



Grant to Prevent Sleep-Related Infant Deaths in Minnesota's American Indian  
and Black/African American Populations Request for Proposal (RFP)  
Information Session

Maternal and Child Health Session

# Meeting objectives

- To provide a high-level overview of the *Grant to Prevent Sleep-Related infant Deaths in Minnesota's American Indian and Black/African American Populations RFP* (hereafter SUID prevention grant).
- To offer prospective applicants an opportunity to get their questions answered about the RFP and application.



# Land Acknowledgement

Every community owes its existence and vitality to generations from around the world who contributed their hopes, dreams, and energy to making the history that led to this moment. Some were brought here against their will, some were drawn to leave their distant homes in hope of a better life, and some have lived on this land for more generations than can be counted. Truth and acknowledgment are critical to building mutual respect and connection across all barriers of heritage and difference.

We begin this effort to acknowledge what has been buried by honoring the truth. We are standing on the ancestral lands of the Dakota people. We want to acknowledge the Dakota, the Ojibwe, the Ho Chunk, and the other nations of people who also called this place home. We pay respects to their elders past and present. Please take a moment to consider the treaties made by the Tribal nations that entitle non-Native people to live and work on traditional Native lands. Consider the many legacies of violence, displacement, migration, and settlement that bring us together here today. Please join us in uncovering such truths at any and all public events.\*

\*This is the acknowledgment given in the USDAC Honor Native Land Guide – edited to reflect this space by Shannon Geshick, MTAG, Executive Director Minnesota Indian Affairs Council

# Agenda

11 - 11:05 a.m.	Welcome and introductions
11:05 - 11:20 a.m.	Program description and general information
11:20 - 11:35 a.m.	Review and scoring process
11:35 – 11:45 a.m.	How to use Foundant
11:45 a.m.- noon	Questions and answers



Program description and general information

- In fall 2023, the Centers for Disease Control and Prevention (CDC) awarded the Minnesota Department of Health (MDH) a five-year grant to improve case ascertainment, data completeness, and timeliness of reporting data on sudden unexpected infant deaths (SUIDs) in Minnesota.
- MDH will use these funds to engage and support Minnesota's American Indian and Black/African American communities to implement culturally appropriate, data-driven solutions that align with the American Academy of Pediatrics safe sleep recommendations to prevent sleep-related infant deaths.

