



2025 Workplace Safety Grants for Health Care Entities

GRANT REQUEST FOR PROPOSAL (RFP)

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04/11/2025

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RFP Part 1: Overview

1.1 General Information

- **Announcement Title:** 2025 Workplace Safety Grants for Health Care Entities
- **Minnesota Department of Health (MDH) Program Website:** [Workplace Safety Grants for Health Care Entities Grant Program - MN Dept. of Health \(https://www.health.state.mn.us/facilities/ruralhealth/funding/grants/index.html#hcwps\)](https://www.health.state.mn.us/facilities/ruralhealth/funding/grants/index.html#hcwps)
- **Application Open:** April 11, 2025
- **Application Deadline:** June 13, 2025

1.2 Program Description

The Workplace Safety Grants for Health Care Entities program, authorized by [2023 Session Law Chapter 70, Article 4, Section 109](#), is established to award grants to increase safety measures in health care settings and establish or expand programs to train staff in health care settings on de-escalation and positive support services. The program is focused on preventing workplace violence. The overarching goal of the Workplace Safety Grants for Health Care Entities program is to make long-term improvements in safety and stability for staff and patients in health care settings.

1.3 Funding and Project Dates

Funding

Funding will be allocated through a competitive process. If selected, you may only incur eligible expenditures when the grant agreement is fully executed, and the grant has reached its effective date, whichever is later.

A total of \$4,400,000 was allocated for this program through June 30, 2027. MDH anticipates administering up to three grant cycles, depending on the availability of funds. Applicants may apply for multiple funding cycles.

Funding	Estimate
Estimated Amount to Grant (this cycle)	\$1,500,000
Estimated Number of Awards	30
Estimated Award Maximum	\$50,000
Estimated Award Minimum	\$25,000

Match Requirement

There is no match requirement for this grant.

Project Dates

- RFP published: April 11, 2025
- Informational webinar: April 24, 2025
- Application due to MDH: June 13, 2025
- Grant distribution announcement: end of July 2025
- Grant agreements begin (estimated): October 1, 2025
- Grant agreements end: September 30, 2026

1.4 Eligible Applicants

The following health care entities are eligible to apply for funding:

- Long-term care facilities
- Acute care hospitals that are staffed for 49 beds or fewer and located in a rural area
- Critical access hospitals
- Medical clinics
- Dental clinics
- Community health clinics

Health care entities with multiple locations may submit a **maximum of three** separate applications for distinct projects happening at different locations or one application covering work that spans multiple locations. The award for each application will not exceed the statutory limit of \$50,000, even if an application includes work at multiple locations.

Grant funds are not transferrable to any other entity. Applicants that are aware of any upcoming mergers, acquisitions, or any other changes in their organization or legal standing, must disclose this information to MDH in their application, or as soon as they are aware of it.

Collaboration

Cross-sector collaboration is an essential component of ensuring ongoing workplace safety for health care entities. Collaboration between health care entities and other partners, such as mental health and social service providers, first responders, professional associations, and community organizations, is highly encouraged.

1.5 Questions and Answers

All questions regarding this RFP must be submitted by email to Health.ORHPC.WorkforceGrants@state.mn.us. All answers will be posted within 5 business days at [Workplace Safety Grants for Health Care Entities Grant Program - MN Dept. of Health \(https://www.health.state.mn.us/facilities/ruralhealth/funding/grants/index.html#hcwps\)](https://www.health.state.mn.us/facilities/ruralhealth/funding/grants/index.html#hcwps).

Please submit questions no later than 4:30 p.m. Central Time on May 23, 2025.

To ensure the proper and fair evaluation of all applications, other communications regarding this RFP including verbal, telephone, written or internet initiated by or on behalf of any

applicant to any employee of the Department, other than questions submitted to as outlined above, are prohibited. **Any violation of this prohibition may result in the disqualification of the applicant.**

RFP Information Meeting

An informational webinar will be held on Thursday, April 24 at 1:00 pm Central Time. [Click here to join the meeting \(https://teams.microsoft.com/l/meetup-join/19%3ameeting_NzE2OTZhNGYtYTY4NC00NTQ4LThmZWQtYTFIZTk2NTE5NGRI%40thread.v2/0?context=%7b%22id%22%3a%22eb14b046-24c4-4519-8f26-b89c2159828c%22%2c%22oid%22%3a%22be8d0f74-1bc9-4cd6-a739-44ad71731a26%22%7d\)](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NzE2OTZhNGYtYTY4NC00NTQ4LThmZWQtYTFIZTk2NTE5NGRI%40thread.v2/0?context=%7b%22id%22%3a%22eb14b046-24c4-4519-8f26-b89c2159828c%22%2c%22oid%22%3a%22be8d0f74-1bc9-4cd6-a739-44ad71731a26%22%7d).

