mn DEPARTMENT OF HEALTH

Mental Health Grants for Health Care Professionals – FY2026

GRANT REQUEST FOR PROPOSAL (RFP)

Minnesota Department of Health
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06/04/2025

To obtain this information in a different format, call: 651-201-3838.

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RFP Part 1: Overview

1.1 General Information

- **Announcement Title**: Mental Health Grants for Health Care Professionals FY2026
- **Minnesota Department of Health (MDH) Program Website**: https://www.health.state.mn.us/facilities/ruralhealth/funding/grants/index.html#mhhcp
- **Application Deadline**: August 1, 2025 at 4:30 pm Central Time

1.2 Program Description

The Mental Health Grants for Health Care Professionals program, authorized by 2022 Session Laws Chapter 99, Article 1, Section 46, and updated in 2023 Session Laws Chapter 70, Article 3, Section 94, awards grants to health care entities for the purpose of establishing or expanding evidence-based or evidence-informed programs focused on improving the mental health of health care professionals. Grants are awarded to programs that address barriers to and stigma among health care professionals associated with seeking mental health care and substance use disorder services, encourage professionals to seek support and care, identify risk factors for mental health conditions and suicide, develop and make available resources to support health care professionals with self-care and resiliency, or identify and modify structural barriers in health care delivery that create unnecessary stress in the workplace.

1.3 Funding and Project Dates

Funding

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, whichever is later.

Funding	Estimate
Estimated Amount to Grant	$1,000,000
Estimated Number of Awards	10
Estimated Award Maximum	$150,000
Estimated Award Minimum	$25,000

Match Requirement

No match required.

Project Dates

Application Open: June 4, 2025

RFP Webinar: June 17, 2025 at 2:00 pm Central Time

Application Close: August 1, 2025 at 4:30 pm Central Time

Award Announcement: early September 2025

Grant Period (estimated): November 1, 2025 – October 31, 2026

1.4   Eligible Applicants

Applicant organizations must be located in Minnesota and serve Minnesota communities.

The following types of health care entities are eligible to apply for the Mental Health Grants for Health Care Professionals Program:

- Health Care Systems
- Hospitals
- Clinics
- Nursing Facilities
- Community Health Clinics
- Federally Qualified Health Centers (FQHCs)
- Rural Health Clinics
- Consortia of Clinics or Other Health Care Entities
- Health Professional Associations
- Community Mental Health Clinics
- Indian Health Services

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

Collaboration is highly encouraged, particularly to advance the goal of identifying and modifying structural barriers in health care delivery that create unnecessary stress in the workplace. Collaboration may include, for example, partnerships with community mental health resources, collaboration between health care entities, or coordination with other organizations addressing systemic issues in health care delivery.

1.5   Questions and Answers

All questions regarding this RFP must be submitted by email to Health.ORHPC.WorkforceGrants@state.mn.us. All answers will be posted within five business days at: Https://www.health.state.mn.us/facilities/ruralhealth/funding/grants/index.html#mhhcp.

Please submit questions no later than 4:30 p.m. Central Time on Monday July 21, 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.**

RFP Information Meeting

An informational webinar will be held on June 17, 2025 at 2:00 pm Central Time. Click here to join the meeting.

Materials from the meeting, including questions and answers, will be posted at: Https://www.health.state.mn.us/facilities/ruralhealth/funding/grants/index.html#mhhcp

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 establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities and/or disparities.

The Mental Health Grants for Health Care Professionals program supports diverse health care professionals across Minnesota and addresses structural barriers, stigma, and other factors harming health care professionals' mental health and preventing them from seeking care. A well-supported and thriving health care workforce, in turn, strengthens the health of our communities.

Grants will fund the establishment or expansion of evidence-based or evidence-informed programs focused on improving the mental health of health care professionals.

The programs and initiatives developed by grantees may inform future statewide efforts to promote changes in the systems and policies surrounding health care delivery, with the goal of supporting health care professionals' mental health, job satisfaction, and retention.