# What are sudden unexpected infant deaths?

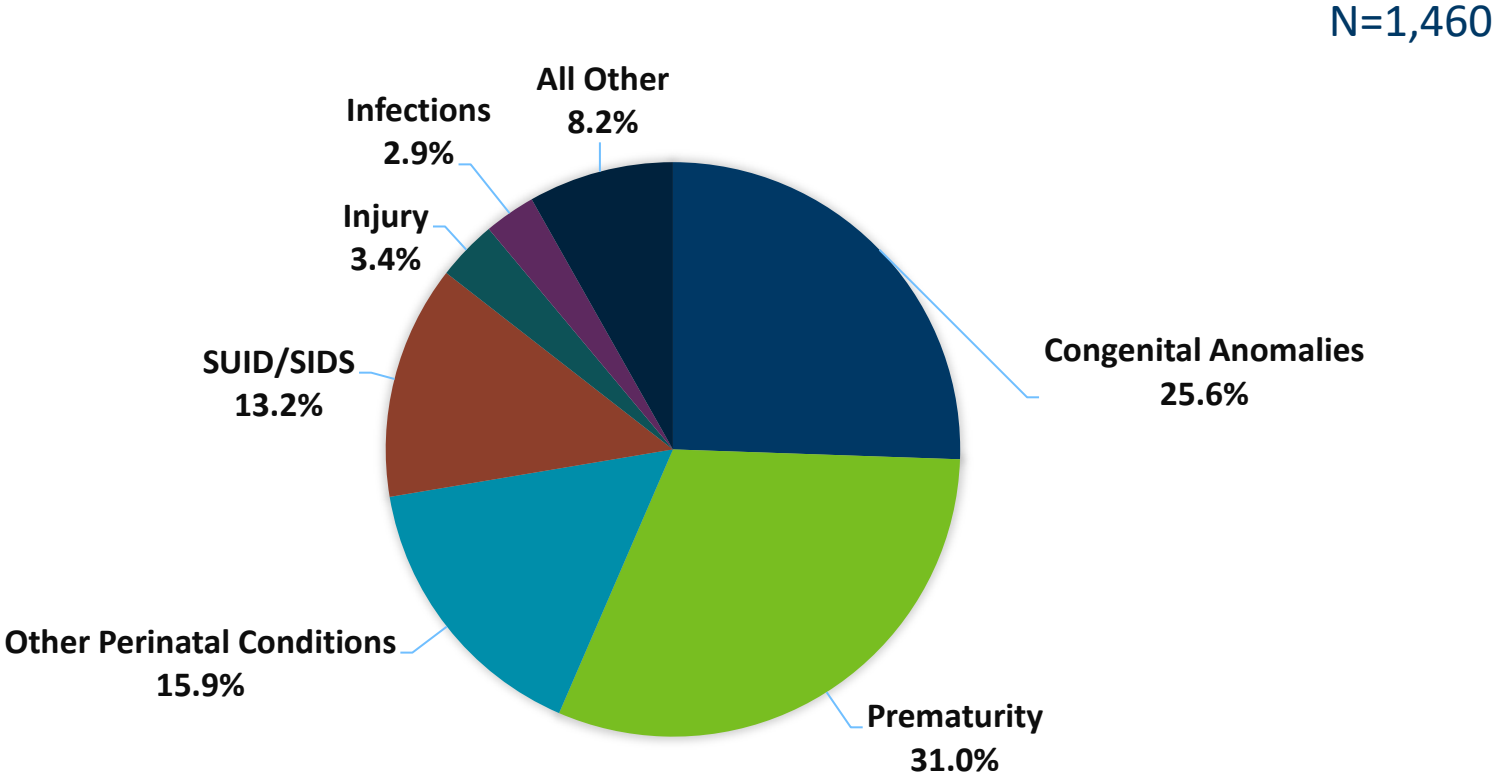
- SUIDs are a type of infant deaths that occur suddenly and unexpectedly before age one from causes that are not known prior to an investigation.
- SUIDs include sudden infant death syndrome (SIDS), accidental suffocation and strangulation in bed (ASSB), and deaths from unknown causes.
- Most SUIDs occur during sleep (e.g., suffocation).
- SUIDs that occur while infants sleep, or nap are called sleep-related infant deaths.
- Sleep-related infant deaths are largely preventable.