Materials from the meeting, including questions and answers, will be posted at [Workplace Safety Grants for Health Care Entities Grant Program - MN Dept. of Health \(https://www.health.state.mn.us/facilities/ruralhealth/funding/grants/index.html#hcwps\)](https://www.health.state.mn.us/facilities/ruralhealth/funding/grants/index.html#hcwps).

RFP Part 2: Program Details

2.1 Priorities

Health Equity Priorities

It is the policy of the State of Minnesota to ensure fairness, precision, equity, and consistency in competitive grant awards. This includes implementing diversity and inclusion in grant-making. [The Policy on Rating Criteria for Competitive Grant Review](#) establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities and/or disparities.

The Workplace Safety Grants for Health Care Entities program is focused on preventing workplace violence. The overarching goal of the program is to make long-term improvements in safety and stability for staff and patients in health care settings.

Health care entities that serve and work in partnership with diverse communities, including rural communities, LGBTQIA+ communities, communities of color, Indigenous communities, people with disabilities, and refugee, immigrant, and migrant communities, are encouraged to apply.

Applicants are encouraged to propose evidence-based or evidence-informed, creative solutions and models that address the goals of the program. The projects and initiatives developed by grantees may inform future statewide efforts to promote workplace safety and stability for staff and patients in health care settings.

Grant outcomes will include:

- Staff will report feeling safer at work following implementation of grant-funded projects.
- Staff turnover due to workplace safety concerns will decrease. Trends in this longer-term outcome will be predicted by the percentage of staff reporting that they are more likely to stay at their current organization as a result of grant-funded projects.
- Staff will report increased confidence in their ability to mitigate, respond to, and/or report workplace safety incidents.
- Staff will report increased support for staff and patients at their organization to prevent, respond to, and recover from workplace safety incidents, as a result of grant-funded projects.
- Grant-funded projects will begin to contribute to a decrease in the number and severity of safety incidents at grantee workplaces.

Grant outcomes may vary across projects, and grantee organizations may propose additional outcomes to evaluate.

2.2 Eligible Projects

Grants will be awarded to eligible applicants to implement projects that increase safety measures and establish or expand programs to train staff on de-escalation and positive support services in health care settings.

Applicants are encouraged to consider activities that:

- Mitigate the risk of workplace violence.
- Promote effective responses to safety incidents.
- Support the well-being of staff and patients, including during and following incidents of violence and other safety incidents.
- Facilitate the reporting of workplace safety incidents, including incidents of workplace violence.

Resources that may be helpful to applicants include, for example, the [MDH Prevention of Violence in Health Care Toolkit](#) and the American Hospital Association's [Hospitals Against Violence initiative](#) and [Building a Safe Workplace and Community Framework](#).

Planning activities, including retrospective data analysis, are eligible activities, but they must be paired with the implementation of safety measures or programs.

Depending on the needs of their organizations, applicants may consider the types of activities listed below when developing their proposed projects: training, environmental changes, positive support services for staff and patients, and data tracking and reporting. Applicants are not limited to the activities listed here, which are presented as examples, and may propose other types of activities. Applicants are encouraged to be innovative when considering models and approaches that address the goals and outcomes of this grant program.

Examples of Eligible Activities

TRAINING

- De-escalation training
- Incident response training
- Crisis response training
- Self-defense training
- Training on cultural awareness and cross-cultural communication
- Training for staff (and partners, as relevant) on community resources and support services available to patients, families, and visitors
- On-demand training libraries

ENVIRONMENTAL CHANGES

- Changes to the physical environment to improve the flow of patients
- Quiet spaces or calm rooms for staff and/or patients
- Improvements in noise reduction and lighting to promote a calm environment

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- Electronic equipment, such as cameras, radios, panic buttons, and door locking/access systems
- Physical barrier protection

POSITIVE SUPPORT SERVICES FOR STAFF AND PATIENTS

- Counseling services
- Peer support services
- In-person or virtual intervention team to support individuals at risk or in crisis
- Strengthening partnerships with community resources and the referral protocol for connecting patients, staff, families, and visitors with resources
- Post-incident response team to support staff and patients

DATA TRACKING AND REPORTING

- Implementing a workplace safety data tracking and reporting system
- Conducting a review of safety risks and vulnerabilities and compiling lessons learned from past incidents

Please note that any proposed intervention must comply with all applicable state and federal laws and regulations.

