

Assisted Living Competitive Grant Evaluation Process and Scoring Guide

2026 Grant Timeline

March 16, 2026, online grant application opens.

May 29, 2026, at 11:59 p.m. online grant application closes.

June 1 – Aug. 31, 2026, grant applications reviewed, and awardees selected. *

By Sept. 30, 2026, grants are awarded to selected grantees. *

*Dates subject to change dependent on application volume.

Overview

Assisted Living Competitive Grant applications received by the submission deadline will be evaluated by the Minnesota Department of Health (MDH). The evaluation will be conducted in three phases:

- Phase I: Required Eligibility/Exclusion Criteria Review (Pass/Fail)
- Phase II: Evaluation of Proposed Project or Initiative
- Phase III: Selection of the Successful Applicants

During the evaluation process, all information concerning the grant applications submitted, except for the name of the applicants, will remain non-public and will not be disclosed to anyone whose official duties do not require such knowledge.

Grant applicants will be notified via email regarding the outcome of their grant application after grant awardees are selected. Grant applicants who did not pass Phase I may be notified by MDH sooner at the agency's discretion.

Evaluation Team

MDH will select an evaluation team to evaluate grant applications. MDH and professional staff, other than the evaluation team, may also assist in the evaluation process. This assistance could include, but is not limited to, the eligibility/exclusion criteria review, contacting of references, or answering technical questions from evaluators. MDH reserves the right to alter the composition of the evaluation team and their specific responsibilities to effectively and efficiently administer the grant program. The evaluation team will review the components of each application submitted.

Evaluation Review and Scoring

The evaluation team will review grant applications in three phases:

- Phase I: Eligibility/Exclusion Criteria Review (Pass/Fail)
- Phase II: Evaluation of Application Requirements and Project Proposal
- Phase III: Selection of the Successful Responder(s)

At any time during the evaluation phases, MDH may, at the agency's discretion, contact applicants to provide clarification of their application information. However, there is no guarantee that MDH will look for information or

clarification outside of the submitted written grant application. Therefore, it is important that the applicant ensure that all sections of the application have been completed, the description of the project and budget narrative are detailed, and all expense quotes and supplemental information are submitted with the application.

Submission of incomplete, vague, and inaccurate information could lead to applicants failing the application evaluation phase or having their score reduced for lack of information.

Phase I: Required Eligibility/Exclusion Criteria Review (Pass/Fail)

The Required Eligibility/Exclusion Criteria Review on a pass or fail basis. Applicants must "pass" the following criteria:

- The applicant holds an unencumbered, valid assisted living facility (ALF) or assisted living facility with dementia care license or is an organization or entity with demonstrated experience or knowledge in assisted living operations, compliance, resident needs, or best practices.
- The applicant is not a provisional assisted living license.
- The total grant award request is \$10,000 or greater.
- The request is not for reimbursement of monies already spent or for debts already incurred by the applicant, i.e. the request is for future expenses only.
- The applicant has a valid SWIFT ID number/account.
- Signed Conflict of Interest and Due Diligence forms submitted.

If a grant application does not “pass” each eligibility/exclusion criteria, the grant application will not proceed to Phase II for further evaluation and will be considered ineligible to be awarded a grant.

Phase II: Evaluation of Proposed Project or Initiative

The evaluation team will review the components of each application in Phase II.

Points have been assigned to each of the following grant application component areas:

Application Components	Scoring
Description of the Applicant’s Organization	25
Description of Applicant’s Proposed Project or Initiative	125
Compliance/Quality/Outcome Focus	150
Budget Narrative	175
Diversity in Grant Making	25
TOTAL	500

Description of the Applicant Organization (25 points)

This section should include information about:

- Description of licensee, organization, or entity's programs, activities, and/or services that benefit assisted living residents and their families.
- The number and description of resident population served, or organization membership served.
- Geographic area served.
- Special populations served.

If the applicant is an assisted living facility or assisted living facility with dementia care licensee, the applicant should include a brief history of the licensee's facility and the provision of care and services provided to residents and their families, including the number of residents, geographic area, and any special populations served. If the applicant is an organization or entity (not an ALF/ALFDC licensee, the applicant should include a brief history and description of the organization or entity that demonstrates the applicant's experience or knowledge of assisted living operations, compliance, resident needs, or best practices, including the number of business clients served, geographic reach, and any special populations served.

Description of the Applicant's Project or Initiative (125 Points)

MDH is committed to funding projects or initiatives that produce a measurable result for assisted living residents in Minnesota. The proposed project or initiative should have clear objectives that will be used to measure a grantee's progress and demonstrate the project or initiative's effectiveness at ensuring compliance with assisted living statutes and rules. This section should include:

- A clear and detailed project or initiative description regarding the scope of the project or initiative work with easily measurable targets.
- A detailed and specific project timeline, including implementation of all activities described in the project narrative and completion of the target or initiative.
- A detailed description that demonstrates a strong alignment between the description and supporting documentation, including alignment with projected expenses for the project or initiative, any submitted expense quotes, and dollar amounts requested.
- A detailed description of how the project or initiative will be carried out in an effective and efficient manner, including who will be involved and what resources are required.
- A description of the target population that would benefit from the project or initiative, a thorough explanation of how the target population would benefit, and how that benefit or impact on the target population will be measured.
- A description of the lasting effects produced by the project or initiative, and how the applicant will continue or support the proposed project or initiative outcomes after the conclusion of the grant.