# Number and percentage of sleep-related infant deaths in MN, 2019-2023

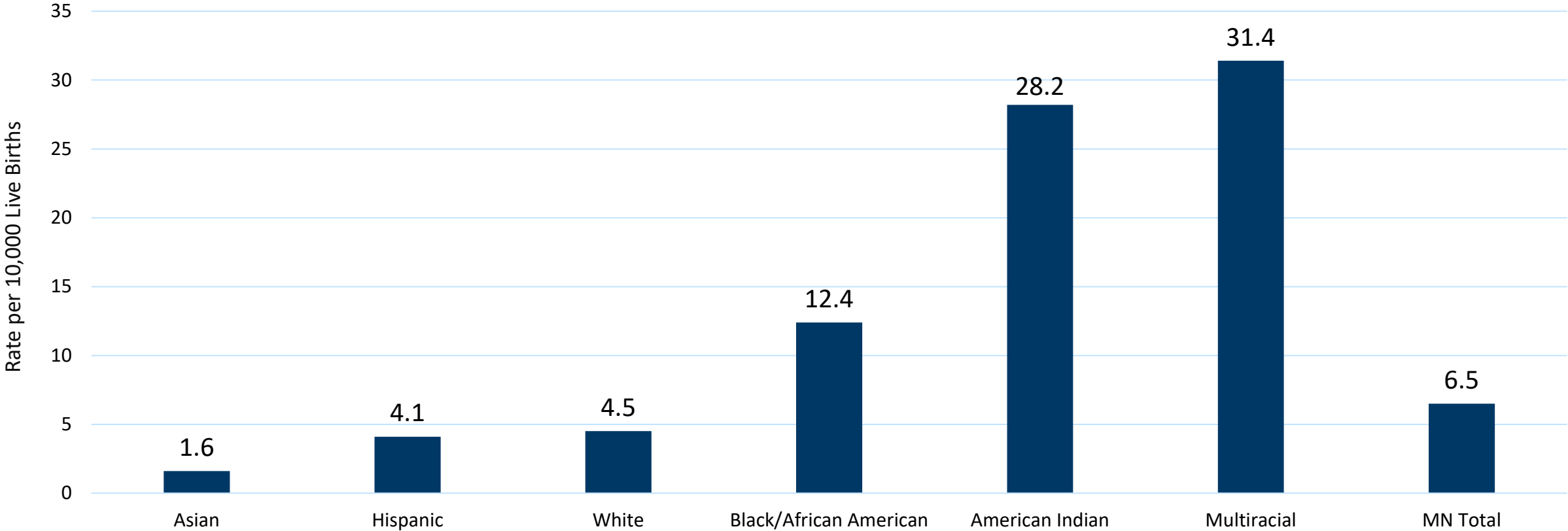
Year	Total SUIDs	Sleep-related	Proportion of SUIDs with unsafe sleep factors
2019	49	48	98%
2020	34	33	97%
2021	42	40	95%
2022	48	46	96%
2023	41	39	95%
2019-2023	214	206	96%

Source: SUID and SDY Case Registry. Injury and Violence Prevention Section. Minnesota Department of Health

# Leading causes of infant mortality in Minnesota, 2019-2023 (N=1,460)



# SUID rates by race/ethnicity in Minnesota, 2019-2023



Source: SUID and SDY Case Registry. Injury and Violence Prevention Section. Minnesota Department of Health

# Purpose of the RFP

- To fund **one** organization with the expertise and capacity to create, manage and support two Community Action Teams (CATs)— one for the American Indian population and a second for the Black/African American population. The CATs will implement community identified priorities to reduce sleep-related tragedies during infancy in these two populations.

# Funding and project dates

Funding is currently available for \$134,000 from **July 15, 2026, to Sept. 29, 2027.**

There is no match requirement.

Funding may be extended for an additional year based on the availability of funds and the grantee's performance.

Funding will be allocated through a competitive process.

Final funding determinations will be communicated through award letters.

The selected applicant will enter into a grant agreement with MDH to receive the funds.

Eligible Applicants must have at least three years of experience creating, implementing, and managing two or more of the following entities:

- Community coalitions
- Collaboratives
- Task forces
- Organizational boards
- Work groups
- Steering committees
- Action teams
- Community-based health initiatives

# Eligible applicants continued



Community health boards



Tribal governments



Nonprofit organizations



Clinics and hospitals



Institutions of higher learning

Have state or federal recognition as a formal organization or entity, such as a Federal Employer Identification Number.

Have an active registration with the Minnesota Secretary of State.



Have an active Unique Entity Identification (UEI) Number.

Must be located in the state of Minnesota and conduct grant activities in the state.

- Collaboration is not required for this grant funding.
- Multi-organizational collaboration is welcomed and encouraged.
- Eligible applicants who wish to work together but have not formed a legal partnership must designate one applicant to be the lead agency with which MDH will write the grant agreement.



# Health equity priorities

The grant will serve:

- American Indian and Black/African American families and communities.
- Parents/caregivers, including fathers.
- LGBTQI communities.
- Persons with disability status.
- Individuals from all socioeconomic backgrounds.
- All geographic areas across Minnesota, including Greater Minnesota and the urban/metropolitan areas.