Applicants are encouraged to propose creative, big-picture solutions that address upstream factors and root causes of burnout and mental health concerns among health care professionals. Projects should support the long-term mental health of health care professionals.

Grantees, in partnership with MDH, will evaluate the impact and outcomes of the grant program on health care professional retention and burnout.

This grant program serves:

- Health care professionals across the state who are experiencing stresses to their mental health as a result of workforce shortages, burnout, and other issues.

- Health care entities striving to create a working environment that supports health care professionals' mental health.

Grant outcomes will include:

- Identifying and addressing the barriers to and stigma among health care professionals associated with seeking self-care, including mental health and substance use disorder services;

- Encouraging health care professionals to seek support and care for mental health and substance use disorder concerns;

- Identifying risk factors associated with mental health conditions and suicide;

- Developing and making available resources to support health care professionals with self-care and resiliency; and

- Identifying and modifying structural barriers in health care delivery that create unnecessary stress in the workplace.

Other Competitive Priorities

Programs that involve peer-to-peer support will be given competitive priority.

2.2   Eligible Projects

Eligible Expenses

Eligible expenses include, but are not limited to:

- Programs to modify structural barriers in health care delivery that create unnecessary stress in the workplace
- Support programs for health care professionals experiencing mental health concerns and substance use disorders, including peer-to-peer programs
- Development and implementation of tools and services to support self-care and resiliency
- Research costs to identify actions the health care entity can take to modify structural barriers that cause unnecessary stress in the workplace
- Programs to reduce the stigma associated with seeking mental health care
- Consultant fees associated with program implementation or research
- App purchase and implementation to support health care professionals experiencing mental health concerns and substance use disorders

Grant funding may be used to cover costs related to programs and resources for health care professionals, including the following professions:

- Patient Care Technicians
- Nursing Assistants
- Surgical Assistants
- Radiation Technicians
- Physicians
- Physician Associates/Assistants
- Respiratory Therapists
- Pharmacists
- Pharmacy Technicians
- Physical Therapists
- Physical Therapist Assistants
- Advanced Practice Registered Nurses
- Registered Nurses
- Licensed Practical Nurses
- Social Workers

- Marriage and Family Therapists
- Professional Counselors
- Psychologists
- Dentists
- Dental Hygienists
- Dental Therapists
- Dental Assistants
- Phlebotomists
- Other health care professions deemed eligible by MDH

Indirect expenses are eligible at a grantee's federally negotiated indirect cost rate or, if the grantee does not have a federally negotiated rate, at up to 10% of direct costs.

Ineligible Expenses

Ineligible expenses include but are not limited to:

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

Grant funding may not be used to cover costs related to employees who are not health care professionals. If those staff access programs and resources developed under this grant, any associated costs must be covered by other funding sources. This includes staff such as:

- Dietary Aides
- Administrative staff
- Medical Scribes
- Janitorial staff
- Other types of support staff

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. Grantee should read the grant agreement, sign, and once signed, comply with all conditions of the grant agreement.

No work on grant activities can begin until a fully executed grant agreement is in place and the State's Authorized Representative has notified the Grantee that work may start.

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.

Grantees will provide quarterly updates on the number of participants and the frequency of participation in their mental health programs. Grantees will provide updates on retention rates and job satisfaction metrics at the end of the grant period.

The reporting schedule will be once every quarter. A standard invoice and progress report form will be provided to grantees. Reports will be due 20 days after each quarter ends:

- January 20
- April 20
- July 20
- October 20

Grant Monitoring

Minn. Stat. § 16B.97 and Policy on Grant Monitoring 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

Monitoring visits will be scheduled individually with grantees.

