

SUPPORTING NEW AMERICANS IN THE LONG-TERM CARE (LTC) WORKFORCE GRANT

TO: Potential Grant Applicants

FROM: State of Minnesota, DHS, Division of Grants, Equity, Access, and Research (GEAR) Division
("STATE")

ACTION: Application for this funding will be accepted via the online portal only.

Instructions on How to Apply:

- When you are ready to submit your application, please click this link <https://www.grantinterface.com/Home/Logon?urlkey=mngear> to be connected to the grant application system.
- Once you click on the link above, select the "Create New Account" button to register.
- Fill in the required fields on all screens and then create a password.
- You will receive an email from the online grant application system to confirm your User Login account.
- The next step is to click the verification link you received in the email.
- You will then arrive on the "Apply" page.
- You may read the description of the GEAR grant program here.
- Click the gray "Preview" button in the bottom-left to preview the application or click the blue "Apply" button in the top-right to begin applying.

The STATE strongly encourages all applicants to click through, read, and view all the helpful information that is included in the Applicant Tutorial section, which is the first part of the application. This section provides helpful, step-by-step instructions on how to navigate the online grant application system. The sections following the Applicant Tutorial provide the applicant with general information on this grant and all sections of the actual application.

Please make sure to thoroughly read and complete all sections included in the online grant application. **Only applications that have been submitted via this online grant portal system by the application**

deadline of May 6, 2024 by 4:00 p.m. Central Time will be considered. Late proposals will not be considered. Hand-delivered, faxed or e- mailed proposals will not be accepted.

The “Application” includes the entire Grant Application, Assurances, and required supporting documentation that must include the workplan section, application budget, most recent 990 form for Non-profit organizations, Board-reviewed (or other managing group) financial statements and Audited Financial Statements. For-profit organizations must include a Statement of Financial Position (sometimes called the Balance Sheet), a Statement of Activities, and a Statement of Cash Flows.

1. Award Overview

A. Purpose and Outcome of the Grant Opportunity

The STATE Department of Human Services (DHS) Grants, Equity, Access, and Research (GEAR) Division (State) has the authority to enter into grant contracts that will increase the number and ability of New Americans¹ to obtain, maintain, and grow in the long-term care (LTC) workforce while supporting LTC organizations pursuant to [Minnesota Statutes, section 256.0](#). This grant opportunity is funded through the Minnesota Legislature Laws of Minnesota 2023, [chapter 61, article 1, section 60](#). Grant applicant represents that it is duly qualified and willing to perform the services set forth in this grant application to the satisfaction of State.

B. Eligibility Criteria

- Eligible applicants include nonprofit organizations, community-based agencies, educational institutions, LTC employers, and government entities with a demonstrated commitment to serving New Americans.
- Organizations should demonstrate a history of aiding New Americans in securing LTC employment or positions in healthcare fields **or** have the capacity to develop and implement such programs.
- Joint community applications are encouraged, promoting collaboration among communities and organizations to provide comprehensive services and maximize resources.
- Preference will be given to projects demonstrating sustainability, scalability, and potential for replication across Minnesota. Applicants should outline plans for program evaluation and dissemination of best practices to inform future initiatives.

¹ Laws of Minnesota, 2023, chapter 61, article 1, section 60, subdivision 1 'New American' means an individual born abroad and the individual's children irrespective of immigration status.

- Grantees must comply with all applicable state and federal laws, regulations, and executive orders related to the program, including those governing non-discrimination and equal opportunity.

C. Funding Available

Funds are available to grow and obtain New Americans in the workforce using state funding appropriated by Minnesota Legislature Laws of Minnesota 2023, [Chapter 61](#).

Grant applicant represents that it is duly qualified and willing to perform the services set forth in this grant application to the satisfaction of the STATE.

Organizations may apply to the following tracks of work. Organizations may apply to as many tracks as they can realistically support. The maximum grant award is dependent on each track.

- Track 1: Basic Needs and Supportive Services to Support New Americans in the Long-Term Care Workforce: maximum grant award amount, \$250,000.
- Track 2: How Long-Term Care Employers Can Support, Recruit, and Maintain New Americans in the Long-Term Care Workforce: maximum grant award amount, \$250,000.
- Track 3: Training, recruitment, mentorship, career education, and pathways to employment for New Americans to enter career ladders in the Long-Term Care Workforce: maximum grant award amount, \$500,000.
- Track 4: Outreach, recruitment, and coordination between long-term care employers and New Americans seeking employment: maximum grant award amount, \$250,000.

STATE reserves the right to offer grant amounts that differ from the Grant Applicant's request, or the maximum identified above.

D. Grant Period

The term of the initial grant period is **anticipated** to be from August 1, 2024 through July 31, 2026. Extensions/continuation awards will be considered.

E. State's Right to Cancel

This grant opportunity does not obligate STATE to award a grant and STATE reserves the right to cancel the solicitation if it is considered in its best interest due to lack of funding, agency priorities, or other considerations.

2. General Information

A. Project Information and Background

This grant opportunity is to provide specialized services and supports to New Americans to enter the LTC workforce. Allowable uses of the grant funding include **specialized activities to support recruitment and connection of New Americans to LTC employment opportunities**, including:

- Developing connections to employment with LTC employers and potential employees.
- Providing recruitment, training, guidance, mentorship, and other support services necessary to encourage employment, employee retention, and successful community integration.
- Providing career education, wraparound support services, and job skills training in high-demand health care and LTC fields.
- Paying for program expenses related to LTC professions, including supportive services to help participants attend classes, such as childcare, transportation, and mental health supports.
- Supporting LTC employers who are eager to prioritize diversity, equity, and inclusion (DEI) initiatives in their workplace but may have faced limitations due to funding constraints. Employers committed to enhancing cultural competency through initiatives like on-site continuing education or training programs tailored to support New American employees are encouraged to apply.

The session law defines a “New American” as an individual born abroad and the individual’s children, irrespective of immigration status.

Organizations may apply to as many of the following tracks as they can realistically support. If applying for multiple tracks, organizations should include how the work will come together to have the biggest impact. In addition, please include in your application how the proposed work fits within each track and/or distinct from each other. The provided examples within each track are not exhaustive, and creativity and innovation are encouraged in addressing the specified areas:

Track 1: Basic Needs and Supportive Services to Support New Americans in the Long-Term Care Workforce

Up to \$250,000 to fund the basic needs and support services necessary for New Americans to be successful in the LTC workforce. Grants under this program could fund:

- Social services designed to help people meet their immediate basic needs during the process of seeking or maintaining legal status and legal authorization for employment. This could include accessing housing, food, childcare, transportation, and medical care.
- Wraparound support services specific to supporting people maintaining employment such as mental health supports, medical career education, childcare, and transportation.