# Program goal

- The primary goal of this RFP is to fund one organization to create and manage two CATs— one for the American Indian population and a second for the Black/African American population— to prioritize and implement culturally appropriate data-driven strategies to reduce sleep-related infant deaths in the state's American Indian and Black/African American populations.

# Key tasks and deliverables

There are three program components that the awarded applicant is required to implement in partnership with MDH:

1. Creation of CATs
2. Management of the CATs
3. Monitoring and reporting of work progress



# Component 1: Creation of community action teams

- Recruit potential CAT member, chairs, and co-chairs in collaboration with MDH and the Infant Safe Sleep Leadership Team (ISSLT).
- Design an orientation to onboard new members into the CATs.
- Develop a workgroup charter in partnership with the CATs.

## Component 2: Management of the community action teams

- Facilitate the development of a strategic action plan in partnership with the CATs that prioritizes culturally appropriate, data driven strategies to reduce sleep-related infant deaths.
- Develop and maintain an implementation plan in partnership with the CAT chairpersons that aligns with the priorities outlined in the strategic action plan.
- Create manage budgets for the CATs in partnership with the chairpersons.

# Component 3: Monitoring and reporting

- Submit written narrative reports to MDH quarterly.
- Attend check-in meetings with MDH and the Infant Safe Sleep Leadership Team.



Application review and scoring process

# Review process

## Review committee selection

- Multidisciplinary committee:
  - MDH
  - Local public health
  - CBO's
  - Community members
  - Content experts

## Review applications

- Review applications using the score sheet (Attachment F)
- 100-point scale
- Multiple reviewers score each application

## MDH makes final decisions

- Review team scores
- Representativeness of population served
- Geographic distribution of services
- Total funding available

**MDH strongly encourages applicants to use the score sheet as they are creating their application**

# Application score sheet (Appendix F)

## Appendix F: Application Scoresheet

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.

### Rating Levels

Rating or Score	Description
Excellent or 5	Outstanding level of quality; significantly exceeds all aspects of the minimum requirements; no significant weaknesses.
Very Good or 4	Substantial <u>response</u> , meets in all aspects and in some cases exceeds the minimum requirements; no significant weaknesses.
Good or 3	Generally, <u>meets</u> minimum requirements; significant weaknesses, but correctable.
Marginal or 2	Lack of essential information; low probability <u>for</u> success; significant weaknesses, but correctable.
Unsatisfactory or 1	Fails to meet minimum requirement; needs major revision to make it acceptable.

### Rating Levels – Scored up to 100 points

Proposal Components	Possible Points
Appendix C: Section I – Organizational Information and Capacity	40
Appendix C: Section II – Linkages and Collaborations	15
Appendix C: Section III – Proposed Additional Activities	15
Appendix D: Section IV— Workplan	20
Appendix E: Section V – Budget	10
<b>Total Score</b>	<b>100 Points</b>



Application components and instructions

# Application checklist (Appendix A)

Use this checklist to ensure that you have included all the required items for your application. Any application that does not contain all required items will be considered incomplete and may not be reviewed.

- SWIFT vendor account: All applicants must have a SWIFT vendor account. Please go to SWIFT, login and confirm that your organization's name, address, banking information, phone numbers, and other contact information is correct. MDH strongly encourages applicants to initiate direct deposit. To access SWIFT visit: [SWIFT Vendor Resources \(https://mn.gov/mmb/accounting/swift/vendor-resources/\)](https://mn.gov/mmb/accounting/swift/vendor-resources/)
- Appendix B: Grant Applicant Face Sheet – Current grantees: the information you put on the Face Sheet must match what is in SWIFT.
- Appendix C: Project Narrative
- Appendix D: Work Plan
- Appendix E: Budget Details and Justification
- Appendix G: Applicant Conflict of Interest Disclosure Form
- Appendix H: Due Diligence Review Form

