Disability Services Division Request for Proposals
2020 Innovation Small Grants and Family Connection Grants

Responder conference / webinar
May 20, 2020, 2:00 – 4:00
AGENDA

2:00 Welcome & Introduction

2:05 DSD Innovation Grants Background
   - Legislation, service priorities, past & present grantees
   - 2020 Innovation Small grants - funding available and grant terms
   - Family-to-Family Connection grants - funding available and grant terms

2:20 Request For Proposals (RFP)
   - RFP overview
   - Online application
   - Grantee’s requirements and reporting
   - RFP Timeline

3:30 Questions and Answers

Responder Conference May 20, 2020
• Legislative action

• Service priorities

• Innovation Small grants funding available $500,000/year

• Family-to-Family Connection grants funding available $330,000 first year, $200,000 second year
Service priorities (RFP page 2)

1. Integrated housing (statutory mandate)
2. Competitive, integrated employment (statutory mandate)
3. Direct care and support workforce
4. Family-to-Family Connection

Funding available

- $5,000 - $50,000/year up to 2 years
The State seeks proposals that help people with disabilities locate and secure integrated housing of their choice. The Department of Justice defines the “most integrated setting” as “a setting that enables individuals with disabilities to interact with non-disabled persons to the fullest extent possible.”

Proposals focused on housing should align with the vision statement for housing in Minnesota’s Olmstead Plan. People with disabilities will choose where they live, with whom, and in what type of housing. They can choose to have a lease or own their own home and live in the most integrated setting appropriate to their needs. Supports and services will allow sufficient flexibility to support people’s choices on where they live and how they engage in their communities.
The State seeks proposals that help people with disabilities attain integrated, competitive employment. Proposals focused on employment should align with the vision statement for employment in Minnesota’s Olmstead Plan. People with disabilities will have choices for competitive, meaningful, and sustained employment in the most integrated setting.
Direct Care & Support Workforce

• The State seeks proposals that support a robust direct care workforce to care for individuals with disabilities. The direct care/support workforce (workers) provides home and community-based services to children and adults with a variety of chronic conditions and challenges with activities of daily living. These workers are in Minnesota’s nursing facilities, assisted living centers, foster care, care centers, day training and habilitation centers, treatment clinics, and home care agencies. Most often, they work in people’s homes. The widespread inability to find direct care and support workers jeopardizes the health and well-being of Minnesotans with disabilities and older adults who depend on those services to remain in the most integrated settings possible.
The State seeks proposals that offer innovative solutions to help build and strengthen family-to-family connections. Individuals with disabilities and special health needs, particularly those ages 21 and under, exist within family systems, and the State seeks to improve supports for these critical partners.

The goal of this effort is to help address social isolation experienced by families by offering peer-to-peer opportunities that help families learn from one another through information and skills sharing.
Who can apply

- Individuals (services must benefit members of the public)
- For-profit and nonprofit organizations
- Local government units
- Tribes
- Community organizations
- Schools, colleges
- Businesses
DSD Online Grant System Guide links:

- Innovation Grants web page under Applicant Resources
- RFP under How Can I Apply?

Create an account to access our online grant system

Apply for a grant: Two-step process

Step 1: Letter of Interest (LOI) – 4 questions

1) What is the idea/project (40%)
2) What is innovative about the project (40%)
3) Who are the people to be served (10%)
4) Where will this project take place (10%)
Step 2: **Application – 6 questions**

1) Applicant background & experience – 15%
2) Collaboration with other community efforts – 15%
3) Special focus areas – 5%
4) Grantee evaluation plan – 10% (Mariam)
5) Project workplan – 30%
6) Project Budget – 25%
7) Required statements and certifications (Mari)
Grant Evaluation Plan
(Mariam)

• Engage stakeholders
• Describe the program
• Focus the evaluation design
• Gathering Credible Evidence
• Justifying Conclusions.
• Ensuring Use and Sharing Lessons Learned, checklist.

https://www.cdc.gov/eval/steps/index.htm
## Grant proposal work plan

<table>
<thead>
<tr>
<th>Applicant name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project name:</td>
</tr>
<tr>
<td>Project goals and grant activities: What is the project’s purpose and what will you do to accomplish it? List one to three goals. Add additional activities, as needed.</td>
</tr>
<tr>
<td>Goal:</td>
</tr>
<tr>
<td>Activity 1:</td>
</tr>
<tr>
<td>Activity 2:</td>
</tr>
<tr>
<td>Goal:</td>
</tr>
<tr>
<td>Activity 1:</td>
</tr>
<tr>
<td>Activity 2:</td>
</tr>
<tr>
<td>Goal:</td>
</tr>
<tr>
<td>Activity 1:</td>
</tr>
<tr>
<td>Activity 2:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expected outcomes / deliverables</th>
<th>Timelines</th>
</tr>
</thead>
</table>
| A. #_____ people with disabilities will _____. | 1st year = #________
|                                   | 2nd year = #________ |
| B. #_____ people with disabilities will _____. | 1st year = #________
<p>|                                   | 2nd year = #________ |
| C. #_____ (other outcome)         | 1st year = #________ |</p>
<table>
<thead>
<tr>
<th>Expenses</th>
<th>Expense items may include:</th>
<th>Year 1</th>
<th>Year 2</th>
<th>TOTAL</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>Salaries for FTEs dedicated to project</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fringe</td>
<td>Fringe benefits, payroll taxes, etc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating Cost</td>
<td><em>Dedicated</em> office space, phone, equipment, supplies etc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sub-Contracts</td>
<td>Contracts to deliver direct services to clients / customers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contracted Services</td>
<td>Professional contracts to benefit the grantee</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Direct Program Costs</td>
<td>Project-related supplies, room rental and refreshments. Client stipends, transportation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td>Any equipment over $500</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marketing</td>
<td>Promotion, outreach</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff Development</td>
<td>Training, conference</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In-State Staff Travel</td>
<td>Training, conference, other</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Out-of-State Staff Travel</td>
<td>Must comply with the Commissioner's plan</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indirect / Administrative costs</td>
<td>HR, acct, IT, office supplies, etc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GRAND TOTAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Required statements