- Career navigation and career education related to the long-term care field and the fees associated with obtaining these services.
- Financial literacy, education, and coaching.
- Resource navigation to support people entering employment and career education.

Track 2: How Long-Term Care Employers Can Support, Recruit and Maintain New Americans in the Long-Term Care Workforce

Up to \$250,000 available to LTC employers to support the needs of current and potential New American employees. Grants under this program could fund:

- On-site Occupational English classes customized for different needs and background skill levels, training, and supports.
- In-house mentorship programs to support bilingual New Americans with cultural skills to serve an increasingly diverse population.
- An employee coordinator to provide career and supportive services to support employees on-site.
- Cultural competency and cultural humility trainings for LTC employers and staff.
- Services and supports to develop a culturally informed workplace.
- Hiring bonuses and incentive payments.
- Developing a career-pathways program to support employee retention.

Track 3: Training, recruitment, mentorship, career education and pathways to employment for New Americans to enter career ladders to the Long-Term Care Workforce

Up to \$500,000 to fund the training and career education necessary for New Americans to be employed in the LTC workforce. Grants under this program could fund:

- Developing training programs and workforce development programs that are provided in workers' first languages.
- Providing training stipends, payments, and/or tuition reimbursement to support eligible employees throughout training.
- Paying for costs incurred as a direct result of participating in classroom instruction or training.
- Repaying student loan debt directly incurred as a result of pursuing a qualifying course of study or training.
- Digital skills training and digital access to job seekers.
- Occupational English programs for job seekers.
- Developing mentorship programs.
- Developing and implementing career pathways programs for new and current workers in the LTC workforce.
- Serving as a conduit between LTC employers and eligible and interested workers.

Track 4: Outreach, recruitment, and coordination between New Americans seeking employment and long-term care employers.

Up to \$250,000 to fund the outreach, recruitment, and coordination activities that support New Americans in the LTC workforce. Activities may include:

- Develop a curriculum to support employers in hiring and retaining New American workforce.
- Develop an occupational English curriculum related to LTC employment.

B. Specific Program Expectations

Funding will prioritize projects that enhance access to LTC employment for New Americans. Preference will be given to initiatives promoting recruitment, training, mentorship, and career education in high-demand LTC fields, such as nursing, caregiving, and allied health professions. Projects should offer wraparound support services, including childcare, transportation, and mental health supports, to ensure successful community integration and employee retention. Grantees must demonstrate a commitment to diversity, equity, and inclusion, aligning with the program's goal of supporting New Americans in building sustainable careers in the LTC workforce. Additionally, projects should prioritize culturally responsive services and language access to accommodate the diverse needs of New American communities. **Emphasis will be placed on initiatives that foster partnerships or collaborations among organizations to maximize impact and resource utilization.**

C. General Expectations of Grantees

- Submit financial reporting forms and progress reports by the dates indicated in the Official Grant Award Notice.
- Retain documentation to support the expenditures related to the grant initiative described. Reimbursement must be based on necessary and applicable expenditures related to the program.
- Maintain a ledger to track the grant budget expenditures and payment reimbursements, plus documentation that supports your budget line-item expenses.
- If subcontracting is an allowable expenditure in the budget, follow applicable state and federal procurement laws and information in the application assurances.
- Prior to issuing the Grant Award Notice, STATE will:
 - Perform a pre-award risk assessment, including the review of financial statements for Grant Applicants that are non-governmental organizations, when a grant award is over \$50,000 per [Office of Grants Management Policy 08-06: Pre-Award Risk Assessment for Potential Grantees, and per eCFR :: 2 CFR 200.206 when granting federal funds.](#)

- For a grant over \$50,000, a monitoring visit is required during the grant period. For a grant over \$250,000, a monitoring visit is required annually.

D. Resources for Grant Applicants

State Travel Plan

[Commissioner’s Travel Reimbursement Plan](https://mn.gov/mmb/employee-relations/labor-relations/labor/commissioners-plan.jsp) (<https://mn.gov/mmb/employee-relations/labor-relations/labor/commissioners-plan.jsp>)

State Grant Management Policies

[The Minnesota Office of Grant Management Policies](http://mn.gov/admin/government/grants/policies-statutes-forms)

(<http://mn.gov/admin/government/grants/policies-statutes-forms>).

3. Grant Application Components and Instructions

All green highlighted items should be completed by the Applicant.

A. Applicant Information and ID Numbers

Applications must include:

1. An original signature from the identified official with authority to sign on behalf of the Grant Applicant.
2. Contact information for the agency, agency head, the program contact, and the accounting or business office manager.
3. A Minnesota Statewide Integrated Financial Tool System (SWIFT) Vendor Number and a Unique Entity Identifier (UEI).

Reference this information on SWIFT: <https://mn.gov/mmb/accounting/swift/vendor-resources/>

The Unique Entity Identifier is the 12-character alphanumeric identifier established and assigned at SAM.gov to uniquely identify business entities and must match the Applicant’s name.

B. Assurances – Standard and Program-Specific

When you sign the application, you certify that you have read the entire Grant Application and Assurances and that you will comply with the approved application, the assurances here and in the Official Grant Award Notice (OGAN), and all other applicable federal regulations, State statutes, and local policies.

C. Application Narrative Components and Budget

In the Grant Application Narrative Section, write your response to each component, being sure to include a response to each part. Space is provided to answer each narrative section.

Total points possible for each application is: 110.

The completed application should consist of the following:

- Completed and signed Application and Assurances.
- Grant Application Narrative Section.
- Budget narrative using template.
- Completed workplan using template embedded in the application package.
- Your Financial statement (most recent 990 form for Nonprofit organizations) Audited Financial Statements. For-profit organizations must include Statement of Financial Position (Sometimes called the Balance Sheet), Statement of Activities, and Statement of Cash Flows.

D. Applicant Questions

Grant Applicant Conference

A virtual Grant Applicant Conference will be held on **April 11, 2024**, from **1 to 2:30 p.m.** Central Time. Use this link when it's time to join the conference. [Click here to join Grant Applicant Virtual Conference.](#)

The conference will serve as an opportunity for Grant Applicants to ask specific questions of STATE staff concerning the project. Attendance at the Grant Applicant's Conference is not required but is recommended. Grant Applicant's may attend via Microsoft Teams. Oral answers given at the conference will be non-binding. Written responses to questions asked at the conference will be sent to all identified prospective applicants after the conference.

