Community Grant Responder Conference

Agenda

Time	Topic
10:30 – 10:35	Introductions
10:35 – 10:45	Overview of Age-Friendly Minnesota
10:45 – 10:55	TAP Grants Program
10:55 – 11:00	Questions & Answers
11:00 – 11:20	Overview of Community Grants
11:20 – 11:50	Community Grant Application Review
11:50 – 12:10	Key Dates and Requirements
12:10 – 12:30	Questions & Answers

Applicant Questions

- Questions may be emailed to MN.DHS.AgeFriendlyMN@state.mn.us until Wednesday, October 16 at 4:00 p.m. CST.
- Written answers to all questions, including those asked here, will be compiled and posted by end of day, Monday, October 21 at mn.gov/dhs/age-friendly-mn and www.agefriendlymn.org.

Note: Verbal answers given at the Grant Applicant Conference will be non-binding.

Presenters

- Kirsten Olson, Interim Director, Age-Friendly MN Council
- Melanie Riddle, Grants Administrator
- Natalie Regenscheid, Grants Administrator
- Lydia Morken, Morken Consulting
- Leah Hill, Grant Analyst

Overview of Age-Friendly MN

Age-Friendly Minnesota Overview

- Part of a global movement to prepare for demographic shifts and ensure that older people are valued and integrated into communities at a new level
- A collaborative statewide effort to make our systems and communities more inclusive of and responsive to older adults.

Age-Friendly Minnesota Timeline

- **2019:** Governor's Council on an Age-Friendly MN established
- **2020:** AFMN Council issues initial recommendations
- **2021:** First age-friendly legislation, includes funding for grants
- **2022:** MN joins AARP Network of Age-Friendly States & Communities; AFMN Director hired
- **2023:** AFMN Grants Program launches
- **2024:** AFMN Grants Program – round 1 wraps up, round 2 launches

Grant Purpose and Outcome

- **Funding:** First funded by State Legislature in June 2021; additional funding in 2023
- **AFMN Grants Purpose:** Help communities work on age-friendly projects and become better places for all Minnesotans to grow older.
- **DEIA:** Council is committed to making Diversity, Equity, Inclusion, and Accessibility (DEIA) the foundation of AFMN, including this grants program.

DEIA Project Information

AFMN Council's Diversity, Equity, Inclusion and Access (DEIA) focus includes but is not limited to older adults who:

- Are low-income
- Identify as indigenous American Indian
- Identify as Black, African American, Asian, Latinx
- Identify as Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, and Asexual (LGBTQIA+)
- Are new immigrants and/or refugees
- Have limited English proficiency
- Live in rural areas
- Are veterans
- Have disabilities

AFMN Grant Categories

Grants in two categories, closely linked by funded through separated processes:

Technical Assistance Provider (TAP) Grants	Community Grants
Support AFMN Community Grantees and applicants with limited experience or capacity with state grants; expand the reach and impact of AFMN in a variety of ways	For communities to develop plans, policies, programs and environments that promote the dignity, autonomy, and inclusion of older Minnesotans
Part of AFMN Council's DEIA commitment	May receive assistance from TAP Grantees
Applicants can apply for one or more of the six (6) funding areas	Applicants can apply for funding in up to two (2) of the funding areas
Up to $100,000	Up to $80,000
Grant Period: July 1, 2024 – June 30, 2026	Anticipated Grant Period: February 12, 2025 – March 31, 2026

Overview of Technical Assistance Provider (TAP) Grants

Types of TAP Grantee Assistance

Offer one-on-one assistance to Community Grant applicants and grantees.

- Application Phase: Help applicants write/develop proposal.
- Project Phase: Help grantee administer/implement grant projects.

Advance the Age-Friendly MN Council's commitment to **DEIA and to expand the reach and impact of age-friendly work** through activities in six funding areas:

1. Age-Friendly Community Support

2. Tribal Engagement

3. Cultural Community Empowerment

4. Multisector Blueprint

5. Advance the reach of and engagement in Age-Friendly Minnesota

6. Program and/or Administrative Support for AFMN Council

Who are the TAP Grantees?