Reporting to MDH: Final Workplace Safety Dataset

Grantees will report the following data, along with other program evaluation data, to MDH:

- The number and types of workplace safety incidents that occurred during the grant period.
- The total number of individuals impacted by the grant funds during the grant period.
- Results from pre-project implementation and post-project implementation staff surveys, including:
 - Perception of safety at work following implementation of grant-funded projects.
 - Change in likelihood of staff staying at their current organization following implementation of grant-funded projects.
 - Staff confidence in their ability to prevent, respond to, seek support following, and/or report workplace safety incidents resulting from grant-funded projects.
 - Support for staff and patients to prevent, respond to, recover from, and/or report workplace safety incidents in a timely and satisfactory manner resulting from grant-funded projects.
 - Number and percentage of impacted staff who reported using the intervention to prevent, respond to, or report a workplace violence incident.

MDH may request reporting on longer-term outcomes after the grant period has ended. Data will be used to assess program impact, inform future programs, and report to the Minnesota Legislature.

Additional details regarding the Final Workplace Safety Dataset are outlined in **Attachment B: 2025 Reporting to MDH: Final Workplace Safety Dataset.**

Eligible Expenses

Eligible expenses include but are not limited to:

- Salaries and fringe for staff involved in grant management or project implementation
- Supplies and equipment necessary for project implementation.
- Contractual services necessary for project implementation.
- Other costs directly related to establishing, maintaining, or expanding safety measures and programs to train staff on de-escalation and positive support services.

Ineligible Expenses

Ineligible expenses include but are not limited to:

- Indirect costs
- Solicitating donations
- Taxes, except sales tax on goods and services
- Lobbyists, political contributions
- Bad debts, late payment fees, finance charges, or contingency funds

2.3 Grant Management Responsibilities

Grant Agreement

Each grantee must formally enter into a grant agreement. The grant agreement will address the conditions of the award, including implementation for the project. Grantee should read the grant agreement, sign, and once signed, comply with all conditions of the grant agreement.

No work on grant activities can begin until a fully executed grant agreement is in place and the State's Authorized Representative has notified the Grantee that work may start.

The funded applicant will be legally responsible for assuring implementation of the work plan and compliance with all applicable state requirements including worker's compensation insurance, nondiscrimination, data privacy, budget compliance, and reporting.

Applicants can view a sample grant agreement on the [MDH Grant Resources webpage \(https://www.health.state.mn.us/about/grants/resources.html\)](https://www.health.state.mn.us/about/grants/resources.html).

Accountability and Reporting Requirements

It is the policy of the State of Minnesota to monitor progress on state grants by requiring grantees to submit written progress reports at least annually until all grant funds have been expended and all of the terms in the grant agreement have been met.

Reports will be submitted through the Office of Rural Health and Primary Care online grants portal. Standard invoice and progress report forms will be provided to grantees. Reports will be due 20 days after each quarter ends per the following schedule:

- January 20
- April 20

- July 20
- October 20

Grant Monitoring

Minn. Stat. § 16B.97 and Policy on Grant Monitoring require the following:

- One monitoring visit during the grant period on all state grants over \$50,000.
- Annual monitoring visits during the grant period on all grants over \$250,000.
- Conducting a financial reconciliation of grantee's expenditures at least once during the grant period on grants over \$50,000.

Technical Assistance

MDH is available to provide technical assistance for grantees. MDH will provide forms and templates for invoices and progress reports. It is the grantee's responsibility to meet all obligations in the contract, and to notify MDH and request approval for any changes to these obligations. For assistance, contact the Office of Rural Health and Primary Care at Health.ORHPC.WorkforceGrants@state.mn.us.

Grant Payments

Per State Policy on Grant Payments, reimbursement is the method for making grant payments. All grantee requests for reimbursement must correspond to the approved grant budget. The State shall review each request for reimbursement against the approved grant budget, grant expenditures to-date and the latest grant progress report before approving payment. Grant payments shall not be made on grants with past due progress reports unless MDH has given the grantee a written extension.

The invoicing and payment schedule will be quarterly. Reports will be submitted through the Office of Rural Health and Primary Care online grants portal. Reporting forms will be provided to grantees. Invoices will be due 20 days after each quarter per the following schedule:

- January 20
- April 20
- July 20
- October 20

2.4 Grant Provisions

Affirmative Action and Non-Discrimination Requirements for all Grantees

The grantee agrees to comply with applicable state and federal laws prohibiting discrimination.