# Required application documents and scoring status

Document Name	Scored? (Yes or No)	Submit with application? (Yes or No)
Appendix B: Grant Applicant Face Sheet	No	Yes
Appendix C: Project Narrative	Yes	Yes
Appendix D: Work Plan	Yes	Yes
Appendix E: Budget	Yes	Yes
Appendix G: Applicant Conflict of Interest Disclosure form	No	Yes
Appendix H: Due Diligence Review Form	No	Yes
Appendix I: Standard Grant Agreement Template	No	No
Appendix J: Incentive Guidelines for MDH Grantees	No	No*

# Budgeting for the community action teams

- All applicants must appropriate \$20,000 out of the total grant funds (\$134,000) under the budget category, "Other," for the CATs to use to implement priority activities.
- The \$20,000 must be divided equally between the American Indian and the Black/African American CATs.



# Questions and answers

- Submit all questions regarding the RFP by email to [Health.InfantMortality@state.mn.us](mailto:Health.InfantMortality@state.mn.us)
- Submit questions no later than **4:30 p.m. on Friday, May 15, 2026.**
- The final questions and answers will be posted to the website on **Monday, May 18, 2026.**
- To obtain questions and answers in a different format, call 651-201-3650.
- All questions and answers will be posted every Monday on the grant webpage.



# Application deadline



**The application deadline is May 22  
at 4:30 p.m.**



**Late or incomplete applications will  
not be accepted.**



# How to use Foundant

# Using Foundant: Creating an account

# How to create an account: Part 1

- Use this link:  
<https://www.grantinterface.com/Home/Logon?urlkey=mdcfh>
- If you already have a username and password, enter your information and click 'Log On.'
- If you do not already have a Foundant account, click 'Create New Account.'
  - If someone else from your organization has created an account for this site but you have not created your own account yet, reach out to [health.infantmortality@state.mn.us](mailto:health.infantmortality@state.mn.us) for assistance. A MCH staff will verify and/or can create an account for you that will be connected to your organization in the site.



**m1 MINNESOTA**

Ligon

Email Address\*

Password\*

Log On

Create New Account

Forgot your Password?

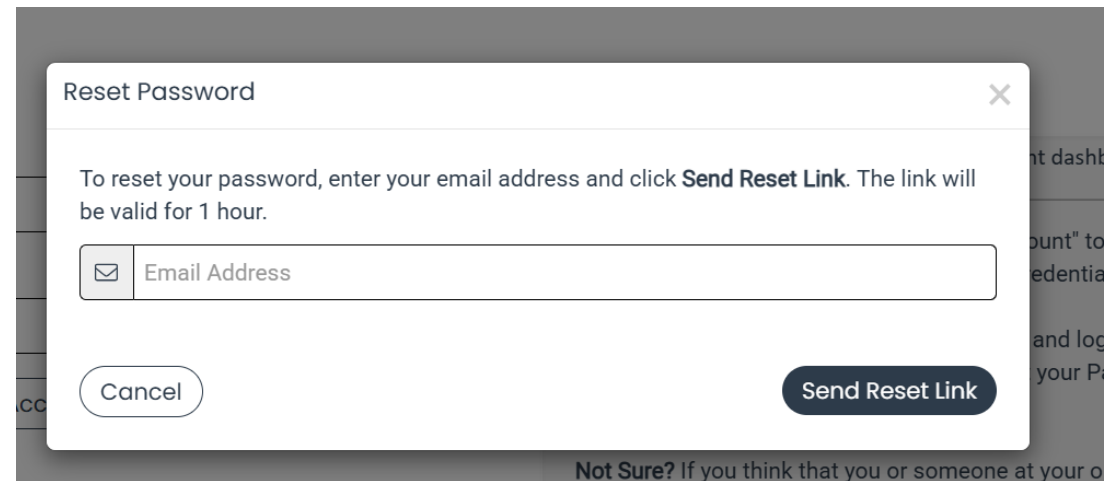
Welcome to the Minnesota Department of Health - Child and Family Health's Online Grant Portal

Helpful Hints:

- 1) We recommend that you bookmark this page for ease of access.
- 2) Please remove the following email: 'MN Department of Health' from your spam filters to ensure you receive emails from the system.