Written Questions

- **Questions must be emailed by April 15, 2024, to MN.GEAR.DHS@state.mn.us.**
- A question-and-answer document will be published on <https://mn.gov/dhs/partners-and-providers/grants-rfps/open-rfps/> under this Grant Application title. Every attempt will be made to provide answers timely, within five (5) days of receiving the questions.
- Questions related to the grant opportunity may be answered **only through MN.GEAR.DHS@state.mn.us,**
- Other personnel are not authorized to discuss this grant opportunity with Applicants before the Proposal submission deadline. State will not be held responsible for oral responses to Applicants.

E. Application Submission and Signature

Applications must be received by May 6, 2024, at 4 p.m. Central Time to be considered. Late applications will not be accepted.

Application coversheet and assurance pages are included in the online application package and applicant must complete and sign the assurance pages and upload other supporting documents including copy of the completed budget (in Excel format).

By submitting this Grant Application and Assurances, the Grant Applicant agrees to comply with all provisions of the award including all assurances and certifications made in the Grant Application and Assurances and all applicable state or federal statutes, regulations, and guidelines. The Grant Applicant agrees to administer the program in accordance with the approved Grant Application and Assurances, budget, timelines, and other supplemental information submitted in support of the approved Grant Application and Assurances and in accordance with the terms identified in the Official Grant Award Notice.

Any costs associated with this Application are the responsibility of the applicant and will not be reimbursed by the STATE. The burden of proof of timely submission is on the applicant.

F. Public Data

Per [Minnesota Statutes, section 13.599](#):

Names and addresses of Grant Applicants will be public data once application materials are opened. All remaining data in proposal responses (except trade secret data as defined and classified in section Minn. Stat. § [13.37](#)) will be public data after the evaluation process is completed (for the purposes of this grant application, when all Official Grant Award Notices have been issued by the State agency to the GRANTEES). All data created or maintained by STATE as part of the evaluation process (except trade secret data as defined and classified in Minn. Stat. § 13.37) will be public data after the evaluation process is completed (for the purposes of this grant, when all Official Grant Award Notices have been issued by the STATE to the GRANTEES).

4. Application Screening and Review Process

Phase 1: Screening

Applications that meet the following criteria will be forwarded for further consideration and review.

1. Received by (not postmarked by) the due date and time.
2. The Grant Applicant meets the minimum eligibility of the grant.
3. Application is complete and includes:

- a. Signed application and assurances.
- b. Completed narrative.
- c. Completed budget using template provided.
- d. Completed workplan using template embedded in the application package.
- e. Your Financial statement (most recent 990 form for Nonprofit organizations) Audited Financial Statements. For-profit organizations must include Statement of Financial Position (Sometimes called the Balance Sheet), Statement of Activities, and Statement of Cash Flows.

Phase 2: Application Components Scored

Each Grant Application and Assurances will be reviewed and scored separately by grant reviewers. Reviewers will apply a score to each component below. An optional collaboration plan will provide an additional 10 points. Maximum number of points for the application: 110

1. Statement of Need – 15 points
2. Capacity of the Applicant Agency – 10 points
3. Equity Considerations – 25 points
4. Project Goals, Activities, Outcomes, and Estimated Timelines (Workplan) – 25 points
5. Evaluation Plan – 10 points
6. Budget– 15 points
7. Optional Collaboration Plan – 10 additional points

Phase 3: Review of Application Scores

STATE program staff and management review the recommendations, scores, and outcomes from the grant reviewers. As a standard practice, those applications with the highest scores are offered grant awards. The STATE may offer grant award amounts that differ from your grant request, or the maximum grant amount identified by STATE, or may contact you to obtain clarification to one or more sections of your application. The STATE may also contact reviewers to obtain clarification of their feedback. All funding decisions made by DHS are final.

Phase 4: Pre-Award Risk Assessment

Before final award decisions, STATE will conduct a risk assessment for financial capacity as well as prior performance.

Phase 5: Award Decisions

STATE anticipates the review to be completed June 10, 2024.

Applicants are expected to be notified June 17, 2024.

Clarifications may be necessary before execution of the award. Grant Applicants recommended for an award must wait until they receive the signed Official Grant Award Notice (OGAN) **before** providing any

services and before incurring expenditures. Any expenses incurred prior to the full execution of the OGAN, or other award documentation, are not reimbursable and are the responsibility of the Grant Applicant/GRANTEE.

NOTE: THE AWARD DECISIONS OF STATE ARE FINAL AND NOT SUBJECT TO APPEAL.

Grant Application

Supporting New Americans in the Long-Term Care Workforce Grant Program

Applicant Information

Legal name of Grant Applicant organization: [REDACTED]

List entity type (501c3, County, Tribe, individual/sole proprietor, for-profit business, etc.): [REDACTED]

Total grant request (if applicable, enter maximum request amount here): [REDACTED]

Official with Authority

Name of official with authority to sign (must be same official who signs the application): [REDACTED]

Title: [REDACTED]

Address: [REDACTED]

City, State and ZIP code + 4: [REDACTED]

Phone number: [REDACTED]

Email: [REDACTED]

Identification Numbers

Minnesota SWIFT supplier number: [REDACTED]

Primary Program Contact

Name of Program Contact: [REDACTED]

Title: [REDACTED]

Address: [REDACTED]

City, State and ZIP code: [REDACTED]

Phone number: [REDACTED]

Email: [REDACTED]

Business Manager/Fiscal Contact

Name of business manager/fiscal contact: [REDACTED]

Title: [REDACTED]
Address: [REDACTED]
City, State and ZIP code: [REDACTED]
Phone number: [REDACTED]
Email: [REDACTED]

Signature and Date

Signature: [REDACTED]
Title: [REDACTED]
Date: [REDACTED]

Note: The STATE will accept signatures that are handwritten or e-signatures that have been authenticated by a third party (such as DocuSign or Adobe Sign). Grant Application and Assurances that are unsigned and undated may be considered non-responsive and may result in the disqualification of the Application.

Signatory certifies they have read the Grant Application and Assurances (narrative, assurances, budget, and supplemental documents, if applicable) and will comply with the approved application and assurances herein and additional state, local, federal regulations, and policies that apply to their organization. Signatory further certifies that the Applicant’s articles of incorporation, by-laws, or corporate resolutions authorize Signatory both to sign on behalf of and bind the Applicant to the terms of this Agreement. Applicant and signatory agree that STATE relies on the signatory’s certification herein.