1. **All Elders United for Justice**
2. **Arrowhead Area Agency on Aging**
3. Baig Aging Insights Group
5. **Central Minnesota Council on Aging**
5. **Dancing Sky Area Agency on Aging**
6. Family Service Rochester
7. **Future iQ, Inc**
8. Gifts for Seniors
9. **InTegrity Partners, LLC**
10. KOOTASCA Community Action
11. Minnesota Gerontological Society
12. Minnesota Leadership Council on Aging
13. **Trellis** (Metropolitan Area Agency on Aging)
14. Ziag Management Consulting, LLC

Bold: TAP Grantees whose work includes assisting Community Grant applicants and grantees.

How do I receive assistance from a TAP Grantee?

Community Grant applicants interested in working with a **TAP Grantee** should email mn.dhs.AgeFriendlyMN@state.mn.us by **Wednesday, October 17, 2024**, 4:00 p.m. CST with this information:

- Contact person:
- Email address:
- Projected service area (list counties):
- Type(s) of technical assistance requested (check all that apply):
  - Grant writing, including budget development
  - Conceptualizing a project idea
  - Convening partners
  - Other, please specify:

Every effort will be made to provide Community Grant applicants with TAP assistance.

Questions and Answers

All oral and written questions will be captured and addressed in the written responses, which will be published on October 21, 2024.

Overview of Community Grant

Eligibility Criteria

- Applicants must reside or conduct business within the state of Minnesota.

- Applicants must demonstrate a commitment to DEIA.
- Grant applicants may be one of the following: 501(c)(3) organization, a unit of government, a university, a public entity, a business, or a sole proprietor.
- Projects will promote age-friendly communities and initiatives.

Grantee Expectations

- Promote **equity** and reduce disparities
- **Engage local, regional, and state officials** related to grant funding and project.
- Execute grant project and expend grant funding during grant period: **February 12, 2025 – March 31, 2026**.
- Participate in a DHS-funded collaborative forum, peer learning event, meetings related to grant progress, or similar event(s) focused on sharing and learning related to grant projects.

Funding Areas

1. Connected Communities

2. Emergency Preparedness, Individual Rights and Safety

3. Optimized Health and Longevity

4. Economic Security and Vitality

Funding Area 1: Connected Communities

- Affordable Housing for the Lifespan
- Multimodal Transportation Options
- Public Spaces for All Ages and Seasons
- Digital Engagement

Funding Area 2: Emergency Preparedness, Individual Rights and Safety

- Integrated Care: Health, Services, and Social Supports
- Support for Family, Friend & Neighbor Caregiving
- Age-Friendly Healthcare Access
- Well-Trained and Well-Compensated Direct Care Workforce

Funding Area 3: Optimized Health and Longevity

- Integrated Care: Health, Services, and Social Supports
- Support for Family, Friend & Neighbor Caregiving
- Age-Friendly Healthcare Access
- Well-Trained and Well-Compensated Direct Care Workforce

Funding Area 4: Economic Security and Vitality

- Affordable Aging
- Economic Contributions

Examples of approaches supported through grant

- Advancing equity
- Access
- Advocacy
- Awareness/Communication
- Bulit environment improvements
- Capital purchases

- Coordination
- Engagement
- Policy
- Programs/Activities
- Research
- Training/Education

AFMN Grants do not fund direct services.

Eligible expenses

Funding Area	Eligible Expense	Ineligible Expense
Connected Communities	Develop a plan or strategy for how to utilize an accessible vehicle in the community during off hours.	A service that provides rides to older adults.
Emergency Preparedness, Individual Rights and Safety	Developing a community emergency response plan—costs could include consultant fees, community engagement, or developing public awareness campaign.	Purchase of tablet devices for individuals to keep
Optimized Health and Longevity	Convene partners to collaborate on new strategies for encouraging and supporting youth/others to enter direct care workforce.	Purchase of tablet devices for individuals to keep
Economic Security and Vitality	Develop a toolkit and outreach effort to educate employers about the value of older workers.	Employment counseling for older adults

Questions and Answers

All oral and written questions will be captured and addressed in the written responses, which will be published on October 21, 2024.

