and/or school districts, health care organizations, faith communities, emergency response organizations and other interested agencies demonstrating experience (or that desire the

experience) to provide evidence-informed, or innovative substance misuse prevention and/or treatment. Applicants must be located within and conduct grant activities in the state of Minnesota.

If applicants propose a treatment component (up to 25% of their proposed budget), organizations must hold or collaborate with organizations who are certified and/or licensed or have professionals who are certified and/or licensed to provide treatment to individuals with substance use disorder or a mental health diagnosis.

An applicant may apply for **only** the short-term enhancement opportunity or both the primary/secondary focus **and** the enhancement opportunity.

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

Multi-organization collaboration is welcomed and encouraged. MDH recognizes that achieving health equity and reducing substance misuse will happen only as we work together. Organizations that collaborate on proposals are encouraged to compensate partners appropriately for their contributions and to consider equity in deciding how resources are distributed among partner organizations. Collaboration is highly encouraged and is required dependent upon the activity for which the applicant applies.

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](mailto:health.super.mdh@state.mn.us). In the subject line, include the phrase, "SUPER RFP Question." All answers will be posted within three business days at [Substance Use Prevention, Education, and Recovery \(SUPER\) Focus Grants RFP Questions and Answers](https://www.health.state.mn.us/communities/substanceuse/cofrfp/faq.html) (<https://www.health.state.mn.us/communities/substanceuse/cofrfp/faq.html>).

Please submit questions no later than 4:30 p.m. Central Daylight Time (CDT), on April 2, 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.**

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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 applicants on their application or review drafts of proposals.

### RFP Information Meeting

MDH will host a one-hour 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 session will be posted on the following website: [Substance Use Prevention, Education, and Recovery \(SUPER\) Focus Grants RFP Questions and Answers \(https://www.health.state.mn.us/communities/substanceuse/cofrfp/faq.html\)](https://www.health.state.mn.us/communities/substanceuse/cofrfp/faq.html).

The RFP informational meeting will be held on Wednesday, March 19, 2025, from 2:30 p.m. to 3:30 p.m. CDT. To access the Microsoft Teams Meeting link, visit [Substance Use Prevention, Education, and Recovery \(SUPER\) Focus Grants - Request for Proposals \(https://www.health.state.mn.us/communities/substanceuse/cofrfp/index.html\)](https://www.health.state.mn.us/communities/substanceuse/cofrfp/index.html).

### Project Dates

Process Item	Timeline
Request for proposal application period	March 12, 2025 – April 11, 2025
Request for proposal applicant informational meeting	March 19, 2025, 2:30 p.m. to 3:30 p.m.
Letter of intent due to MDH	March 21, 2025
Deadline for applicant question submission	April 2, 2025
Anticipated review and selection period	April 14 – April 23, 2025
New grant application in place	June 1, 2025
Project and grant agreement end date	June 30, 2029

## 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 address substance misuse prevention, treatment, and recovery in Minnesota, as a supplement to funds that are being distributed to Local Public Health and Tribal Nations. While funds are allocated from the adult use cannabis legislation, a comprehensive approach to substance misuse is necessary for sustainable outcomes of a healthier Minnesota.

The grant's foundation is built on the [Strategic Prevention Framework \(https://www.samhsa.gov/technical-assistance/sptac/framework\)](https://www.samhsa.gov/technical-assistance/sptac/framework) (SPF) developed by the Substance Abuse and Mental Health Services Administration (SAMHSA). Per SAMHSA, "SPF offers prevention practitioners a comprehensive approach to understanding and addressing the substance misuse and related behavioral health problems facing their communities, and to developing and sustaining programs and practices that reduce behavioral health inequities."

Leaning on the practice of [Targeted Universalism \(https://belonging.berkeley.edu/targeted-universalism\)](https://belonging.berkeley.edu/targeted-universalism) by John A. Powell and the Othering & Belonging Institute, the grants are utilizing a focused process (addressing substance misuse in a specific population) to reach a universal goal (decrease harms of substance use for Minnesotans and cost of harms to the State).

In addition to Targeted Universalism, the [Shared Risk and Protective Factors \(SRPF\) Framework \(https://www.health.state.mn.us/communities/injury/documents/ivpstateplan2020.pdf\)](https://www.health.state.mn.us/communities/injury/documents/ivpstateplan2020.pdf) ensures that the scope of applicants is inclusive of not only 'traditional' substance misuse prevention and education, but also upstream prevention strategies that address aspects of an individual's lived experience or a community's collective experience that indirectly impact risk of substance misuse.