Grant Payments

Per State Policy on Grant Payments, 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 invoicing and payment schedule will be quarterly. Reports will be submitted through the Office of Rural Health and Primary Care online grant portal. A report form will be provided to grantees. Reports will be due 20 days after each quarter ends per the following schedule:

- January 20
- April 20
- July 20
- October 20

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. § 363A; See e.g. Minn. Stat. § 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/). 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. Minn. Rules, part 5000.3550.

Audits

Per Minn. Stat. § 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.

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 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 and submit it as part of the completed online 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.

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, 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, 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](#), 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](#), 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, and
- 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 Act ([Ch. 13 MN Statutes](#)) 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 with relevant expertise. 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.

Selection Criteria and Weight

The review committee will review 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 according to which applications will be evaluated are detailed in **Attachment A: Application Evaluation Criteria**.

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.

Notification

MDH anticipates notifying all applicants via email of funding decisions by early September 2025.

RFP Part 3: Application and Submission Instructions

3.1 Application Deadline

All applications <u>must</u> be received by MDH no later than August 1, 2025 at 4:30 p.m. Central Time

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. The online Grants Portal will send an automated email to the user who submitted the application to confirm the submission of your application. Additionally, the application status will change from "Draft" to "Submitted" on the Applicant Dashboard and record the date the application was submitted. If the application is still in draft status by the application deadline, you will no longer be able to edit or submit the application. If you do not receive an automated email confirming submission or encounter any other issues with the online application submission, please contact us promptly at health.orhpc.workforcegrants@state.mn.us.

If you encounter any issues with the online application submission, please contact us promptly at health.orhpc.workforcegrants@state.mn.us. We encourage you to submit in advance of the deadline to allow time to address any technical issues.

3.2 Application Submission Instructions

ORHPC requires application submissions to be made through an online Grants Portal. Please reference the ORHPC Grant Guide for information on account creation, password recovery, application creation, and collaboration.

Read **RFP Part 4: Application Guidance** within this RFP document for further instructions on how to address application questions outlined in the Grants Portal.

If you have any questions, please contact us at health.orhpc.workforcegrants@state.mn.us.

3.3 Application Instructions

You must complete all required fields in the online application form and submit all required attachments for your application to be considered complete.

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: Application Guidance

Section 1. Organization and Applicant Information

Basic information about the applicant entity is requested, including legal and business name, address, and tax identification information for contracting purposes.

Section 2. Project Information

This section requests contact information for the organization, including the Authorized Organization Representative (AOR). This person is often the CEO of the organization and must have the authority to enter a contract with the State.

Section 3. Organization Background

In the online application, please provide concise and thorough responses to the questions outlined below.

Organization Type

Indicate what type of organization the applicant entity is: Health Care System, Hospital, Clinic, Nursing Facility, Community Health Clinic, Federally Qualified Health Center, Rural Health Clinic, Consortium of Clinics or Other Health Care Entities, Health Professional Association, Community Mental Health Clinic, or Indian Health Service.

MN Counties Served

In which Minnesota county or counties will your project take place?

Organization Overview

Provide an overview of your organization's history, location(s), and service area(s). Describe your organization's staffing and administrative structure. Include information about your organization's licensure or certification if applicable. Describe the patients or clients served. Describe any unique characteristics or circumstances pertaining to your organization.

Overview of Employees

Indicate the number and types of eligible health care professional employees at your organization (see RFP section 2.2 for a list of eligible professions). If your organization provides services to health care professionals who are not employees of your organization (for example, if your organization is a professional association), provide data on those health care professionals and describe your organization's work with them.

Capacity to Complete Grant Project

Describe your organization's capacity to complete your proposed project and meet all grant requirements. Has your organization administered grants in the past? Do you have the staff capacity to carry out project activities and complete required financial and progress reporting?

Section 4. Project Narrative and Work Plan

Current Mental Health Environment

Describe the current mental health environment for the health care professionals working in or with your organization. Provide details of the factors impacting these professionals' mental health, including everyday stressors, systemic stressors, and any known risk factors for burnout and mental health conditions.