Community Grant Application Review

Application available

mn.gov/dhs/partners-and-providers/grants-rfps/open-rfps/#/detail/appId/1/id/647184

Coversheet

- Applicant Information
- ID Numbers:
  - Registered 501 (c)(3)
  - SWIFT Vendor
- Official with Authority
- Primary Program Contact Representative
- Business Manager/Fiscal Contact
- Signature and Date

Assurances

Please familiarize yourself with the Assurances, pages 15-27.

By signing the coversheet to the application submitted to the State, certifies they have read all application documents including these assurances, any revised documents, and agrees to comply with the approved application materials and all federal, state, and local laws, ordinances, rules and regulations, public policies herein and all others as applicable.

Grant Application and Narrative

A. Grant Applicant and Narrative

1. Project Overview and Applicant Experience

2. Equity Considerations

3. Grant Project Impact

4. Workplan and Budget

B. Submission Reminder and Checklist

Project Overview and Applicant Experience

1. Project Overview and Applicant Experience

   a. Check the Funding Areas for which you are applying. Provide 1-3 sentence summary/description for each.
   b. Answer the questions below related to project goals and applicant experience.
      i. State/describe project goal(s) for each Funding Area checked above.
      ii. State/describe your previous experience, expertise, and/or other information related to what would make you an effective Community Grantee in each Funding Area for which you are applying.
      iii. Indicate current and/or proposed partners, if known.

Equity Considerations

2. Equity Considerations

   a. On the list below, check the group(s) that will be served through this project; check all that apply.

      • Low-income; identify as indigenous American Indian; identify as Black, African-American, Asian, Latinx; identify as lesbian, gay, bisexual, transgender, queer (LGBTQ+); are new immigrants and/or refugees; have limited English proficiency; live in rural areas; are veterans; have disabilities; Other, please specify:

   b. Explain how you or your organization (staff and leadership) are qualified to serve the community or groups that are part of this grant.

*Regardless of application scores, equity considerations are considered.

Grant Project Impact

3. Grant Project Impact

Answer the following two questions for each Funding Area for which you are applying. State each Funding Area, then answer the questions for each.

   a. How will your work through this grant project advance the goals of Age-Friendly Minnesota?
   b. What changes or impact do you expect as a result of your project activities?

Workplan and Budget

4. Workplan and Budget

Complete the Workplan and Budget tables.

Workplan:

 a. Deliverables/Project Activities
 b. Funding Area
 c. Timeframe of Activities

Budget:

 a. Description
 b. Associated Budget Amount

Submission Reminder and Checklist

A complete application will include the following, depending on the entity type and request amount:

- For applicants who are units of government or for-profit businesses
- For applicants who are non-governmental organizations requesting less than $50,000
- For applicants who are non-governmental organizations requesting $50,000 or more
- Additional financial documentation as required (select option applies to you)
  - If Applicant has annual income under fifty thousand dollars ($50,000) or has not been in existence long enough to have a completed IRS Form 990 or audit, submit your most recent board-reviewed financial statement.
  - If Applicant has total annual revenue of fifty thousand dollars ($50,000) or more, and less than seven hundred and fifty thousand dollars ($750,000), submit your most recent IRS Form 990.
  - If Applicant has total annual revenue of over seven hundred fifty thousand dollars ($750,000), submit your most recent certified financial audit.
  - If Applicant has none of the above, please submit most recent internal financial statements.

Workplan example

The table is an example of a workplan.

Deliverables/Project Activities	Funding Area	Timeframe of Activities
1A. Conduct community engagement sessions to gather community input on priorities – two in-person sessions, one virtual session	1: Connected Communities	CY25 Q1-CY25 Q2
1B. Integrate an age-friendly lens into the County Health Assessment Process	1: Connected Communities	CY25 Q3- Q4
1C. Create and deliver presentation to county commissioners on age-friendly findings and recommendations for integrating aging into County Health Assessment	1: Connected Communities	CY26 Q1
1D. Participation in AFMN meetings and events	1: Connected Communities	CY25 Q1 - CY26 Q2
1E. Costs for additional insurance required for AFMN Grant	1: Connected Communities	CY25 Q1 - CY26 Q2
1F. Indirect costs	1: Connected Communities	CY25 Q1 - CY26 Q1

Budget example

The table is an example of a budget.