Communities and organizations will develop, coordinate, and implement a spectrum of substance misuse prevention, recovery, and treatment efforts for communities that are disproportionately impacted by historical and current policies related to substance misuse and/or experience higher rates of substance use.

The following communities in Minnesota are considered the priority for this grant based on disproportionate impact of historical and current policies and subsequent rates of substance use and overdose:

- American Indians living in urban settings

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- Individuals impacted by the justice system
- Black/African Americans

Approximately 65% of funds are earmarked for the three communities listed. Remaining funds will be used for other focus communities based on age, disability, gender identity, geographic location, race or ethnicity, sexual orientation.

Additionally, a youth component for youth under the age of 25 will be required for 25% of all funded applicants to align with legislature directive.

MDH acknowledges intersectionality, that identities are layered and multifaceted and have a greater impact for individuals. Applicants may select multiple communities (up to three) in their proposal.

Examples of intersecting focus communities that applicants may also apply for include a specific age range, American Indians and Alaskan Natives living outside of urban settings, Asian Americans, Hispanic or Latino/a, Individuals with a Disability, Individuals with mental health condition, LGBTQ+ community, Native Hawaiians, Pacific Islanders, and rural populations. Applicants may identify other populations not listed based on their own expertise and data.

Applicants who apply for the short-term enhancement opportunity are recommended to select Individuals with a Mental Health Condition as one of their communities.

This grant will serve individuals and the communities they live in:

- Individuals (adults and youth under 25) who currently use substances.
- Individuals (adults and youth under 25) impacted by mental health conditions that either increase risk of substance misuse or are caused by substance misuse.
- Individuals (adults and youth under 25) and communities, at increased risk of substance misuse due to higher risk factors and/or low protective factors.
- Influential individuals (adults and peers) of youth under 25.
- Individuals (adults, youth under 25, and families) who have been or are currently incarcerated or are at increased risk of incarceration.
- Individuals (adults and youth under 25) impacted by a loved one that misuses substances or lives with a substance use disorder.
- Community leaders of identified focus communities.

Grant outcomes will include:

- Addressing shared risk and protective factors of substance use for the focus communities.
- Implementing sustainable policy, systems, and environmental change addressing substance misuse for the focus communities.
- Decrease of use of substances for the focus communities selected.
- Decrease frequency of use of substances for the focus communities selected.
- Decrease initiation of use of substances for the focus communities selected.
- Increase access to barrier-free resources and support for individuals seeking treatment and/or mental health services from the focus communities.
- Decrease stigma around substance use.



- Decrease stigma around substance treatment and recovery.
- Decrease stigma around mental health conditions.

### **Other Competitive Priorities**

25% of funded applicants will have a focus on youth under the age of 25. Considerations will be provided to applicants with a focus on youth under 25 or youth-adjacent activities.

Additional consideration will be provided to applicants who identify their community of focus as individuals impacted by the justice system, urban American Indians, or Black/African Americans.

## **2.2 Eligible Projects**

Applicants may apply for the primary focus alone or primary AND secondary focus. If applying for both primary and secondary, the secondary focus may not exceed 25% of the total budget proposal.

### **Primary Focus: Prevention and Recovery Programs**

The purpose of Prevention and Recovery Programs is four-fold. First is to increase awareness and shift perception of substance use and substance use recovery. Second is to prevent the initiation of substance use or misuse; Third is to provide resources and support for individuals, families, and communities to initiate, stabilize, and maintain long-term recovery from substance misuse disorders and co-occurring mental health conditions. Fourth is to create upstream prevention (primary, secondary, and tertiary) and recovery systems that better serve Minnesotans through policy, systems, and environmental change.

Examples of approved activities that may be proposed include, but are not limited to:

- Prevention education
- School-linked behavioral health
- School-based peer programs
- Peer supports
- Self-care and wellness
- Culturally specific healing
- Community public awareness
- Mutual aid networks
- Telephone recovery checkups
- Mental health warmlines
- Harm reduction
- Recovery community organization development
- First episode psychosis programs
- Recovery housing

## Secondary Focus: Treatment Programming

The purpose of Treatment Programming is three-fold. First is to ensure that barrier-free treatment is available for individuals who have a substance use disorder or co-occurring mental health condition. Second is to offer collaboration opportunities for organizations applying. Third is to identify opportunities to embed recovery and treatment programming in policy, system, and environmental change addressing substance misuse.

Examples of approved activities that may be proposed include, but are not limited to:

- Adoption or expansion of evidence-based practices.
- Competency-based training.
- Continuing education.
- Culturally specific and culturally responsive services.
- Sober recreational activities.
- Developing referral relationships.
- Family preservation and healing.
- Start-up or capacity funding for programs that specialize in adolescent, culturally specific, culturally responsive, disability-specific, co-occurring disorder, or family treatment services.