• **Responder [Applicant] Information/Declarations**
• **Exceptions to Terms and Conditions**
• **Affidavit of Non-collusion**
• **Documentation to Establish Financial Stability - Grants**
• **Disclosure of Funding form**
• Proof of Insurance - You must submit valid proof of insurance that includes the type and dollar amount of coverage.
• Professional Responsibility and Data Privacy
**RFP Timelines**

**All Grants**
- F/6/12  Last day to submit RFP questions
- F/6/19  Answers posted on DSD Grants webpage
- F/6/26  Letter of Interest (LOI) due
- F/7/24  Successful LOIs invited to submit application

**Innovation Small Grants**
- F/8/7  Applications due
- M/8/21  Grant negotiations begin

**Family-to-Family Connection Grants**
- F/7/31  Applications due
- M/8/10  Grant negotiations begin
State Requirements of Grantees (Gaoly)

- Implement program activities as agreed upon in the contract. Quarterly progress reports submitted in DSD online grant system.

- All expenses must be in accordance to the agreed upon budget. Actual expenses must be invoiced through the State online Enterprise Grant Management System (EGMS).

- Comply with other monitoring requirements/compliances: site visit, financial audit, survey, evaluation, program audit etc.
Questions/Answers

• Questions must be submitted through the Q&A function on the WebEx. Be sure to select “All Panelists”

• All questions after the webinar must be in writing and submit to DSD.Innovation@state.mn.us. You may also leave your email to receive notifications when answers are posted.

• All answers will be posted on DSD Innovation Grants webpage https://mn.gov/dhs/partners-and-providers/grants-rfps/disability-innovation-grants/
Step 1: Go to the website

Use a web browser (e.g. Chrome, Firefox, Internet Explorer) to go to the Disability Services Online Grant System Logon Page, linked here. If this link doesn’t work, type or cut and paste the website address: ________ into the address bar of your browser.

Step 2: Create an account
Step 3: Enter Organization contact information

An organization can be a business, non-profit, government, or university. If you are a small-scale operation or individual without a formal organization, you can use your personal contact information.

Fill in the blanks with your organization’s contact information. Note: Items with an asterisk (*) are required fields.

When you are finished, click the “Next” button located on the bottom right corner of the page.
Step 4: Enter User contact information

The “User” is the person responsible for applying for the grant. Enter the user contact information into the form.

*Remember that items with an asterisk (*) are required fields.*

Note: The email address you use on this page is the email address that must be used every time you log on to the Disability Services Online Grant System.

When you are finished, click the “Next” button located on the bottom right corner of the page.

From this point on, please do not use the browser “Back” button. If you attempt to navigate to the previous section by using the “Back” button, you will lose all registration information entered. If you need to return to a page, click on the “Previous” button located on the bottom left corner of the page. To continue, press the “Next” button located on the bottom right corner of the page.
Enter the contact information for your organization’s executive officer.

Note: Entering this information does not create a separate account for the executive officer. The information is simply added to your Organization Summary page.

When you are finished, click the “Next” button.
Step 6: Create an account password

This page will ask you to create a password for your account. You will need this password every time you log on to the Disability Services Online Grant System.

Passwords must be at least six characters long and may contain only letters, numbers and certain symbols.

Enter a password in the first box; then enter it again in the second box to confirm that your entry is correct. Click the “Create Account” button located on the bottom right corner of the page.

You will receive an email message confirming that you set up the account.

Step 7: Confirm account creation

Check your email inbox for the confirmation message from the Minnesota Department of Human Services – Disability Services (DSD.Innovation@state.mn.us). If you don’t see one, check your spam and junk mail folders.
Step 8: Apply for grants

Now that you have an account, you will be led to the page listing all grant applications currently available through the DHS Disability Services Division.

Scroll down to find the grant for which you would like to apply or use the “Quick Search” bar to type in a specific grant. Once you’ve found the grant you want, click on the “Apply” button to the right of the listing to start your application.

Some RFPs have a two-part process:

1) Letter of Interest (LOI)
2) Application

The LOI is a shorter form to solicit general idea(s) from the community. If the LOI proposal is selected to go to the next round, you will be invited to submit an Application.
Step 9: Questions and troubleshooting

Contact the DSD Innovation Grants Team at DSD.Innovation@state.mn.us if you have any questions or need help setting up your account, navigating the site or completing your grant application.
Thank You!

DSD Innovation Grants Team

DSD.Innovation@state.mn.us