Expense Area	Description	Associated Budget Amount
Program Expenses	**1A**: Publicity: Advertise/publicize event via radio and newspaper: $500; Refreshments: $300; Raffle Costs: $200; Contractor Time: Partner with staff on content development, outreach, co-facilitation, event planning: 75 hours @ $80/hr = $6,000; 1A TOTAL = **$7,000** **1B**: Consultant Time: to develop recommendations report @ $80/hr for 100hrs = **$8,000** **1C**: Contractor Fees: Assist with presentation and report - $80/hr for 10hrs = **$800** **1E**: Commercial Automobile Liability Insurance over life of grant = **$1,000** **1F**: Calculated as 8% of direct costs = **$2,064**	$18,864
Salaries	**1A**: Staff Time: Content development, co-facilitation, transcription, data analysis, event planning: 120 hours @ $50/hr = **$6,000** **1B**: Staff Time: Research @ $50/hr for 25hrs = **$1,250** **1C**: Staff Time: Synthesis of age-friendly planning efforts including a written report and presentation development @ $50/hr for 20hrs = **$1,000** **1D**: Staff Time: $50/hr for approximately 15hrs = **$750**	$9,000
	Total	**$27,864**

Scoring Application Components

Application Component	Possible Points
Cover Sheet	10
Project Overview and Applicant Experience	20
Equity Considerations	30
Grant Project Impact	10
Work Plan and Budget	30
Total Possible Points	**100**

Submitting a CG Grant Application

- Deadline: Friday, November 8 at 4:00 p.m. CST
- Email completed application to MN.DHS.AgeFriendlyMN@state.mn.us with the following Subject line: "*AFMN CG Grant Application SFY24-26*"
- Completed application includes:
  - **Completed and signed cover sheet and application**. By submitting the signed cover sheet, you are agreeing to the Assurances. You do not need to submit the Assurances themselves (pages 15-27).
  - Additional financial documentation (if required).

Key Dates and Requirements

Key Dates

- Grant Applicant Conference: Wednesday, October 16, 10:30 a.m. – 12:30 p.m. CST
  - Recording will be posted at mn.gov/dhs/age-friendly-mn/
- Written questions from Applicants: due Wednesday, October 16, 4:00 p.m. CST.
  - Email questions to MN.DHS.AgeFriendlyMN@state.mn.us
  - State will provide written responses by end of day Monday, October 21; answers will also be posted at the AFMN website.
- Applications are due Friday, November 8 at 4:00 p.m. CST.
- Public announcement of CG Grant recipients: Wednesday, February 12

Insurance Requirements

- Proof of adequate insurance is **required** prior to contract signatures.
- Details on pages 20-22 of CG RFP. Provide this information to your insurance agent.
- Exemptions and exceptions may occur, permitting additional documentation and State approval.

Applicants may include cost of insurance coverage in grant application budget.

Insurance Overview

Required Policies:

- Worker's Compensation
- General Commercial Liability
  - o Naming Minnesota Department of Human Services, **Age-Friendly Minnesota** as additional insured
- Employee Theft and Dishonesty
  - o Naming Minnesota Department of Human Services, **Age-Friendly Minnesota** as Joint Loss Payee
- Commercial Automobile Liability
  - o Needs to be owned, hired, non-owned
- Professional Liability
- Certificate Holder: Minnesota Department of Human Services, **Age-Friendly Minnesota**

Each grantee will be treated as case by case. Exemptions and exceptions may occur, permitting additional documentation and State approval.

Exemptions and exceptions

Exemption

- Worker's Compensation – cannot be waived, but you may be exempt.

Exception

- General Commercial Liability
- Employee Theft and Dishonesty
- Commercial Automobile Liability
- Professional Liability

Waivers may be possible – please speak with AFMN Staff.

Insurance Adjustment Form

Screenshot of Insurance Adjustment Form, to be requested if waiver is needed.

Certificate Holder must state:

Minnesota Department of Human Services, Age-Friendly Minnesota

540 Cedar Street, P.O. Box 64974

St. Paul, MN 55164-0974

Thank you!

All oral and written questions will be captured and addressed in the written responses, which will be published on October 21, 2024.

Email questions to: Natalie Regenscheid, Grants Administrator, MN.DHS.AgeFriendlyMN@state.mn.us