Minnesota's nondiscrimination law is the Minnesota Human Rights Act (MHRA) (Minn. Stat. § 363A); See e.g. Minn. Stat. § 363A.02 (<https://www.revisor.mn.gov/statutes/cite/363A.02>). The MHRA is enforced by the Minnesota Department of Human Rights (<https://mn.gov/mdhr/>).

Some, but not all, MHRA requirements are reflected below. All grantees are responsible for knowing and complying with nondiscrimination and other applicable laws.

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.

The grantee agrees not to discriminate in public accommodations because of race, color, creed, religion, national origin, sex, gender identity, sexual orientation, and disability.

The grantee agrees not to discriminate in public services because of race, color, creed, religion, national origin, sex, gender identity, marital status, disability, sexual orientation, and status with regard to public assistance.

The grantee agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.

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. Minn. Rules, part [5000.3550](#).

Audits

Per [Minn. Stat. § 16B.98](#), subd. 8, the grantee's books, records, documents, and accounting procedures and practices of the grantee or other party that are relevant to the grant or transaction are subject to examination by the granting agency and either the legislative auditor or the state auditor, as appropriate. This requirement will last for a minimum of six years from the grant agreement end date, receipt, and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

Conflicts of Interest

MDH will take steps to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers per [Minn. Stat. § 16B.98](#) and the Office of Grants Management's Policy 08-01, "Conflict of Interest Policy for State Grant-Making."

Applicants must complete the Applicant Conflict of Interest Disclosure form and submit it as part of the completed application. Failure to complete and submit this form will result in disqualification from the review process.

Organizational conflicts of interest occur when:

- a grantee or applicant is unable or potentially unable to render impartial assistance or advice

- a grantee's or applicant's objectivity in performing the grant work is or might be otherwise impaired
- a grantee or applicant has an unfair competitive advantage

Individual conflicts of interest occur when:

- an applicant, or any of its employees, uses their position to obtain special advantage, benefit, or access to MDH's time, services, facilities, equipment, supplies, prestige, or influence
- An applicant, or any of its employees, receives or accepts money, or anything else of value, from another state grantee or grant applicant with respect to the specific project covered by this RFP/project.
- An applicant, or any of its employees, has equity or a financial interest in, or partial or whole ownership of, a competing grant applicant organization.
- An applicant, or any of its employees, is an employee of MDH or is a relative of an employee of MDH.

In cases where a conflict of interest is perceived, disclosed, or discovered, the applicants or grantees will be notified and actions may be pursued, including but not limited to disqualification from eligibility for the grant award or termination of the grant agreement.

Non-Transferability

Grant funds are not transferrable to any other entity. Applicants that are aware of any upcoming mergers, acquisitions, or any other changes in their organization or legal standing, must disclose this information to MDH in their application, or as soon as they are aware of it.

Public Data and Trade Secret Materials

All applications submitted in response to this RFP will become property of the State. In accordance with [Minn. Stat. § 13.599](#), all applications and their contents are private or nonpublic until the applications are opened.

Once the applications are opened, the name and address of each applicant and the amount requested is public. All other data in an application is private or nonpublic data until completion of the evaluation process, which is defined by statute as when MDH has completed negotiating the grant agreement with the selected applicant.

After MDH has completed the evaluation process, all remaining data in the applications is public with the exception of trade secret data as defined and classified in [Minn. Stat. § 13.37](#), subd. 1(b). A statement by an applicant that the application is copyrighted or otherwise protected does not prevent public access to the application or its contents. ([Minn. Stat. § 13.599](#), subd. 3(a)).

If an applicant submits any information in an application that it believes to be trade secret information, as defined by [Minn. Stat. § 13.37](#), the applicant must:

- Clearly mark all trade secret materials in its application at the time it is submitted,

- Include a statement attached to its application justifying the trade secret designation for each item, and
- Defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless MDH and the State of Minnesota, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense.
- This indemnification survives MDH's award of a grant agreement. In submitting an application in response to this RFP, the applicant agrees that this indemnification survives as long as the trade secret materials are in possession of MDH. The State will not consider the prices submitted by the responder to be proprietary or trade secret materials.

MDH reserves the right to reject a claim that any particular information in an application is trade secret information if it determines the applicant has not met the burden of establishing that the information constitutes a trade secret. MDH will not consider the budgets submitted by applicants to be proprietary or trade secret materials. Use of generic trade secret language encompassing substantial portions of the application or simple assertions of trade secret without substantial explanation of the basis for that designation will be insufficient to warrant a trade secret designation.