Upstream Factors and Root Causes

Consider and describe upstream factors, such as the structure of our health care delivery system and institutions, and root causes of mental health concerns and burnout among health care professionals. How will your project address these upstream factors and root causes? Data specific to your employees and organization will strengthen your response.

Retention and Job Satisfaction

Provide retention and job satisfaction data from 2022-2025 for your health care professional employees or associates. If available, provide retention and job satisfaction data specific to health care professionals eligible for grant services (see RFP section 2.2). Describe your organization's method of collecting job satisfaction data from health professional employees (for example, through an annual survey). Describe any concerns regarding retention and job satisfaction with these staff.

Additional Information Regarding Need

Provide any additional information about your organization's circumstances that demonstrates the need for this grant program.

Proposed Project

Describe your organization's proposed project. What will be done, how will it be done, and who will do it? How much of this work is ongoing at your organization, and how much will be new? Which existing partnerships and resources will be leveraged, and/or which new partnerships and resources will be created?

Project Outcomes

Indicate which of these grant program outcomes your project will address (select all that apply), and briefly describe how:

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- Identifying and modifying structural barriers in health care delivery that create unnecessary stress in the workplace.
- Identifying and addressing the barriers to and stigma among health care professionals associated with seeking self-care, including mental health and substance use disorder services.
- Encouraging health care professionals to seek support and care for mental health and substance use disorder concerns.
- Identifying risk factors associated with mental health conditions and suicide.
- Developing and making available resources to support health care professionals with self-care and resiliency.

Evidence Supporting Project

Describe and cite the evidence informing your project. This may include published research, evaluation results from a previous project at your organization, or other sources of evidence. How does this evidence show that your project has the potential to achieve one or more outcomes of this grant program?

Peer-to-Peer Support

Describe any peer-to-peer support components of your project. How will peer leaders be recruited? How will peers seek support from each other? If there is no peer-to-peer component, please write in N/A.

Project Evaluation

Describe how you will collect and report the data required by MDH, including the number of participants, frequency of their participation, job retention rates, and job satisfaction. Describe how you would administer an online survey to the health care professionals served by your project, if required by MDH. Describe other measures you will use to evaluate your project.

Project Sustainability

Describe your plan for maintaining your project after the grant period ends.

Work Plan

List key project activities. For each activity, indicate the title/position of each person who will be involved, the grant program outcome(s) addressed, and the expected timeline. Your work plan should include collaborating with MDH to evaluate the project.

Section 5. Budget and Budget Narrative

Provide a detailed justification of the estimated project expenses to successfully achieve the outcomes of the proposed project. The budget explanation should be broken down by each budget category.

Budget Line Item

Provide the amount of grant funding requested in the appropriate fields for each budget area. Budget categories include:

- **Salary:** Salaries should include the costs of personnel who work directly for the applicant and are paid a salary or wage directly from the applicant organization. This should not include administrative staff included in the indirect rate. Salaries can be calculated and described in the Budget Narrative as an hourly wage with total hours estimated to be spent on the project, or an annual salary with the estimated percentage of the total FTE.
- **Fringe:** This category includes share of payroll tax, health insurance costs, Medicare/Medicaid, etc. for employees billed to this grant under the Salary category. If the applicant has expenses in this category, they should explain how they were calculated in the Budget Narrative. This is often calculated at a percentage of salary. Example: $50,000 x 25% fringe = $12,500
- **Travel:** This category includes travel expenses necessary to complete the grant project.
- **Supplies:** This category includes supplies needed specifically for the grant project. It cannot include existing program expenses.
- **Contracted Services:** This category includes expenses for individuals or organizations the applicant contracts with to complete the project.
- **Equipment:** This category includes funding used to purchase equipment. Equipment has a value of $10,000 or more per item. Items below $10,000 are considered supplies.
- **Other expenses:** Use the Other category for expenses that do not fit in the rest of the budget categories
- **Indirect:** An indirect cost rate is a percentage used to distribute indirect costs to all of an organization's programs that benefit from them. Grantees may not claim indirect costs in excess of the indirect cost rate that applies to their organization. Grantees must submit and retain on file the documentation of that indirect cost rate as outlined below:
  - Grantees with a federally negotiated indirect cost rate may use grant funds for indirect costs in an amount up to but not exceeding that rate. Grantees must submit proof of the federally negotiated indirect cost rate as an attachment to this application. Grantees are responsible for ensuring that the rate is not applied to direct costs that are excluded from the indirect rate.