Assurances

The Grant Applicant, by signing 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.

1. Survival of Terms

The following clauses below survive the expiration or cancellation of this award: 4B) Audits; 5) Liability; 6) Intellectual Property Rights; 7) Publicity; 8) Government Data Practices; 9) Data Disclosure; and 11) Governing Law, Jurisdiction and Venue.

2. Use of Funds

The use of funds shall be limited to that portion identified in the application materials and the attached application and by any applicable state or federal laws. This RFP is specifically tailored to address the

needs of New Americans, aiming for organizations that provide specialized services and supports as they transition into and grow within the LTC workforce. Funds should support these activities and must not be used for other purposes. All reimbursement requests for expenses submitted must have proof of payment and GRANTEE must maintain accounting records with source documentation including receipts and invoices, payroll ledgers, purchase orders, and mileage logs. Records must reflect a level of detail adequate to establish that payments are made from the agency's bank account or agency credit card, if applicable. GRANTEE must be able to submit proof of payments upon request and the documents must be clear, organized, and easy to review. All receipts and documentations related the grant must be stored safely for a minimum of six years from the end of this grant period. **Please note, this grant fund is strictly reimbursement only and no cash advances are allowed.**

- A. The GRANTEE, in the conduct of activities under this award, shall submit such reports as may be required by written instructions of the STATE within the times required by it. The STATE reserves the right to withhold funding if reporting requirements are not met. The GRANTEE must promptly return to the STATE any unexpended funds not accounted for in the financial report due to the STATE at grant closeout.
- B. The GRANTEE shall present reports to the STATE or the STATE's Authorized Representative. At the Commissioner's discretion, these reports may be presented at departmental, legislative, other State agency or public meetings where the GRANTEE shall be available to explain the project and respond to questions.
- C. Reimbursement for travel and subsistence expenses actually and necessarily incurred by GRANTEE in performance of this project will be paid if STATE is allowed in the approved budget, provided that the GRANTEE shall be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than in the current "Commissioner's Plan," promulgated by the Commissioner of Minnesota Management and Budget (MMB). The GRANTEE will only be reimbursed for travel and subsistence outside Minnesota if it has received prior written approval for such out-of-state travel from the STATE. The current [Commissioner's Plan](https://mn.gov/mmb/employee-relations/labor-relations/labor/commissioners-plan.jsp) can be viewed to obtain current maximum expense reimbursement rates (<https://mn.gov/mmb/employee-relations/labor-relations/labor/commissioners-plan.jsp>)

3. Time

In the performance of this grant, time is of the essence. The GRANTEE must comply with the time requirements described in the application and award, in the performance of this award, and inform the STATE of any potential long-term delays or changes affecting those timelines.

4. Financial and Administrative Provisions

A. Allowability of Costs

The allowability of costs for funding incurred under this award shall be determined in accordance with the approved budget and the corresponding work plan.

For all funds, no claim for materials purchased in excess of budget categories or program services not specifically provided for in this award by the GRANTEE will be allowed by the STATE unless approved in writing by the STATE. Such approval shall be considered to be a modification of the award. There may be additional limitations on allowable costs, which shall be noted in this document or the Official Grant Award Notice.

B. Audits

Under [Minnesota Statutes, section 16B.98](#), subdivision 8, the GRANTEE's books, records, document, and accounting procedures and practices relevant to this grant are subject to examination by the STATE and/or the STATE auditor or legislative auditor, as appropriate, for a minimum of six years from the end of this grant, receipt and approval of all final reports, or the required period of time to satisfy all STATE retention requirements, whichever is later.

C. STATE Requirements

The GRANTEE will comply with required grants management policies and procedures set forth through [Minnesota Statutes, section 16B.97](#), subdivision 4 (a)(1).

Pursuant to [Minnesota Statutes, section 16B.98](#), subdivision 1, the GRANTEE agrees to minimize administrative costs as a condition of this grant.

The GRANTEE certifies they are not suspended or debarred in MN:

<https://mn.gov/admin/osp/government/suspended-debarred/>

The GRANTEE must promptly return to the STATE any unexpended funds that have not been accounted for annually in a financial report to the STATE due at grant closeout.

5. Liability

GRANTEE agrees to indemnify and save and hold the STATE, its agents, and employees harmless from any and all claims or causes of action, including all attorneys' fees incurred by the STATE arising from the performance of the award by GRANTEEs, agents, or employees. This clause shall not be construed to bar any legal remedies GRANTEE may have for the STATE's failure to fulfill its obligations pursuant to the award and subsequent awards.

6. Intellectual Property Rights

6.1. Definitions. Works means all inventions, improvements, discoveries (whether or not patentable or copyrightable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created,

or originated by GRANTEE, its employees, agents, and subcontractors, either individually or jointly with others in the performance of the grant. Works includes "Documents." Documents are the originals of any data bases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by GRANTEE, its employees, agents, or subcontractors, in the performance of this grant.

6.2. Ownership. STATE owns all rights, title, and interest in all of the intellectual property, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents created and paid for under this Grant. The Works and Documents will be the exclusive property of STATE and all such Works and Documents must be immediately returned to STATE by GRANTEE upon completion or cancellation of this grant. To the extent possible, those Works eligible for copyright protection under the United States Copyright Act will be deemed to be "works made for hire." If using STATE data, GRANTEE must cite the data, or make clear by referencing that STATE is the source.

6.3. Responsibilities.

- a. Notice.** Whenever any Works or Documents (whether or not patentable) are made or conceived for the first time or actually or constructively reduced to practice by GRANTEE, including its employees and subcontractors, and are created and paid for under this grant, GRANTEE will immediately give STATE's Authorized Representative written notice thereof, and must promptly furnish the Authorized Representative with complete information and/or disclosure thereon. GRANTEE will assign all right, title, and interest it may have in the Works and the Documents to STATE.
- b. Filing and recording of ownership interests.** GRANTEE must, at the request of STATE, execute all papers and perform all other acts necessary to transfer or record STATE's ownership interest in the Works and Documents created and paid for under this grant. GRANTEE must perform all acts and take all steps necessary to ensure that all intellectual property rights in these Works and Documents are the sole property of STATE, and that neither GRANTEE nor its employees, agents, or subcontractors retain any interest in and to these Works and Documents.
- c. Duty not to infringe on intellectual property rights of others.** GRANTEE represents and warrants that the Works and Documents created and paid for under this grant do not and will not infringe upon any intellectual property rights of other persons or entities. Notwithstanding Clause 5, GRANTEE will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless STATE, at GRANTEE's expense, from any action or claim brought against STATE to the extent that it is based on a claim that all or part of these Works or Documents infringe upon the intellectual property rights of others. GRANTEE will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including but not limited to, attorney's fees. If such a claim or action arises, or in GRANTEE's or

STATE's opinion is likely to arise, GRANTEE must, at STATE's discretion, either procure for STATE the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing Works or Documents as necessary and appropriate to obviate the infringement claim. This remedy of STATE will be in addition to and not exclusive of other remedies provided by law.