If a grant is awarded to an applicant, MDH may use or disclose the trade secret data to the extent provided by law. Any decision by the State to disclose information determined to be trade secret information will be made consistent with the Minnesota Government Data Practices Act ([Ch. 13 MN Statutes](#)) and other relevant laws and regulations.

If certain information is found to constitute trade secret information, the remainder of the application will become public; in the event a data request is received for application information, only the trade secret data will be removed and remain nonpublic.

2.5 Review and Selection Process

Review Process

Funding will be allocated through a competitive process with review by a committee representing content specialists. The review committee will evaluate all eligible and complete applications received by the deadline.

MDH will review all committee recommendations and is responsible for award decisions. **The award decisions of MDH are final and not subject to appeal.** Additionally:

- MDH reserves the right to withhold the distribution of funds in cases where proposals submitted do not meet the necessary criteria.
- The RFP does not obligate MDH to award a grant agreement or complete the project, and MDH reserves the right to cancel this RFP if it is considered to be in its best interest.
- MDH reserves the right to waive minor irregularities or request additional information to further clarify or validate information submitted in the application, provided the application, as submitted, substantially complies with the requirements of this RFP. There is, however, no guarantee MDH will look for information or clarification outside of

the submitted written application. Therefore, it is important that all applicants ensure that all sections of their application are complete to avoid the possibility of failing an evaluation phase or having their score reduced for lack of information.

Selection Criteria and Weight

The review committee will be reviewing each applicant on a 100-point scale. A standardized scoring system will be used to determine the extent to which the applicant meets the selection criteria.

The scoring factors and weight that applications will be judged are detailed in **Attachment A: Application Evaluation Criteria**.

Grantee Past Performance and Due Diligence Review Process

- It is the policy of the State of Minnesota to consider a grant applicant's past performance before awarding subsequent grants to them.
- State policy requires states to conduct a pre-award risk assessment prior to a grant award. Additional information may be required for proposed budgets of \$50,000 and higher to a potential applicant in order to comply with [Policy on Pre-Award Risk Assessment for Potential Grantees](#).

Notification

MDH anticipates notifying all applicants via email of funding decisions in late July 2025.

RFP Part 3: Application and Submission Instructions

3.1 Application Deadline

All applications **must** be received by MDH no later than 4:30 p.m. Central Time on June 13, 2025.

Late applications will not be accepted. It is the applicant's sole responsibility to allow sufficient time to address all potential delays caused by any reason whatsoever. MDH will not be responsible for delays caused by mail, delivery, computer, or technology problems.

Acknowledgement of application receipt. The online [Grants Portal](https://www.grantinterface.com/Home/Logon?urlkey=mdh) (<https://www.grantinterface.com/Home/Logon?urlkey=mdh>) will send an automated email to the user who submitted the application to confirm the submission of your application. Additionally, the application status will change from "Draft" to "Submitted" on the Applicant Dashboard and record the date the application was submitted. If the application is still in draft status by the application deadline, you will no longer be able to edit or submit the application. If you do not receive an automated email confirming submission or encounter any other issues with the online application submission, please contact us promptly at health.orhpc.workforcegrants@state.mn.us.

3.2 Application Submission Instructions

ORHPC requires application submissions to be made through an online [Grants Portal](https://www.grantinterface.com/Home/Logon?urlkey=mdh) (<https://www.grantinterface.com/Home/Logon?urlkey=mdh>). Please reference the ORHPC [Grantee Guide](https://www.health.state.mn.us/facilities/ruralhealth/funding/grants/docs/2022grantguide.pdf) (<https://www.health.state.mn.us/facilities/ruralhealth/funding/grants/docs/2022grantguide.pdf>) for information on account creation, password recovery, application creation, and collaboration.

Read RFP Part 4: Application Guidance within this RFP document for instructions on how to address the application questions in the [Grants Portal](https://www.grantinterface.com/Home/Logon?urlkey=mdh) (<https://www.grantinterface.com/Home/Logon?urlkey=mdh>).

If you have any questions, please contact us at health.orhpc.workforcegrants@state.mn.us.

3.3 Application Instructions

You must complete all required fields in the online application form and submit all required attachments for your application to be considered complete.

Incomplete applications will be rejected and not evaluated.

