



AGE-FRIENDLY MINNESOTA – COMMUNITY GRANTS

Table of Contents

SECTION 1: GRANT OVERVIEW	3
A. Purpose and Outcome of the Grant Opportunity	3
B. Eligibility Criteria.....	3
C. Funding Available	4
D. Grant Period	4
E. State’s Right to Cancel	4
F. General Information.....	4
1. Project Information and Background	4
2. Specific Program Expectations	9
3. General Expectations of Grantees	10
4. Resources for Grant Applicants.....	10
G. Grant Application Components.....	11
1. Coversheet	11
2. Application Narrative Components and Budget.....	11
3. Assurances – Standard and Program-Specific	11
4. Applicant Questions	11
5. Application Submission and Signature.....	12
6. Public Data	13
H. Application Screening and Review Process	13
Phase 1: Screening.....	13

Phase 2: Application Components Scored.....	13
Phase 3: Pre-Award Risk Assessment.....	13
Phase 4: Award Decisions	14
SECTION 2: COVERSHEET AND ASSURANCES.....	15
A. Cover Sheet.....	15
B. ASSURANCES	17
1. Survival of Terms	17
2. Use of Funds	17
3. Time	17
4. Financial and Administrative Provisions.....	18
5. Liability.....	18
6. Intellectual Property Rights	18
7. Publicity and Endorsement	20
8. Information Privacy and Security.....	20
9. Data Disclosure.....	21
10. Worker’s Compensation & Insurance.....	21
11. Governing Law, Jurisdiction and Venue.....	23
12. Transferability	23
13. Affirmative Action and Nondiscrimination.....	23
14. Pre-Award Work and Pre-Award Costs	24
15. Grantee’s Grant Program Representative	24
16. Conflict of Interest	24
17. Voter Registration	25
18. Contracting Requirements:	25
19. Amendments, non-waiver, and assignability	26

20. Financial Statements..... 26

21. Other Provisions 27

22. Entire Agreement 27

SECTION 3: GRANT APPLICATION..... 29

 A. Grant Application Narrative Section..... 29

 B. Submission Reminder and Checklist..... 33

AGE-FRIENDLY MINNESOTA COMMUNITY GRANTS SFY23-24

TO: Grant Applicants

FROM: Department of Human Services (DHS)

ACTION: Signed and submitted applications must be received via email to Brenda Mesaros at MN.DHS.AgeFriendlyMN@state.mn.us by **February 6, 2023, no later than 10:00 a.m. Central Time.**

The “application” includes the entire Grant Application and Assurances. Supporting documents are requested as applicable.

SECTION 1: GRANT OVERVIEW

A. Purpose and Outcome of the Grant Opportunity

This grant opportunity is funded through the Minnesota Legislature Laws of [Minnesota 2021, 1st Spec. Sess. chapter 7, article 17, sections 2 and 8.](#)

The Age-Friendly Minnesota (AFMN) Council, in cooperation with the MN Department of Human Services, is offering Community Grants to help communities work on age-friendly projects and become better places for all Minnesotans to grow older. (**Note:** AFMN Technical Assistance Provider (TAP) Grants were recently funded through a separate grants process and are designed to assist Community Grantees.) The Council is committed to making Diversity, Equity, Inclusion, and Accessibility (DEIA) the foundation of AFMN, including in this grants program.

B. Eligibility Criteria

- Applicants must reside or conduct business within the state of Minnesota.
- Applicants embrace the community values that demonstrate a commitment to diversity, equity, and inclusion.
- Grant applicants may be one of the following: 501(c)(3) organization, a unit of government, a university, a public entity, a business, or a sole proprietor.
- Projects will promote age-friendly communities and initiatives. (Details in next paragraph.)

AFMN Grant awards **will fund** efforts to create, improve, or expand innovative systems, programs, built environments, and other initiatives that contribute to age-friendly communities.

Examples of eligible efforts include but are not limited to: conducting needs assessments; developing plans; implementing an age-friendly framework; community engagement; improvements to the built

environment (such as sidewalks, public buildings, etc.); and research. (See Section 2.A for more details.)