# How to create an account: Part 2

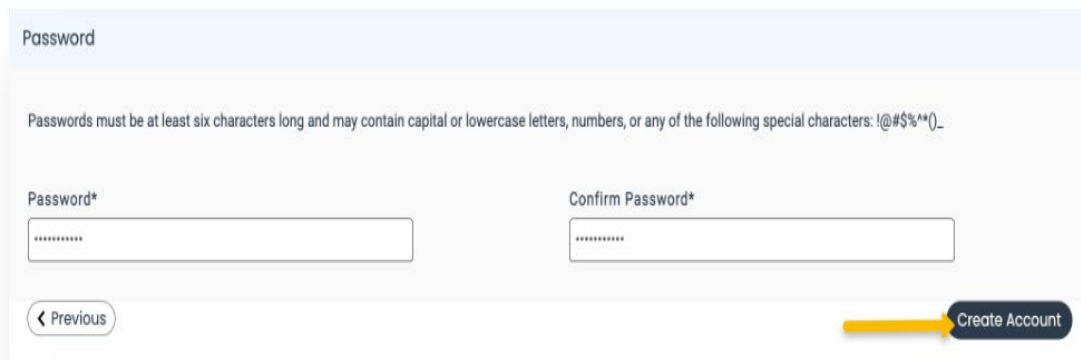
- If you have already created an account but have forgotten your password, click 'Forgot Your Password?' to reset it.
- You will be prompted to enter your email address. Enter the email you believe is connected to the account and press 'Send Reset Link.'
- The reset link email will be valid for one hour.



The image shows a 'Reset Password' dialog box with a close button (X) in the top right corner. The text inside the dialog reads: 'To reset your password, enter your email address and click **Send Reset Link**. The link will be valid for 1 hour.' Below this text is a text input field with an envelope icon on the left and the placeholder text 'Email Address'. At the bottom of the dialog, there are two buttons: 'Cancel' on the left and 'Send Reset Link' on the right. Below the dialog box, there is a small text link that says 'Not Sure? If you think that you or someone at your o'.

# How to create an account: Part 3


- If you clicked 'Create New Account', you will be asked to complete registration information for yourself and your organization. After filling out all the information, click Create Account.



The screenshot shows a form titled "Password" with a light blue header. Below the header, there is a text instruction: "Passwords must be at least six characters long and may contain capital or lowercase letters, numbers, or any of the following special characters: !@#%\*()\*\_". There are two input fields: "Password\*" and "Confirm Password\*", both containing masked characters (dots). At the bottom left is a "Previous" button with a left arrow, and at the bottom right is a "Create Account" button with a right arrow, which is highlighted with a yellow arrow pointing to it.

- The next page asks you to verify that you received your confirmation email. This helps ensure that you will receive other communications from us about your application. Click Continue.

## Email Confirmation

 You will be receiving emails from this system about your request.

To ensure you receive emails from this system we have sent you an email to confirm your account was created successfully. If

See how to [remove email addresses from spam filters](#).

- I have received the email
- Continue without checking
- I have not received the email