## Enhancement Opportunity: Short-Term Project

The purpose of the short-term enhancement opportunity is two-fold: First, to build foundational capacity around the intersection of mental health promotion and substance misuse prevention, education, and recovery. Second, to increase implementation of short-term programs, activities or strategies to address identified needs related to mental health and substance misuse.

Examples of approved activities include, but are not limited to, all activities listed in the Primary and Secondary Focus areas.

**Please note:** It is not recommended to focus on long-term change strategies due to the short-term nature of this opportunity.

## Ineligible Expenses

Ineligible expenses include, but are not limited to:

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

## 2.3 Grant Management Responsibilities

### Grant Agreement

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

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

A sample grant agreement can be found at [Substance Use Prevention, Education, and Recovery \(SUPER\) Focus Grants - Request for Proposals \(https://www.health.state.mn.us/communities/substanceuse/cofrfp/index.html\)](https://www.health.state.mn.us/communities/substanceuse/cofrfp/index.html). Applicants should be aware of the terms and conditions of the standard grant agreement in preparing their applications. Much of the language reflected in the sample agreement is required by statute. If an applicant takes exception to any of the terms, conditions or language in the sample grant agreement, the applicant must indicate those exceptions, in writing, in their application in response to this RFP. Certain exceptions may result in an application being disqualified from further review and evaluation. Only those exceptions indicated in an application will be available for discussion or negotiation.

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

### Accountability and Reporting Requirements

It is the policy of the State of Minnesota to monitor progress on state grants by requiring grantees to submit written progress reports at least annually until all grant funds have been expended and all of 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 grantee must submit a minimum of **quarterly** fiscal invoices to MDH.

MDH will work with grantees to determine collective process and outcome indicators for measurement across grant efforts in alignment with program goals. Grantees will be expected to submit an evaluation plan within the **first year of the grant**.

Grantees are expected to participate in grant specific evaluation efforts, including the following:

- Quarterly grantee reporting. Grantees will be expected to document quarterly output and outcome indicators via REDCap. Quarterly progress reports will include progress updates and outcomes that the applicant defined in their workplan, required metrics below, narrative on milestones and barriers, and potentially additional evaluation measurements developed in collaboration with MDH. Exact indicators will be finalized in partnership with grantees.

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- Annual/ periodic qualitative data collection. Quarterly reporting will be supplemented by additional qualitative data collection led by the MDH Evaluator. This may include key informant interviews with grantees or their community partners, or other interactive reflective processes to document lessons learned, programmatic adaptations, and emergent outcomes. Exact evaluation activities will be determined in partnership with grantees.
- Final documentation. Grantees will be expected to participate in a grant summative evaluation process. This may include an exit interview or site visit, final report, or survey. Exact methods will be determined in partnership with grantees.

All funded applicants will be asked to report the following common (across all categories) measures:

- Geographical area served.
- Number of people served, disaggregated by race/ethnicity, gender, and age (if appropriate).
- Description of the practices implemented by program grantees, including adoption of policy, system, or environmental changes, lessons learned and emergent best practices.

Due to the wide variety of projects that will be funded through this RFP, MDH may develop additional indicators in partnership with grantees to successfully evaluate project outcomes.

The reporting schedule will be, at minimum:

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

Reporting Period	Report Type	Due Date
Quarter 4: June 1 – June 30	Fiscal Invoice and 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	Quarterly Fiscal Invoice and Program Progress Report	October 15
Quarter 2: October 1 – December 31	Quarterly Fiscal Invoice and Program Progress Report	January 15
Quarter 3: January 1 – March 31	Quarterly Fiscal Invoice and Program Progress Report	April 15
Quarter 4: April 1 – June 30	Quarterly Fiscal Invoice and Program Progress Report	July 10

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

## 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.

## Technical Assistance

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.

State policy allows advance payments to be made to grantees only in certain exceptional situations. If a grantee requires advance payment to start up a program, negotiations will be made after a grant award is offered but before a grant agreement is executed.

Grantees will submit a **minimum** of quarterly invoices according to the schedule in the table below.

**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

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Reporting Period	Report Type	Due Date
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, and 2029 will have the same reporting period as Fiscal year 2026, noted above.*

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

## 2.4 Grant Provisions

### **Affirmative Action and Non-Discrimination Requirements for All Grantees**

The grantee agrees to comply with applicable state and federal laws prohibiting discrimination.