- d. Federal license granted.** If federal funds are used in the payment of this grant, pursuant to 45 C.F.R. § 75.322, the U.S. Department of Health and Human Services is granted a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use the work for Federal purposes, and to authorize others to do so.

7. Publicity and Endorsement

Any publicity regarding the subject matter of this grant must identify the STATE as the sponsoring agency and must not be released without prior written approval from the STATE's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the GRANTEE individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant. All projects primarily funded by STATE grant appropriations must publicly credit the STATE, including on the GRANTEE's website when practicable.

The GRANTEE must not claim that the STATE endorses its products or services.

8. Information Privacy and Security

INFORMATION PRIVACY AND SECURITY.

- a. It is expressly agreed that STATE will not be disclosing or providing information protected under the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13 (the "Data Practices Act") as "not public data" on individuals to GRANTEE under this grant. "Not public data" means any data that is classified as confidential, private, nonpublic, or protected nonpublic by statute, federal law, or temporary classification. [Minn. Stat. § 13.02, subd. 8a.](#)
- b. It is expressly agreed that GRANTEE will not create, receive, maintain, or transmit "protected health information", as defined in the Health Insurance Portability Accountability Act ("HIPAA"), [45 C.F.R. § 160.103](#), on behalf of STATE for a function or activity regulated by 45 C.F.R. §§ 160 or 164. Accordingly, GRANTEE is not a "business associate" of STATE, as defined in HIPAA, [45 C.F.R. § 160.103](#) as a result of, or in connection with, this grant. Therefore, GRANTEE is not required to comply with the privacy provisions of HIPAA as a result of, or for purposes of, performing under this grant. If GRANTEE has responsibilities to comply with the Data Practices Act or HIPAA for reasons other than this grant, GRANTEE will be responsible for its own compliance.

- c. Notwithstanding paragraph a. and b., in its capacity as GRANTEE under this grant, GRANTEE must comply with the provisions of the Data Practices Act as though it were a governmental entity as defined by the Data Practices Act. GRANTEE will be performing functions of a government entity under [Minnesota Statutes, section 13.05, subdivision 11](#), and thus any data created, collected, received, stored, used, maintained, or disseminated by GRANTEE in performing its duties under this contract is subject to the protections of the Data Practices Act. The civil remedies of [Minn. Stat. § 13.08](#) apply to the release of the data governed by the Data Practices Act, Minn. Stat. Ch. 13, by either GRANTEE or STATE.
- d. In its capacity as GRANTEE under this contract, GRANTEE is being made an agent of the “welfare system” as defined in [Minnesota Statutes, section 13.46, subdivision 1](#), and any data collected, created, received, stored, used, maintained, or disseminated by GRANTEE in performing its duties under this grant is explicitly subject to the protections of Minn. Stat. § 13.46.
- e. If GRANTEE receives a request to release data created, collected, received, stored, used, maintained, or disseminated by GRANTEE in performing its duties under this grant, GRANTEE must immediately notify and consult with STATE’s Authorized Representative as to how GRANTEE should respond to the request.
- f. Under this grant, GRANTEE is performing the functions of a government entity including, but not limited to, responding appropriately pursuant to Minnesota Statutes, sections [13.03](#) and [13.04](#) to requests for data created, collected, received, stored, used, maintained, or disseminated by GRANTEE in performing its duties under this grant.
- g. GRANTEE’s obligations while performing the functions of a government entity include, but are not limited to, complying with Minnesota Statutes, section 13.05, subdivision 5 to establish appropriate security safeguards for all records containing data on individuals.
- h. GRANTEE must comply with [Minnesota Statutes, section 13.055](#) to investigate and appropriately report or notify regarding any potential unauthorized acquisition of data created, collected, received, stored, used, maintained, or disseminated by GRANTEE in performing its duties under this grant

9. Data Disclosure

Under [Minnesota Statutes, section 270C.65](#), subdivision 3, and other applicable laws, the GRANTEE consents to disclosure of its SWIFT Supplier ID Number (formally known as SWIFT Vendor ID), Social Security number, federal employer tax identification number and/or Minnesota tax identification number, already provided to the STATE, to federal and state tax agencies and STATE personnel involved in the payment of STATE obligations. These numbers may be used in the enforcement of

federal and STATE tax laws which could result in action requiring the GRANTEE to file STATE tax returns and pay delinquent STATE tax liabilities, if any.

10. Insurance requirements.

GRANTEE shall not begin work under the CONTRACT until it has obtained all the insurance described below and STATE has approved such insurance. GRANTEE shall maintain the insurance in force and effect throughout the term of the contract. GRANTEE is required to maintain and furnish satisfactory evidence of the following insurance policies.

10.1. Workers' Compensation.

The GRANTEE certifies that it is in compliance with Minnesota Statutes, section 176.181, subdivision 2, pertaining to workers' compensation insurance coverage. The GRANTEE's employees and agents will not be considered employees of the STATE. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees or agents and any claims made by any third party as a consequence of any act or omission on the part of these employees or agents are in no way the STATE's obligation or responsibility. Minimum insurance limits are as follows:

- \$100,000 – Bodily Injury by Disease per employee
- \$500,000 – Bodily Injury by Disease aggregate
- \$100,000 – Bodily Injury by Accident

If Minn. Stat. § 176.041 exempts GRANTEE from Workers' Compensation insurance mandates, including if GRANTEE has no employees in the State of Minnesota, GRANTEE must provide a written statement, signed by an authorized representative, indicating the qualifying exemption that excludes GRANTEE from the Minnesota Workers' Compensation requirements.

GRANTEE's employees and agents will not be considered employees of STATE. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees or agents and any claims made by any third party as a consequence of any act or omission on the part of these employees or agents are in no way STATE's obligation or responsibility.