Note: Because the AFMN Grant Program focuses on systems and environment changes, it **will not fund** direct services to older adults, including those provided through the Elderly Waiver or Alternative Care programs; Older Americans Act; and Medicaid Services. Examples of such services include case management, chore services, caregiver services, transportation services, and health promotion programs. [Click here](#) for a comprehensive list.

(URL: https://public.mnagingproviders.org/-/media/public/policy-questions-docs/older_americans_act_and_medicaid_services.docx?la=en)

C. Funding Available

The Department of Human Services (DHS) estimates that **two million nine hundred thousand dollars (\$2,900,000)** is available for a one-time grant program to advance age-friendly communities' efforts through March 31, 2024. The grants include two closely linked categories: Technical Assistance Provider (TAP) Grants and Community Grants. (**Note:** TAP Grants were funded previously through a separate grants process.)

The maximum Community Grant award may not exceed ninety-nine thousand dollars (\$99,000).

The State reserves the right to offer grant amounts that differ from the Grant Applicant's request, or the maximum identified above. Any grantee awarded more than fifty thousand dollars (\$50,000) will be subject to additional monitoring.

D. Grant Period

The term of the initial **Community Grant period** is anticipated to be from **April 3, 2023** through **March 31, 2024**.

Options for extensions/continuation awards will be considered at the State's discretion.

E. State's Right to Cancel

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

F. General Information

1. Project Information and Background

A. Age-Friendly Minnesota (AFMN) Grant Program

The Age-Friendly Minnesota (AFMN) Grant Program was funded by the Minnesota Legislature in recognition of Minnesota’s demographic shifts to an older population, and the need for new approaches to, and greater investment in, community-level work related to aging.

The Council has made **Diversity, Equity, Inclusion, and Accessibility (DEIA)** the foundation of Age-Friendly Minnesota and wants to ensure that underserved groups will benefit from the AFMN Grants Program. These groups include, but are not limited to, older adults who:

1. are low-income
2. identify as indigenous American Indian
3. identify as Black, African American, Asian, Latinx
4. identify as Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, and Asexual (LGBTQIA+)
5. are new immigrants and/or refugees
6. have limited English proficiency
7. live in rural areas
8. are veterans
9. have disabilities.

B. AFMN Grant Program: Community Grants

Individuals, organizations, and communities (defined below) can apply for AFMN Community Grants to develop plans, policies, programs, and environments that promote the dignity, autonomy, and inclusion of older Minnesotans. This includes, but is not limited to, efforts to adopt and implement frameworks such as Age-Friendly Communities, Health Systems, Universities, or Public Health. (**Note:** AFMN Community Grants **will not** fund direct services to older adults. See Eligibility Criteria in Section 1B for more detail.)

The AFMN Council defines communities broadly and includes neighborhoods, towns, cities, counties, tribes, affinity groups, faith communities, and others.

Community Grant Applicants may apply for grants between one thousand dollars (\$1,000) and ninety nine thousand dollars (\$99,000) for a 12-month grant cycle (April 3, 2023-March 31, 2024).

C. Support available through AFMN Technical Assistance Provider (TAP) Grants

Community Grant applicants/grantees who need support in applying for and/or implementing their grant projects may receive no-cost technical assistance from AFMN Technical Assistance Provider (TAP) Grantees. (**Note:** TAP Grantees were funded through a separate grant process.)

TAP Grantees will use their experience and expertise to help Community Grant applicants/grantees who have limited experience or capacity related to applying for or implementing a grant project.

Note: Community Grant applicants who would like TAP assistance with their application and/or grant project must notify AFMN by emailing Brenda Mesaros at

MN.DHS.AgeFriendlyMN@state.mn.us between January 13 – 19, 2023 to be considered and potentially matched with a consultant. In your email, please include the following:

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

While every effort will be made to provide Community Grant applicants with needed support, requesting assistance does not guarantee that an applicant will receive assistance.