Applications must include all required application materials, including attachments. Do not provide any materials that are not requested in this RFP, as such materials will not be considered nor evaluated. **MDH reserves the right to reject any application that does not meet these requirements.**

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By submitting an application, each applicant warrants that the information provided is true, correct, and reliable for purposes of evaluation for potential grant award. The submission of inaccurate or misleading information may be grounds for disqualification from the award, as well as subject the applicant to suspension or debarment proceedings and other remedies available by law.

All costs incurred in responding to this RFP will be borne by the applicant.

RFP Part 4: Application Guidance

Section 1. Organization and Applicant Information

Basic information about the applicant entity is requested, including legal and business name, address, and tax identification information for contracting purposes.

Section 2. Project Information

This section requests contact information for the organization, including the Authorized Organization Representative.

Section 3. Organization Background and Capacity

Organization Type

Indicate what type of organization the applicant entity is: Long-term Care Facility, Acute Care Hospital Staffed for 49 Beds or Fewer Located in Rural Area, Critical Access Hospital, Medical Clinic, Dental Clinic, Community Health Clinic.

Organization Overview

Provide a brief overview of your organization's history, location(s), and service area(s). Describe your organization's staffing and administrative structure, including the number and type of employees. Describe any unique characteristics or circumstances pertaining to your organization.

Collaborating Partners

If your proposed project involves collaboration among entities, provide a brief overview of each entity contributing significantly to the project.

Work with Diverse Communities

Describe how your organization tailors services to the unique needs of rural communities; LGBTQIA+ communities; communities of color; Indigenous communities; people with disabilities; refugee, immigrant, and migrant communities; and/or other diverse communities in your service area in partnership with those communities.

Workplace Safety Data

Give an overview of workplace safety data for the past three years, specifically data on incidents or threats of violence.

Workplace Safety Perceptions

Provide information about employees' current perceptions of safety in the workplace. How have safety incidents and employees' perceptions of workplace safety affected the work of your organization?

Current Capacity to Mitigate and Respond to Workplace Safety Incidents

Describe your organization's current policies and procedures to mitigate, respond to, and track workplace safety incidents, in particular incidents or threats of violence. Describe your organization's support for staff and patients following safety incidents. Include information about resources, tools, and partnerships your organization uses for these purposes.

Section 4. Project Narrative and Work Plan

Proposed Project

Describe your proposed project. What will be done, how will it be done, and who will do it? How much of this work is ongoing at your organization, and how much will be new? Which needs will your project address, particularly with respect to violence prevention?

Activity Types

Indicate the types of activities your project includes (select all that apply): Training, Environmental Changes, Positive Supports for Staff and Patients, Data Tracking and Reporting, Other (please describe)

Aspects of Workplace Safety

Indicate the aspects of workplace safety that your project addresses (select all that apply): Mitigating Risk/Preventing, Responding Effectively, Supporting Staff and Patients, Facilitating Reporting of Incidents.

Individuals Impacted by Grant Project

Define which individuals will be considered impacted by your grant project and indicate how you will count them. Provide an estimate of the number of individuals to be impacted by the grant project. Example 1: Training: Newly trained staff will be considered impacted, and they will be counted via a training attendance log. Estimate that 45 individuals will be impacted. Example 2: Environmental Changes (new key fob entry): The number of staff given new key fobs will be counted as impacted, and they will be counted via a log of who received a new key fob. Estimate that 30 individuals will be impacted.

Evidence Supporting Project

Describe and cite the evidence informing your project. How does this evidence show that your project has the potential to achieve one or more outcomes of this grant program? Applicants

are encouraged to be innovative when considering models and approaches that advance program outcomes and may refer to a variety of sources and types of evidence.

Long-term Improvements in Safety and Stability

How will your project lead to long-term improvements in safety and stability for staff and patients at your organization?

Project Evaluation

Describe how you will collect and report the data required by MDH for the Final Workplace Safety Dataset (see Attachment B). Describe any other measures you will use to evaluate your project. How will you make changes based on evaluation results, particularly if the measures do not seem to be effective?

Project Sustainability

Describe your plan for maintaining your project after the grant period ends.

Work Plan

List key project activities. For each activity, indicate the title/position of each person who will be involved, the grant program outcome(s) addressed, and the expected timeline. Your work plan should include collecting and reporting the data required for this program.

Section 5: Budget & Budget Narrative

Provide a detailed justification of the estimated expenses to successfully meet the goals of the proposed project.

Budget Line Item

Provide the amount of grant funds requested in the appropriate fields for each budget area.