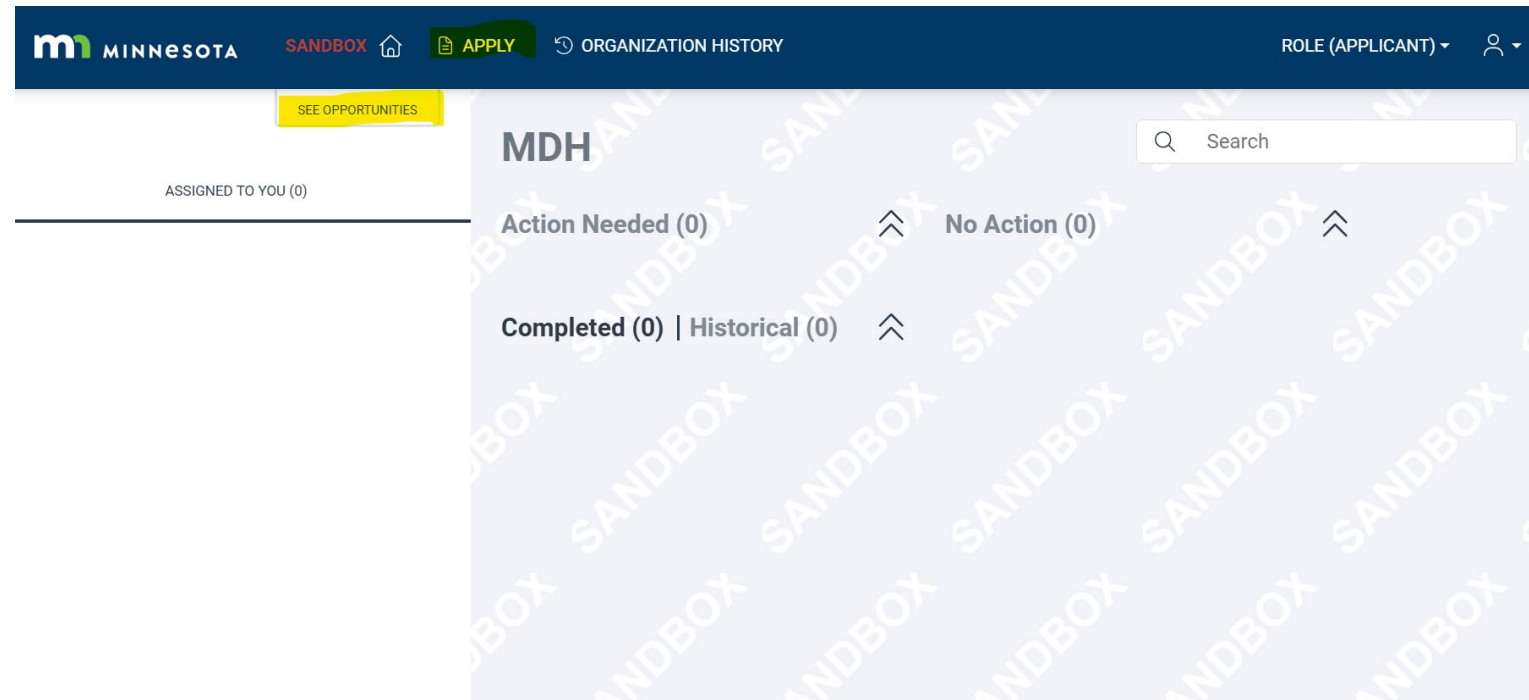
[Send Email Again](#)



Using Foundant to apply for a grant

# How to apply: Part 1

- From the Foundant Home Screen, click on “Apply” at the top of the screen.
- You can also click “See Opportunities.”



# How to apply: Part 2

- Click Preview for any grant opportunity on the page if you would like to view the first form without starting a grant request.
- Click Apply for a grant opportunity when you are ready to start a request



## Grant to Prevent Sleep-Related Infant Deaths in MN's American Indian and Black/African American Popu

The Minnesota Department of Health (MDH) seeks proposals to fund one organization with the capacity and expertise to create, manage, and support Community Action Teams (CATs) to implement culturally appropriate, data driven solutions to reduce sudden unexpected infant deaths (SUIDs) in Minnesota's American Indian and Black/African American populations. The organization selected for this grant must be uniquely positioned to support the CATs in

See More



Closes  
05/22/2026

Preview

Apply

# How to apply: Part 3

- You will arrive at the first form for this request, which is the application.
- Click “Question List” to download a copy of the form.
- Complete all questions that are required.