10.2. General Commercial Liability Insurance.

GRANTEE agrees that it will at all times during the term of the grant contract keep in force a commercial general liability insurance policy with the following minimum insurance limits:

- \$2,000,000 per occurrence
- \$2,000,000 annual aggregate

Such insurance will protect it from claims for damages for bodily injury, including sickness or disease, death, and for care and loss of services as well as from claims for property damage, including loss of use which may arise from operations under the grant contract whether the operations are by GRANTEE or by a subcontractor or by anyone directly or indirectly employed by GRANTEE under the grant

contract. STATE will be named as both an additional insured and a certificate holder on the general commercial liability policy.

10.3. Employee Theft and Dishonesty Policy.

GRANTEE agrees to keep in force a blanket employee theft and employee dishonesty policy in at least the total amount of the first year’s grant award as an addendum on its property insurance policy. If it is not feasible to include a blanket employee theft and employee dishonesty policy as an addendum to a property insurance policy, then GRANTEE must keep in force a stand-alone employee theft and employee dishonesty policy.

STATE will be named as both a joint payee and a certificate holder on the employee theft and employee dishonesty policy. Only in cases in which the first year’s grant award exceeds the available employee theft and employee dishonesty coverage may GRANTEEs provide blanket employee theft and employee dishonesty insurance in an amount equal to either 25% of the yearly grant amount, or the first quarterly advance amount, whichever is greater.

Upon execution of this grant contract, GRANTEE shall furnish STATE with a certificate of employee theft/employee dishonesty insurance.

10.4. Commercial Automobile Liability Insurance.

GRANTEE is required to maintain insurance protecting it from claims for damages for bodily injury as well as from claims for property damage resulting from the ownership, operation, maintenance, or use of all owned, hired, and non-owned autos which may arise from operations under this CONTRACT. In the case that any work is subcontracted, GRANTEE will require the subcontractor to maintain Commercial Automobile Liability insurance that conforms to this section. Minimum insurance limits are as follows:

- \$2,000,000 – per occurrence Combined Single limit for Bodily Injury and Property Damage

In addition, the following coverages should be included: Owned, Hired, and Non-owned Automobile.

10.5. Professional Liability Insurance.

This policy will provide coverage for all claims the GRANTEE may become legally obligated to pay resulting from any actual or alleged negligent act, error, or omission related to GRANTEE’s professional services required under the CONTRACT. GRANTEE is required to carry the following **minimum** insurance limits:

- \$2,000,000 – per claim or event
- \$2,000,000 – annual aggregate

Any deductible will be the sole responsibility of the GRANTEE and may not exceed \$50,000 without the written approval of the STATE. If the GRANTEE desires authority from the STATE to have a deductible in a higher amount, the GRANTEE shall so request in writing, specifying the amount of the desired

deductible and providing financial documentation by submitting the most current audited financial statements so that the STATE can ascertain the ability of the GRANTEE to cover the deductible from its own resources.

The retroactive or prior acts date of such coverage shall not be after the effective date of this CONTRACT and GRANTEE shall maintain such insurance for a period of at least three (3) years, following completion of the work. If such insurance is discontinued, extended reporting period coverage must be obtained by GRANTEE to fulfill this requirement.

10.6. Additional Insurance Conditions:

- GRANTEE’s policies shall be primary insurance to any other valid and collectible insurance available to STATE with respect to any claim arising out of GRANTEE’s performance under this CONTRACT.
- If GRANTEE receives a cancellation notice from an insurance carrier providing coverage, GRANTEE agrees to notify STATE within five (5) business days with a copy of the cancellation notice, unless GRANTEE’s policies contain a provision that coverage afforded under the policies will not be cancelled without at least thirty (30) days advance written notice to STATE.
- GRANTEE is responsible for payment of CONTRACT related insurance premiums and deductibles.
- STATE shall be named as a certificate holder on applicable policies.
- An Umbrella or Excess Liability insurance policy may be used to supplement GRANTEE’s policy limits to satisfy the full policy limits required by CONTRACT.

11. Governing Law, Jurisdiction and Venue

Minnesota law, without regard to its choice-of-law and provisions, governs the award. Venue for all legal proceedings arising out of the award, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

12. Transferability

The GRANTEE shall not transfer or assign to any party or parties any right(s), obligation(s), or claim(s) under the award without the prior written consent of the STATE. It is understood, however, that GRANTEE remains solely responsible to the STATE for providing the products and services described.

13. Affirmative Action and Nondiscrimination

- A. 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 per

[Minnesota Statutes, section 363A.02](#). The GRANTEE agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.

- B. 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. Minnesota Rules, Part [5000.3500](#).
- C. The GRANTEE agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights (MDHR) issued pursuant to the Minnesota Human Rights Act. It is the GRANTEE's sole responsibility to apply for a workforce certificate and/or equal pay certification if required by MDHR prior to the execution of a grant award.

14. Pre-Award Work and Pre-Award Costs

The GRANTEE understands that no work should begin, and no pre-award costs would be covered under this award until all required signatures have been obtained; an Official Grant Award Notice (OGAN) has been issued and the GRANTEE is notified to begin work by the STATE's program authorized representative or their designee. If an exception to this is determined necessary by STATE, the GRANTEE would be informed in writing or email by the STATE's program authorized representative or designee.

15. GRANTEE's Grant Program Representative

The Grant Applicant's Program Contact Representative will be named on the Official Grant Award Notice (OGAN) or other award information. If the Program Contact Representative or official with authority to sign changes at any time during the grant award period, the Grant Applicant/GRANTEE must immediately notify the STATE.

16. Conflict of Interest

In accordance with the Minnesota Office of Grants Management Policy 08-01, the GRANTEE will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflicts of interest, or personal gain. GRANTEES will maintain and implement written standards of conduct covering conflicts of interest.

17. Voter Registration

The GRANTEE will comply with [Minnesota Statutes, section 201.162](#) by providing voter registration services for its employees and for the public served by the GRANTEE.