Minnesota’s nondiscrimination law is the Minnesota Human Rights Act (MHRA) [Minn. Stat. § Chapter 363A \(https://www.revisor.mn.gov/statutes/cite/363A\)](https://www.revisor.mn.gov/statutes/cite/363A); see example [Minn. Stat. § 363A.02 \(https://www.revisor.mn.gov/statutes/cite/363A.02\)](https://www.revisor.mn.gov/statutes/cite/363A.02). The MHRA is enforced by the [Minnesota Department of Human Rights \(https://mn.gov/mdhr/\)](https://mn.gov/mdhr/). Some, but not all, MHRA requirements are reflected below. All grantees are responsible for knowing and complying with nondiscrimination and other applicable laws.

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.

The grantee agrees not to discriminate in public accommodations because of race, color, creed, religion, national origin, sex, gender identity, sexual orientation, and disability.

The grantee agrees not to discriminate in public services because of race, color, creed, religion, national origin, sex, gender identity, marital status, disability, sexual orientation, and status with regard to public assistance.

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 per [Minn. Administrative Rules 5000.3550 \(https://www.revisor.mn.gov/rules/5000.3550/\)](https://www.revisor.mn.gov/rules/5000.3550/).

## Audits

Per [Minn. Stat. § 16B.98 \(https://www.revisor.mn.gov/statutes/cite/16B.98\)](https://www.revisor.mn.gov/statutes/cite/16B.98), 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.

## 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's Policy 08-01, "Conflict of Interest Policy for State Grant-Making."

**Applicants must complete the Applicant Conflict of Interest Disclosure form (Attachment E) and submit it as part of the completed application.** This form can be found at [Substance Use Prevention, Education, and Recovery \(SUPER\) Focus Grants - Request for Proposals \(https://www.health.state.mn.us/communities/substanceuse/cofrfp/index.html\)](https://www.health.state.mn.us/communities/substanceuse/cofrfp/index.html). Failure to complete and submit this form will result in disqualification from the review process.

Organizational conflicts of interest occur when:

- Grantee or applicant is unable or potentially unable to render impartial assistance or advice.
- Grantee or applicant's objectivity in performing the grant work is or might be otherwise impaired.
- 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.

## 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.

## 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 per [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 [Minnesota Government Data Practices \(https://www.revisor.mn.gov/statutes/cite/13/full\)](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.

## 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**).

Applications that focus one of the three populations outlined as a priority will receive a 2-point bonus. Applications that have a youth focus will receive a 1-point bonus. Applications that show

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a collaborative application between multiple organizations or existing collective will receive up to a 2-point bonus.

### **Grantee Past Performance and Due Diligence Review Process**

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

### **Notification**

MDH anticipates notifying all applicants via email of funding decisions by April 23, 2025.

## RFP Part 3: Application and Submission Instructions

### Letter of Intent

Applicants are strongly encouraged to submit a non-binding Letter of Intent to apply by March 21, 2025. While prospective applicants are strongly encouraged to submit a Letter of Intent, it is not a mandatory requirement of this RFP. This means that an application may still be considered even if the applicant did not submit a Letter of Intent; likewise, an applicant is not obligated to apply just because they submitted a Letter of Intent.

Applicants should submit their Letter of Intent via email to [health.super.mdh@state.mn.us](mailto:health.super.mdh@state.mn.us) with the subject line "SUPER RFP Letter of Intent". An email confirmation for the Letter of Intent will be provided.

### 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 11, 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](mailto: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](mailto:health.super.mdh@state.mn.us) with the subject: **SUPER 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)
  - Focus Community selection
  - Executive summary
  - Organizational capacity
  - Project narrative

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- Equity
- Workplan – Attachment B (Excel)
- Budget – Attachment C (Excel)
- Due diligence review form – Attachment D (PDF)
- Applicant conflict of interest disclosure form – Attachment E (PDF) nonprofit financial documentation per due diligence form, if applicable (PDF)
- For collaborative applications: memoranda of understanding (MOUs) or letters of support to the lead applicant from partner organizations (PDF)
- Letter of support (optional)
- Copy of 501(c)(3) determination letter (if applicable)

Incomplete applications will be rejected and not evaluated. **Please submit all application documents as indicated above in separate attachments and included in one email.**

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: Application Narrative (Attachment A)

Applicants must submit a completed Application Narrative (Attachment A), which can be found at [Substance Use Prevention, Education, and Recovery \(SUPER\) Focus Grants - Request for Proposals \(https://www.health.state.mn.us/communities/substanceuse/cofrfp/index.html\)](https://www.health.state.mn.us/communities/substanceuse/cofrfp/index.html).

Applicants must have Microsoft Word to complete the form.