Budget categories include:

- **Salary:** Salaries should include the costs of personnel who work directly for the applicant and are paid a salary or wage directly from the applicant organization. This should not include administrative staff included in the indirect rate. Salaries can be calculated and described in the Budget Narrative as an hourly wage with total hours estimated to be spent on the project, or an annual salary with the estimated percentage of the total FTE.
- **Fringe:** This category includes share of payroll tax, health insurance costs, Medicare/Medicaid, etc. for employees billed to this grant under the Salary category. If the applicant has expenses in this category, they should explain how they were calculated in the Budget Narrative. This is often calculated at a percentage of salary. Example: \$50,000 x 25% fringe = \$12,500
- **Travel:** This category includes travel expenses necessary to complete the grant project.
- **Supplies:** This category includes supplies needed specifically for the grant project. It cannot include existing program expenses.

- **Contracted Services:** This category includes expenses for individuals or organizations the applicant contracts with to complete the project.
- **Equipment:** This category includes funding used to purchase equipment. Equipment has a value of \$10,000 or more per item. Items below \$10,000 are considered supplies.
- **Other expenses:** Use the Other category for expenses that do not fit in the rest of the budget categories.

Section 6: Required Attachments

Audited Financial Statements

Please upload a copy of the most recent independent audit into the online application. If the audit encompasses multiple entities within a system or umbrella organization, please provide additional financial information, such as an income statement, specific to the applicant entity.

Due Diligence

Please complete the [Due Diligence Form](https://www.health.state.mn.us/about/grants/duediligence.pdf) (<https://www.health.state.mn.us/about/grants/duediligence.pdf>) and attach to the online application form. Community Health Boards and Tribal Nations do not need to submit this form as part of their application. If the entity is required to submit a Due Diligence form, a Section 6a or 6b will become available to allow submission of the form and any accompanying attachments such as audited financial statements.

Section 7: Applicant Conflict of Interest Disclosure

Applicants will complete a Conflict of Interest Disclosure form in the online application. See a copy of the form on the [MDH Grant Resources webpage](https://www.health.state.mn.us/about/grants/resources.html) (<https://www.health.state.mn.us/about/grants/resources.html>).

RFP Part 5: Attachments

- Attachment A: Application Evaluation Criteria
- Attachment B: Reporting to MDH: Final Workplace Safety Dataset

Attachment A: Application Evaluation Criteria

A numerical scoring system will be used to evaluate eligible applications. Scores will be used to develop final recommendations.

Applicants are encouraged to score their own application using the evaluation score sheet before submitting their application. This step is not required, but may help ensure that applications address the criteria evaluators will use to score applications.

ORGANIZATION BACKGROUND AND CAPACITY

Evaluation Criteria	Score	Reviewer Comments: Strengths/Weaknesses
Application presents a clear, detailed description of the organization and its employees.	/5	
Collaborating partners bring complementary strengths to the project and have clearly defined roles.	/5	
Organization has strong experience tailoring services to diverse communities in partnership with those communities.	/10	
Application provides a thorough overview of data from past three years on incidents or threats of violence, as well as clear, specific information on employees' perceptions of safety in the workplace.	/5	
Applicant thoughtfully discusses how safety incidents and employees' perceptions of workplace safety have affected the organization's work.	/5	
Applicant thoroughly and insightfully describes current capacity to mitigate and respond to workplace safety incidents.	/5	
Total points for this section	/35	

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PROJECT NARRATIVE AND WORK PLAN

Evaluation Criteria	Score	Comments: Strengths/Weaknesses
Proposed project is described clearly, with sufficient detail.	/5	
Application identifies the needs addressed by project, particularly with respect to violence prevention, and shows how project will address them.	/5	
Application presents compelling evidence to demonstrate that project has the potential to achieve one or more of the grant program's outcomes.	/10	
Application demonstrates clearly how project will lead to long-term improvements in safety and stability for staff and patients.	/10	
Application describes effective methods for collecting and reporting data required for the Final Workplace Safety Dataset. This includes a clear, reasonable plan for counting individuals impacted by grant project.	/10	
Applicant has thoughtful plan for making changes in response to evaluation results.	/5	
Application presents a sound plan for sustaining program beyond the grant period.	/5	
Work plan is clear and feasible and will advance program goals.	/5	
Total points for this section	/55	

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BUDGET NARRATIVE

Evaluation Criteria	Score	Comments: Strengths/Weaknesses
Budget and narrative are clear, with enough detail to understand why each cost is included.	/5	
Proposed expenses seem reasonable and align with the goals and requirements of this program.	/5	
Total points for this section	/10	
Total Score	/100	

Attachment B: Reporting to MDH: Final Workplace Safety Dataset

Grantees will report the following data to MDH along with their final Program Activity and Narrative Report at the end of the grant period.