18. Contracting Requirements:

- A. [Per Minnesota Statutes, section 471.345](#), GRANTEEs that are municipalities as defined in Subdivision 1 must follow service contracting and bidding requirements as stated including prevailing wage rules for construction work of \$25,000 or more.
- i. Municipalities are encouraged to utilize [Minnesota Statutes, section 471.345, subdivision 8](#) for targeted business procurement where available.
 - ii. Municipalities must not contract with vendors who are suspended or debarred in MN: <https://mn.gov/admin/osp/government/suspended-debarred/>
 - iii. Support documentation for the procurement processes must be retained regardless of the source of funding.
- B. GRANTEEs that are nongovernmental entities must use these guidelines for approved grant budget contracted services based on these thresholds:
- i. Grant-funded services or materials that are expected to cost \$100,000 or more must undergo a formal notice and bidding process.
 - ii. Grant-funded services or materials that are expected to cost between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three (3) verbal quotes or bids.
 - iii. Grant-funded services or materials that are expected to cost between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two (2) verbal quotes or bids or awarded to a targeted vendor.
 - iv. For grant-funded projects that include construction work of \$25,000 or more, prevailing wage rules apply per [Minnesota Statutes, sections 177.41](#) through [177.44](#). The bid request must state the project is subject to *prevailing wage*. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole.
 - v. The GRANTEE must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:
 - [STATE Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List](#)
 - Metropolitan Council's Targeted Vendor list: [Minnesota Unified Certification Program](#)
 - Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: [Central Certification Program](#)

- vi. Notwithstanding B (i) – (v), the STATE may waive bidding process requirements when it is determined there is only one legitimate or practical source for such materials or services and that GRANTEE has established a fair and reasonable price.
- vii. The GRANTEE must maintain:
 - Written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts.
 - Support documentation of the purchasing and/or bidding process utilized to contract services in their financial records, including support documentation justifying a single/sole source bid, if applicable.
- viii. The GRANTEE must not contract with vendors who are suspended or debarred in Minnesota, as shown on this [list](#) of vendors.

19. Amendments, non-waiver, and assignability

- a. Any amendment to an award must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant award, or their successors in office.
- b. If STATE fails to enforce any provision of this Grant Application and Assurances or the Official Grant Award Notice, that failure does not waive the provision or STATE's right to enforce it.
- c. GRANTEE shall neither assign nor transfer any rights or obligations under this agreement without the prior written consent of STATE.

20. Financial Statements

All Non-Governmental Organizations (NGO's) applying for grants in the State of Minnesota must undergo a financial review prior to a grant award made of \$25,000 and higher.

In accordance with [Office of Grants Management Policy 08-06: Financial Review of Nongovernmental Organizations](#), submit one of the following documents with your application if you are a Non-Governmental Organization, based on the following criteria:

- Grant Applicants with annual income of under \$50,000, or who have not been in existence long enough to have a completed IRS Form 990 or audit should submit their most recent board-reviewed financial statements.
- Grant Applicants with total annual revenue of \$50,000 or more and less than \$750,000 should submit their most recent IRS Form 990.
- Grant Applicants with total annual revenue of over \$750,000 should submit their most recent certified financial audit.

For-profit organizations must include a Statement of Financial Position (sometimes called the Balance Sheet), a Statement of Activities, and a Statement of Cash Flows.

21. Accessibility

Any information systems, tools, content, and work products produced under this Agreement, including but not limited to software applications, web sites, video, learning modules, webinars, presentations, etc., whether commercial, off-the-shelf (COTS) or custom, purchased or developed, must comply with the State of Minnesota Accessibility Standard, as updated on June 14, 2018. This standard requires, in part, compliance with the Web Content Accessibility Guidelines (WCAG) 2.0 (Level AA) and Section 508 Subparts A-D.

Information technology deliverables and services offered must comply with the State of Minnesota Accessibility Standard and any documents, reports, communications, etc. contained in an electronic format that GRANTEE delivers to or disseminates for the STATE must be accessible. (The relevant requirements are contained under the “Standards” tab at the link above.) Information technology deliverables or services that do not meet the required number of standards or the specific standards required may be rejected and STATE may withhold payment.

22. Entire Agreement

- a. If any provision of this Grant Application and Assurances is held to be invalid or unenforceable in any respect, the validity and enforceability of the remaining terms and provisions of this Grant Application and Assurances shall not in any way be affected or impaired. The parties will attempt in good faith to agree upon a valid and enforceable provision that is a reasonable substitute and will incorporate the substitute provision in this Grant Application and Assurances according to clause 19a, Amendments.
- b. This Grant Application and Assurances, including the final workplan and budget submitted by the Grant Applicant, in tandem with the Official Grant Award Notice contains all negotiations and agreements between STATE and GRANTEE. No other understanding regarding this grant, whether written or oral may be used to bind either party.

The parties agree that each party has individually had an opportunity to review with a legal representative, and that, in the event of a dispute, the Grant Application and Assurances and Official Grant Award Notice shall not be construed against either party.

23. Other Provisions.

23.1. No Religious Based Counseling. GRANTEE agrees that no religious based counseling shall take place under the auspices of this CONTRACT.

Grant Application Narrative Section

We encourage you to review your responses before submitting to make sure you've answered all of the questions to the best of your ability. The people who review the submission will *not* score based on writing style, use of formal English language, typos, grammar, or spelling.

1. Statement of Need 15 points

Describe the need for grant funding and provide a response to the following items listed below:

1. Please briefly describe your organization's mission and describe relevant experience and history in providing the specific services proposed. Some things to consider including in your response would be how long you've been established, whom you serve, how your organization is set up, the size of your organization, the number of people served, and your funding sources.
2. How will the grant funding enable your organization to begin, expand or enhance existing programs and services to better meet the unique needs of New American individuals pursuing LTC careers?
3. Which track(s) are you applying for? Please describe how you will address the objectives outlined for each track you choose to apply for. Include in your response information that supports the needs of your proposed application (i.e., what you intend to use the funds for).

	Track 1	Track 2	Track 3	Track 4
Award	\$250,000	\$250,000	\$500,000	\$250,000
Track Details	Basic Needs and Supportive Services to Support New Americans in the Long-Term Care Workforce	How Long-Term Care Employers Can Support, Recruit, and Maintain New Americans in the Long-Term Care Workforce	Training, recruitment, mentorship, career education, and pathways to employment for New Americans to enter and build career ladders in the Long-Term Care Workforce	Outreach, recruitment, and coordination between New Americans seeking employment and LTC employers

Grant Applicant Objectives	Describe plans to provide social services to aid New Americans in meeting immediate basic needs and transitioning to self-sufficiency, including housing, food, childcare, transportation, and medical care. Outline organization's experience with providing these services.	Detail strategies to recruit New Americans into Long-Term Care Employment, support their retention, and increase earnings. Include plans for customized occupational English classes, training, mentorship, and cultural skills support for serving diverse populations.	Describe the format and content of proposed training activities for New Americans entering the LTC workforce, along with relevant experience in providing training, recruitment, mentorship, and pathways to employment.	Provide plans for outreach, recruitment, and coordination between New Americans and LTC employers to increase employment access and opportunities, particularly for those facing barriers. Detail how this work will coordinate and connect entities (community organizations, LTC employers, etc.) with New Americans seeking employment in the LTC field.
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Begin narrative answer: [REDACTED]

2. *Capacity of the Applicant* 10 points

Please respond to the below questions as applicable to your organization.