The screenshot shows a web application interface for a grant request. At the top, the title is "Application" with a "Public Profile" button and a "Collaborate" button. Below the title, the process name is "Grant to Prevent Sleep-Related Infant Deaths in MN's American Indian and Black/African American Popu". A "Return to Application Draft" link is visible. The main content area has three tabs: "Contact Info", "Request", and "Documents". The "Contact Info" tab is active, showing applicant and organization details. The applicant is Brendan McIntyre with email brendan.mcintyre@state.mn.us. The organization is MDH with phone 12-3455678, fax 651-201-3736, and address 625 Robert St N, Saint Paul, MN 55155 USA. A "Contact Email History" link is present. A note at the bottom of the contact info section states: "If your Organization Information does not appear correct, please contact Minnesota Department of Health - Children and Family Health. Thank you." Below the contact info, there is a "Question List" button and a "Due by 05/22/2026 04:30 PM CDT." notification. A footer note says "Fields with an asterisk (\*) are required."

# Application submission

- Once all required questions are completed, press ‘Submit Application’ to officially submit your application for this RFP.
- If you need to come back to your application later, press ‘Save Application’ before exiting.
- If you no longer wish to apply for this grant, please press ‘Abandon Request’.
- These buttons are located at the very bottom of the application.

▼ Certification

By submitting the following information, respondent acknowledges the following:

*I certify that the information contained above is true and accurate to the best of my knowledge; that I have informed this agency's governing board of the agency's intent to apply for this grant; and, that I have received approval from the governing board to submit this application on behalf of the agency.*

**Signature of Authorized Agent for Applicant\***  
By typing my name, I understand and agree that this form of electronic signature has the same legal force and effect as a manual signature.

**Title\***

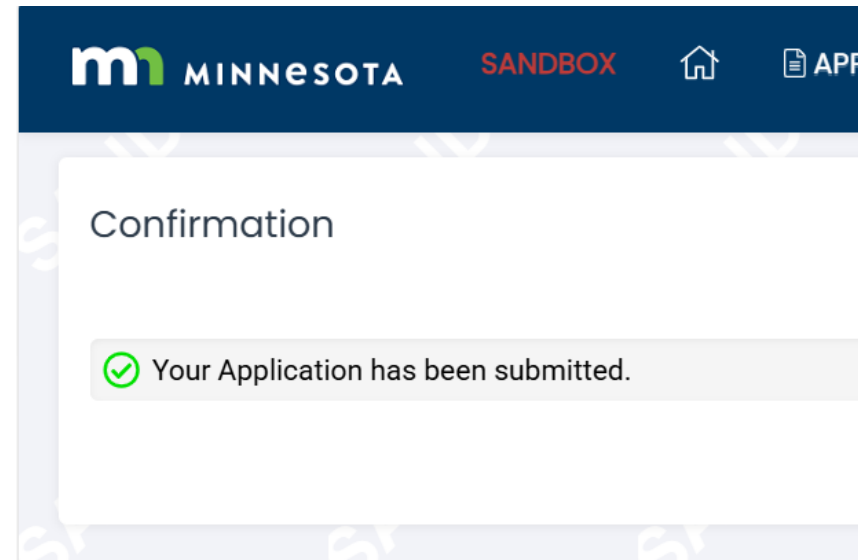
**Date\***

ⓘ Due by 05/22/2026 04:30 PM CDT.

[Abandon Request](#) [Save Application](#) [Submit Application](#)

# Application submission continued

- After submitting your application, you will receive two notifications
  - You will instantly be notified on Foundant that your application was successfully submitted.
  - You will receive an email with confirmation of the submission.
- Please ensure you have submitted your application and received confirmation before exiting.



Hi Brendan,

This email is to inform you that you have successfully submitted your application for Grant to Prevent Sleep-Related Infant Deaths in MN's American Indian and Black/African American Popu.

Thank you,  
Infant and Child Health Unit

# Questions



# Thank You!

[Health.InfantMortality@state.mn.us](mailto:Health.InfantMortality@state.mn.us)