The **Application Narrative** contains four (of the six) scored sections for a total of 75 out of 100 points.

1. Executive Summary (5 points)
2. Organizational Capacity (15 points)
3. Project Design, Implementation, and Performance Measurement (25 points)
4. Equity, Focus Populations, and Cultural Competence (30 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 – [Substance Use Prevention, Education, and Recovery \(SUPER\) Focus Grants - Request for Proposals \(https://www.health.state.mn.us/communities/substanceuse/cofrfp/index.html\)](https://www.health.state.mn.us/communities/substanceuse/cofrfp/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: Workplan (Attachment B)

Applicants must submit a work plan that provides an overview of what the applicant plans to accomplish during the *grant (June 1, 2025 – June 30, 2029)*. **Applicants are *strongly encouraged* to use the Microsoft Excel template provided at [Substance Use Prevention, Education, and Recovery \(SUPER\) Focus Grants - Request for Proposals \(https://www.health.state.mn.us/communities/substanceuse/cofrfp/index.html\)](https://www.health.state.mn.us/communities/substanceuse/cofrfp/index.html).**

To ensure that all applicants' work plans have a similar format and length for the review process, we request that applicants use 12-point Calibri font in the work plan tables.

The Workplan is a scored section for a total of 20 out of 100 points.

You will list the project goal, detail the activities and their desired outcomes, including the timeline, and staff position responsible.

#### **Project Goal:**

- One goal statement is sufficient.
- A goal is long term and not necessarily measurable, but it clearly establishes a connection between the problem/priorities and the applicant's intentions.

#### **Project Objectives:**

- Must be tangible, measurable, and achievable outcomes specific to what the proposed grant project is intending to accomplish. Grantees will be required to report measurable results from the objectives at the end of the grant period.
- Should be community-centered with the focus on the intended service population and not on organization activities.
- Objectives contain four common elements:
  - An indicator (how the problem will change).
  - A focus (a “who” or a “what,” generally the client/organization/community).
  - A time frame (when).
  - The amount of measurable change expected in the indicator, or the focus.

**Project Activities:**

- Each Project Activity (what the grantee will do) must include timeline and staff/role responsible for project completion.

### 4.3: Budget (Attachment C)

Applicants must submit a budget narrative (13-month) and four-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 [Substance Use Prevention, Education, and Recovery \(SUPER\) Focus Grants - Request for Proposals \(https://www.health.state.mn.us/communities/substanceuse/cofrfp/index.html\)](https://www.health.state.mn.us/communities/substanceuse/cofrfp/index.html).

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

1. Instructions
2. Indirect Guidance
3. 13-Month Budget (applicants must complete a 13-month budget narrative)
4. 2 or 4-Year Budget Summary (auto populates from information entered in Tab 3)

#### 13-Month Budget Narratives (Attachment C – Tab 3)

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 5 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).

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- 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.

Overdose prevention medication is an allowable expense for up to 10% of applicant's proposed budget. MDH will work with grantees to find low-cost/free options to acquire naloxone and maximize their funds.

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.

## 2 or 4-Year Budget Summary (Attachment C – Tab 4)

Please complete a 2 or 4-year total budget summary. Please round to the nearest dollar.

The 2-year total budget summary is for applicants applying for the enhancement opportunity **only**.

The 4-year total budget summary is for applicants applying for all other focus areas. If applying for **both** the enhancement opportunity and the prevention and/or treatment focus areas, applicant must indicate this within the tab.

## 4.4: Due Diligence (Attachment D)

The Due Diligence Review Form can be found at [Substance Use Prevention, Education, and Recovery \(SUPER\) Focus Grants - Request for Proposals \(https://www.health.state.mn.us/communities/substanceuse/cofrfp/index.html\)](https://www.health.state.mn.us/communities/substanceuse/cofrfp/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 [Substance Use Prevention, Education, and Recovery \(SUPER\) Focus Grants - Request for Proposals \(https://www.health.state.mn.us/communities/substanceuse/cofrfp/index.html\)](https://www.health.state.mn.us/communities/substanceuse/cofrfp/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: **SUPER - 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: Memoranda of Understanding (MOUs) or Letters of Support, if applicable.

Applicants can collaborate with other organizations to develop a comprehensive proposal. Collaborative proposals must designate a lead applicant. The lead applicant should include Memoranda of Understanding (MOUs), agreements, or letters of support with collaborating agencies as part of their application. If applicable, please submit these documents with your application. Applicants who are not submitting a collaborative proposal have the option to submit letters of support from other organizations.

## 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.

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.

For the complete rating scale and scoring for each section of the application, please review Attachment F.