1. What does your organization currently do to support individuals in the LTC workforce and/or to support New Americans?
2. Describe your experience within the LTC workforce, including working with/as New Americans, and why you think that experience will make you successful.
3. What is your organization's experience, if any, with supporting New Americans or other people with achieving employment and career advancement in the long-term care or another health care field?
4. Describe your community engagement and outreach strategies. Include New Americans and organizations who are outreach partners, and methods of conducting outreach and how this strategy is appropriate for the target populations.

5. How does your organization plan to utilize grant funding to expand or enhance services for New Americans in the LTC workforce?
6. Highlight success metrics such as program completion, job placement, retention rates, and average wages earned by participants.
7. Can you describe any specific challenges or gaps in services that your organization aims to address through this grant opportunity?

Begin narrative answer: [REDACTED]

3. Equity Considerations 25 points

1. Describe your agency's activities in creating a mission, vision, values, and diversity, equity, and inclusion initiatives for New American communities.
2. Describe your agency's capacity and commitment to administering the project successfully.
3. Describe the population(s) you intend to serve with this grant funding. Explain how your staff and leadership are reflective of the community, culturally competent, and responsive to the population(s) being served.
4. Describe your agency's experience working with New American communities, if any, and please provide specific population examples.
5. If you do not currently have staff that reflect the priority population(s) or other community connections, please address how the grant funding will give you the chance to hire new staff, engage with the community, or otherwise partner with representatives from New American populations to develop your capacity.
6. Please describe what types of culturally responsive services or supports are needed to help New Americans achieve employment or stay retained in employment?
7. How does your organization ensure culturally competent and linguistically appropriate services for New Americans?
8. How does your organization cultivate trust and rapport with New American communities to facilitate effective engagement and participation in workforce development initiatives?

Begin narrative answer: [REDACTED]

4. Project Goals, Activities, Strategies, Outcomes, and Estimated Timelines: Workplan of the Applicant 25 points

Outline the goals with activities and strategies that work to achieve the expected outcomes and that align with the purpose of this grant opportunity for New Americans in the LTC workforce expected to benefit from the project. Describe activities that will be completed for each Timelines to allow for completion of that activity within the contract period. **If applying for multiple tracks, please include goals, activities, and outcomes for each track applying to.**

Goal 1:

Activity 1:

Activity 2: (remove if not needed or add in more if additional activities)

Expected Outcome and Benefiting Party:

Person Responsible for Activity:

Estimated Timeline:

Begin narrative answer: [REDACTED]

5. Evaluation Plan 10 points

The STATE is committed to funding services that produce a measurable result, outcome or product for the targeted population identified in your application and the people of Minnesota. Evaluations help demonstrate a project's effectiveness and information for future improvements. Evaluations use quantitative data and qualitative data.

1. Please tell us your evaluation plan and how you will determine the success of this project. Include what metrics will be used for measuring success.
2. Please identify short-term and long-term evaluation strategies that will support your project into the future.

Begin narrative answer: [REDACTED]

6. Excel Budget with Descriptions 15 points

Please use the Budget template (Appendix B) to complete this question. Please make sure the budget is clear for each line item, and that there is a clear connection between the budget and the work plan. Costs should be reasonable. Specify the grant amount requested and detail all **necessary and reasonable** expenditures anticipated during the project period that align with the project goals and activities and information outlined in this application by using the TEMPLATE.

If you're applying for more than one track, please complete the budget template for each of the Tracks you're applying for using the TEMPLATE tab provided (Track 1- Track 4). Enter details for the project cost identified for each category line items within each worksheet tab to automatically populate the summary tab. Ensure all entered costs are allowable and reasonable in accordance with what is specified in the grant guidance.

Award amounts will range from \$250K - \$500K. Tracks 1, 2, and 4 are at \$250K each and Track 3 at \$500K. Please provide a detailed 24-month Budget Summary and Budget Detail using the template.

You must use the template provided. Include all proposed costs for all categories (recruitment, assessment, classroom and other instructional components, case management, job development and placement, client tracking, oversight and administration, fiscal management and oversight, reporting) describing every line item and identifying clearly how each has been calculated. **Capital expenses are not allowable under this grant.**

- **Necessary** means it is important to the success of the project. **Reasonable** means you are paying fair market price for the item or services.
- The budget must:
 - Provide clear budget line-item entries that tie to the proposed grant project activities.
 - Demonstrate logical correspondence with grant application narrative.
 - Demonstrate that proposed expenses appear **necessary** and **reasonable** for the success and purpose of the project.

Unallowable Expenses include, but are not limited to:

- **Any expenses that do not directly contribute to the activities in the work plan.**
- **Cash paid directly to clients as an incentive.**

Attach as a separate document.

7. Optional Collaboration Plan 10 additional points

The following section is optional. The New Americans Long-Term Care Workforce grant is committed to collaborative opportunities to enhance the scope and impact of these grant dollars. Organizations are encouraged to collaborate with each other to strengthen the services provided. If applicable, organizations can obtain an additional 10 points in the grant application.

1. If applying as a partnership, please provide a thorough description of the role and responsibilities that each organization will play in delivering services. Highlight how the unique capabilities and resources of each partner will contribute to the project's success.
2. Outline your proposed collaboration plan, including details on any partnerships or alliances with other organizations, community partners, or LTC employers.
3. What past, if any, collaboration experiences does your organization have in similar initiatives aimed at supporting New Americans in the workforce, particularly in the long-term care sector?
4. What strategies will your organization employ to ensure effective communication, coordination, and engagement among all collaborating parties throughout the duration of the project? How will you ensure your communication methods are inclusive and culturally appropriate?

Begin narrative answer: [REDACTED]

Application Maximum Number of Points: 110

Submission Reminder

Application for this funding will be accepted via the online portal only. **Please submit your application no later than May 6, 2024 at 4:00 p.m. Central Time.**

- When you are ready to submit your application, please click this link <https://www.grantinterface.com/Home/Logon?urlkey=mngear> to be connected to the grant application system.
- Once you click the link above, select the “Create New Account” button to register.
- Fill in the required fields on all screens and then create a password.
- You will receive an email from the online grant application system to confirm your User Login account.
- The next step is to click the verification link you received for the referenced email.
- You will then arrive on the “Apply” page.