D. AFMN Grants Funding Areas

Funding Areas The Funding Areas were noted by the Minnesota Legislature. The Funding Areas are interconnected; a single grant project may create benefits in more than one area.	Approaches The following approaches are examples of the types of activities that may be supported through the AFMN Grants. The approaches may be applied to any and all Funding Areas. (This list is not exhaustive).
<ul style="list-style-type: none"> a. Health and social services b. Transportation access c. Safe and affordable housing d. Social connection and inclusion e. Ageism and racism f. Outdoor spaces and buildings g. Communications and access to technology h. Opportunities to stay engaged and financially secure i. Emergency preparedness 	<ul style="list-style-type: none"> • Advancing equity • Access • Advocacy • Awareness/Communication • Coordination • Engagement • Policy • Programs/Activities • Research • Training/Education

Communities may also use funds to adopt and implement frameworks such as Age-Friendly Communities, Health Systems, Universities, or Public Health. Communities could also adopt other frameworks or processes to begin or expand age-friendly work.

Additional information on each Funding Area is listed below:

a. Health and Social Services

Increase older adults' access to healthcare and supportive services. Project examples *include but are not limited to:*

- Strengthen coordination between key partners—such as healthcare providers, social service providers, and other community partners—to improve and streamline care for older adults
- Identify and develop strategies to remove barriers to healthcare access
- Gather data or analyze existing data related to health disparities and use it to create a community data dashboard

b. Transportation Access

Increase transportation independence for older adults. Project examples *include, but are not limited to:*

- Assess transportation options for older adults to identify gaps and opportunities
- Efforts that improve pedestrian and/or cyclist safety and encourage walking and biking
- Innovative approaches that create transportation solutions and choices for older adults

c. Safe, Affordable Places to Live

Improve access to safe and affordable housing options. Project examples *include but are not limited to:*

- New cross-sector collaborative efforts to develop age-friendly housing strategies or policies
- Research efforts to study older adults at risk of homelessness
- Innovative housing models that create more choices for people with different preferences, circumstances, and income levels.
- Efforts that focus on universal design and creating homes for all ages and abilities

d. Social Connection and Inclusion

Increase and strengthen social connection and inclusion of older adults. Project examples *include but are not limited to:*

- Social activities that are affordable and include all ages
- Creation of public spaces or public art that encourage social interaction and multi-generational use
- Intergenerational activities that build connection between youth and older adults

e. Ageism and Racism

Advance work that dismantles ageism and breaks down barriers of systemic racism. Project examples *include but are not limited to:*

- Increase community awareness of ageism and racism through a public information campaign or similar
- Hold community events that enable education, information and/or shared experiences related to ageism and racism
- Provide trainings for organization staff, community members, and/or other groups related to ageism and racism

f. Outdoor Spaces and Buildings

Create or promote physical spaces, indoors and out, that are safe, inviting and designed for use by people of all ages and abilities, especially older adults. Projects *include but are not limited to:*

- Improving parks, outdoor gathering spaces, and pedestrian infrastructure to make them more appealing and usable by all
- Providing outdoor equipment, indoor walking tracks, or other interactive gathering spaces that allow for socializing and physical activity
- Develop a policy that outlines inclusive, age-friendly design requirements for outdoor spaces and/or buildings to make them safe and convenient for all users

g. Communication and Information Technology Access

Connect older adults to information, resources, and other people in new or expanded ways. Project examples *include but are not limited to:*

- Develop accessible communications strategies for resources such as printed materials, website, digital media, translation efforts, etc.
- Training and technical support related to using the internet
- Innovative approaches to reaching older adults with important information

h. Opportunities to Stay Engaged and Financially Secure

Support or create opportunities for older adults to work for pay, volunteer, and/or otherwise contribute to the community and local economy, while also gaining a sense of purpose and/or additional income. Project examples *include but are not limited to:*

- Engaging with local businesses and others to raise awareness of the value of older workers and encourage age-friendly recruiting and hiring
- Pilot projects related to older adult engagement in the community, public awareness or education related to long-term financial planning, etc.

- Innovative volunteering models, such as volunteers “banking” hours that can be traded for desired services, or additional volunteer training that builds volunteer capacity to serve the community

i. Emergency Preparedness

Using lessons learned through the COVID-19 pandemic, help communities, long-term care communities, and individuals prepare for various types of future emergencies—such as natural disasters, public safety, pandemics, etc. Project examples *include but are not limited to*:

- Create emergency plans, including broadband access, for community service providers or other key organizations to minimize disruption of critical services during an emergency,
- Coordinate emergency planning efforts between community organizations, local governments, age-friendly community initiatives and health systems, etc.
- Assessment of needs for individual emergency planning, including broadband access; social isolation among solo agers; and individuals with hearing and/or vision impairment

The following table provides examples of the types of expenses that are eligible and ineligible for grant funding.