- **The number and types of workplace safety incidents that occurred during the grant period.**
- **The total number of individuals impacted by the grant project during the grant period.**
 - Applicants will define who will be considered impacted and how they will be counted. Applicants will estimate the number to be impacted in the grant application. Grantees will report the total number impacted in the Final Workplace Safety Dataset.

Results from pre-project implementation/post-project implementation staff surveys, including:

- **Perception of safety at work resulting from grant-funded projects.**
 - Pre-Question 1: Please indicate your perceived level of safety in your workplace currently.
 - Pre-Response Options: Very Unsafe, Unsafe, Safe, Very Safe
 - Post-Question 1: Please indicate your perceived level of safety in your workplace following the implementation of the Workplace Safety grant-funded project at your location.
 - Post-Response Options: Very Unsafe, Unsafe, Safe, Very Safe
- **Change in likelihood of staff staying at their current organization following implementation of grant-funded projects.**
 - Pre-Question 2: Please indicate how strongly you agree with the following statement: Feeling safe at work is an important factor when deciding to stay at my organization.
 - Pre-Response Options: Strongly Disagree, Disagree, Agree, Strongly Agree
 - No Post-Question
 - Pre-Question 3: Please indicate the likelihood that you will stay at your current organization for the next two years.
 - Pre-Response Options: Very Unlikely to Stay, Unlikely to Stay, Likely to Stay, Very Likely to Stay
 - Post-Question 2: Please indicate the likelihood that you will stay at your current organization for the next two years following the implementation of the Workplace Safety grant-funded project at your location.
 - Post-Response Options: Very Unlikely to Stay, Unlikely to Stay, Likely to Stay, Very Likely to Stay
- **Staff confidence in their ability to prevent, respond to, seek support following, and/or report workplace safety incidents resulting from grant-funded projects.** *Grantees should*

base the wording of this question on their response to the Aspects of Workplace Safety prompt in the grant application. If the grantee’s project includes multiple aspects of workplace safety, grantees should develop one staff confidence question per aspect selected.

- Pre-Question 4: Please indicate how strongly you agree with the following statement: I feel confident in my ability to *(prevent/respond to/seek support following/report)* workplace safety incidents.
 - Pre-Response Options: Strongly Disagree, Disagree, Agree, Strongly Agree
- Post-Question 3: Please indicate how strongly you agree with the following statement: I feel confident in my ability to *(prevent/respond to/seek support following/report)* workplace safety incidents following the implementation of the Workplace Safety grant-funded project at my location.
 - Post-Response Options: Strongly Disagree, Disagree, Agree, Strongly Agree
- **Support for staff and patients to prevent, respond to, recover from, and/or report workplace safety incidents in a timely and satisfactory manner resulting from grant-funded projects.** *Grantees should base the wording of this question on their response to the Aspects of Workplace Safety prompt in the grant application. If the grantee’s project includes multiple aspects of workplace safety, grantees should develop one staff confidence question per aspect selected.*
 - Pre-Question 5: Please indicate how strongly you agree with the following statement: I feel confident in my organization’s ability to *(prevent/respond to/support staff following/report)* workplace safety incidents in a timely and satisfactory manner.
 - Pre-Response Options: Strongly Disagree, Disagree, Agree, Strongly Agree
 - Post-Question 4: Please indicate how strongly you agree with the following statement: I feel confident in my organization’s ability to *(prevent/respond to/support staff following/report)* workplace safety incidents in a timely and satisfactory manner following the implementation of the Workplace Safety grant-funded project at my location.
 - Post-Response Options: Strongly Disagree, Disagree, Agree, Strongly Agree
- **Number and percentage of impacted staff who reported using the grant-funded project to prevent, respond to, or report a workplace violence incident.**
 - No Pre-Question
 - Post-Question 5: Please report the number and percentage of impacted staff who report having used the organization’s grant-funded project for its intended purpose.
 - Example 1: Training: The number of newly trained staff who have deployed the training during the grant period.
 - Example 2: Environmental Changes (new key fob entry project): The number of staff given new key fobs who have used the key fobs for their intended purpose.

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- Please note that low utilization may indicate a safer work environment in some cases. For example, a low percentage of impacted staff who report deploying a de-escalation training may indicate a safer work environment with less need for de-escalation intervention.