Compliance/Quality/Outcome Focus (150 Points)

This section should include information about how the project or initiative supports or exceeds current and upcoming regulatory requirements and details how the project or initiative will support or substantially improve the delivery of quality of care, safety, and/or promote positive resident health and/or quality of life outcomes for assisted living residents.

- The project or initiative supports or exceeds compliance standards with applicable assisted living laws, rules, and codes, and does not conflict with or lead to noncompliance with applicable assisted living statutes, rules, or codes, if implemented.
 - Greater consideration will be given to projects or initiatives that significantly exceed the minimum regulatory standards.
 - Greater consideration will be given to projects or initiatives that benefits most or all residents at an assisted living facility or most, if not, all constituents of an organization or entity whose project or initiative focus is assisted living.
- The project or initiative substantially improves the quality of care, safety, and/or resident outcomes in a licensed assisted living facility or for assisted living residents across Minnesota.
 - For physical environment projects, greater consideration will be given to projects that substantially improve on-going resident safety for all or most residents at an assisted living facility. Less consideration will be given to projects focused on repairs for normal wear and tear and routine maintenance.
 - Greater consideration will be given to projects or initiatives that benefits most or all residents at an assisted living facility or most, if not, all constituents of an organization or entity whose project or initiative focus is assisted living.

Budget Narrative (175 Points)

MDH cannot pay for projects or initiatives in advance of work, and applicants will need to be able to sustain the service after the grant ends. Grant agreements will be for a 12-month time period. This section should specify the grant amount requested and detail all expenses for the proposed project or initiative by submitting the following information:

- A Due Diligence Review Form is completed.
- Detailed budget narrative that describes and explains what all estimated costs pay for, including costs for itself and any subcontractors.
- The program budget must be complete, reasonably linked to the proposed project or initiative activities listed in the work plan, and must specify how the amounts for each budget item were determined. The budget is reasonable for the activities and outcomes.
- Quotes for project or initiatives are submitted with sufficient detail that specify amounts for each budget item are readily apparent. Quotes submitted from third parties for capital investment projects are Minnesota licensed contractors, subcontractors, and in their appropriate professional field (e.g. electrical, plumbing, construction) with verifiable credentials.
- The budget narrative describes whether the applicant can pay a portion of the expense of the proposed project or initiative if only a portion of the requested dollar amount can be awarded.
- The project or initiative can be sustained after the grant funding is complete.
- The project or initiative will be completed in 12 months if awarded a grant.

Diversity in Grant Making (25 Points)

It is the policy of the State of Minnesota to ensure fairness, precision, equity, and consistency in competitive grant awards. Applications will be reviewed to determine if proposed projects or initiatives serve diverse resident populations and/or the proposed project or initiative has a diversity, equity, and inclusion focus. This section will be scored to determine if the proposed submitted project or initiative meets this special focus area or resident populations.

- The proposed project or initiative supports the following resident populations:
 - Culturally and racially diverse.
 - American Indian/Alaskan Native Elders.
 - Older adults in rural areas.
- Veterans.
 - LGBTQI older adults.
- The proposed project or initiative describes the services provided and outreach methods that will be used to effectively reach or support these resident populations.

Phase III: Selection of Successful Applications.

Only applications found to be responsive under Phases I and II will be considered in Phase III. The evaluation team will review the scoring in making its recommendations of the successful applicants. MDH will review the final scoring, total dollar amounts requested, and number of submissions by any one licensee, owner, or business entity to ensure equity and fairness amongst applicants in the distribution of awards.

MDH may submit a list of detailed comments, questions, and concerns to one or more applicants after the initial Phase II evaluation. MDH will only use written responses for evaluation purposes. The total scores from Phase II for those applicants selected to submit additional information may be revised because of the new information.

In the event contract negotiations are unsuccessful with the selected grant awardees, the evaluation team may proceed with the next highest scored applicant.

After MDH and chosen applicants have successfully negotiated a contract, MDH will notify the unsuccessful applicants in writing via email that a grant will not be awarded to the applicant. All public information within grant applications will then be available for applicants to review, upon request.

Minnesota Department of Health
Health Regulation Division
Assisted Living Licensure
PO Box 3879
St. Paul, MN 55101-3879
651-201-4200
assistedlivinggrant.mdh@state.mn.us
www.health.state.mn.us

3/9/2026

To obtain this information in a different format, call: 651-201-4200.