  - Grantees without a federally negotiated indirect cost rate may use grant funds for indirect costs in an amount up to but not exceeding 10% of total direct costs.

Grant funds may not be used for expenditures that took place prior to the start of the contract.

Section 6: Required Attachments

Audited Financial Statements

Please upload a copy of the most recent independent audit into the online application. If the audit encompasses multiple entities within a system or umbrella organization, please provide additional financial information, such as an income statement, specific to the applicant entity.

Federally Negotiated Indirect Cost Rate

Provide proof of current federally negotiated indirect cost rate, if applicable.

Due Diligence

Please complete the Due Diligence Form and attach to the online application form.

Community Health Boards and Tribal Nations do not need to submit this form as part of their application.

If the entity is required to submit a Due Diligence form, a Section 6a or 6b will become available to allow submission of the form and any accompanying attachments such as audited financial statements.

Section 7: Applicant Conflict of Interest Disclosure

Applicants will complete a Conflict of Interest Disclosure form in the online application. See a copy of the form on the MDH Grant Resources webpage.

Attachment A: Application Evaluation Criteria

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 score sheet before submitting their application. This step is not required but may help ensure that applications address the criteria evaluators will use to score applications.

ORGANIZATION BACKGROUND AND CAPACITY

Evaluation Criteria	Score	Comments: Strengths/Weaknesses
Organization overview provides a clear picture of the organization, including history, service area, staffing, administrative structure, patients or clients served, and any unique circumstances.	/5	
Application presents clear data on the number and types of health care professional employees or associates.	/5	
Organization demonstrates the capacity to complete the project and meet all grant requirements.	/5	
Total points for this section	/15	

PROJECT NARRATIVE AND WORK PLAN

Evaluation Criteria	Score	Comments: Strengths/Weaknesses
Application provides thoughtful description of current mental health environment for health care professionals at the organization, including stressors and risk factors.	/5	
Application demonstrates insight into upstream factors and root causes of mental health concerns among health care professionals.	/5	
Proposed project is likely to address upstream factors and root causes successfully. Applicant supports this with data specific to the organization and employees.	/5	

Application presents clear data on retention and job satisfaction among health care professional employees or associates, describes data collection methods, and identifies any retention and job satisfaction concerns.	/5	
Application demonstrates a compelling need for the project among health care professional employees or associates of the organization.	/5	
Proposed project is clear, including what will be done, how, and by whom; ongoing and new aspects of the work; and existing and new partnerships and resources.	/5	
Project will impact many health care professionals and/or may serve as a model for other far-reaching efforts.	/5	
Application clearly and thoughtfully describes how project will address one or more grant program outcomes.	/10	
Application presents compelling evidence to show why the project has the potential to achieve one or more grant program outcomes.	/5	
Project includes meaningful peer-to-peer component(s).	/5	
Application describes effective methods for evaluating the project, including specific measures and data sources.	/5	
Applicant has a clear plan for maintaining the project after the grant period ends.	/5	
Work plan is clear and feasible and will achieve grant program outcomes.	/10	
Total points for this section	/75	

BUDGET AND BUDGET NARRATIVE

Evaluation Criteria	Score	Comments: Strengths/Weaknesses
Proposed costs in the budget are clear, with enough detail to understand why they are included.	/5	
Proposed costs seem reasonable and align with the goals and requirements of this program.	/5	
Total points for this section	/10	
Total Score	/100	