EXAMPLES OF ELIGIBLE AND INELIGIBLE EXPENSES

Funding Area	Eligible Expense:	Ineligible Expense:
Emergency preparedness	Developing a community emergency response plan—costs could include consultant fees, community engagement, or developing public awareness campaign.	Purchase of tablet devices
Transportation	Develop a plan or strategy for how to utilize an accessible vehicle in the community during off hours Plan the creation and publicity of a volunteer driver program	A service that provides rides to older adults
Social Connection and Inclusion	Design and implement a community mural that showcases aging or caregiving	Offering an art class for older adults

2. Specific Program Expectations

- a. The Age-Friendly Minnesota Council has made Diversity, Equity, Inclusion, and Accessibility (DEIA) the foundation of Age-Friendly Minnesota and is committed to ensuring that the work of the Council, including the Grants Program, promotes equity and reduces disparities.

- b. Grantees are expected to participate in a DHS-funded collaborative forum, peer-learning event, meetings related to grant progress, or similar event(s) focused on sharing and learning related to age-friendly grant projects.
- c. AFMN Grantees are expected to engage local, regional, and state officials related to their grant funding and project. Specific guidelines will be provided at an appropriate time.

3. General Expectations of Grantees

- a. The expected length of the grants is **April 3, 2023-March 31, 2024**. Workplans and budgets should be developed accordingly. Grant funds must be expended during the grant period.
- b. Submit financial reporting forms and progress reports by the dates indicated in the Official Grant Award Notification.
- c. Grantees will be expected to 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.
- d. Maintain a ledger to track the grant budget expenditures and payment reimbursements plus documentation that supports your budget line-item expenses.
- e. Applicants are required to include in their budget planning costs related to administrative and staff time, travel expenses, etc. related to participating in required events.
- f. Prior to issuing the grant award notice, DHS will need to review financial statements for Grant Applicants that are nongovernmental organizations when a grant award is over twenty-five thousand dollars (\$25,000) per [Policy on the Financial Review of Nongovernmental Organizations](#).
- g. For a grant over fifty thousand dollars (\$50,000), monitoring is required during the grant period.

4. Resources for Grant Applicants

Age-Friendly Minnesota

(<https://mn.gov/dhs/age-friendly-mn/>)

Recommendations from the Governor's Council on an Age-Friendly Minnesota

(https://mn.gov/dhs/assets/AF-council-recommendations-081720_tcm1053-444028.pdf)

State Grant Management Policies

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

State Travel Plan
Commissioner's Travel Reimbursement Plan

G. Grant Application Components

1. Coversheet

- a. All Grant Applicants must include a completed Cover Sheet that includes all requested information.
- b. Identification Numbers, if applicable, are requested as part of the Cover Sheet.

Your organization may already have these number(s), check with your business office.

- **Minnesota Statewide Integrated Financial Tool System (SWIFT) Vendor Number:** Please reference this information on SWIFT: <https://mn.gov/mmb/accounting/swift/vendor-resources/>

2. Application Narrative Components and Budget

In the application section, develop your responses to each component, both the narrative portions and the table. Each criteria within the application narrative sections should be addressed in the narrative response. Space is provided to answer each narrative section.

3. 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 Notification (OGAN) and all other applicable federal regulations, state statutes, and local policies.

4. Applicant Questions

Applicants will have opportunities to ask questions related to the applications.

- a. A **Virtual Grant Applicant Conference** will serve as an opportunity for Applicants to ask specific questions of State staff concerning the project. Attendance at the Grant Applicant Conference is not mandatory but is recommended.
 - Oral answers given at the Grant Applicant Conference will be non-binding. Written responses to questions asked at the conference will be sent to all identified prospective applicants after the conference.

b. **Written questions** will be accepted only by email to mn.dhs.agefriendlymn@state.mn.us by Monday, January 23, 12:00 p.m. Central Time. Written responses will be published at <https://mn.gov/dhs/age-friendly-mn/> within **three (3) business** days of the Grant Applicant Conference.

c. STATE will not be held responsible for oral responses to Applicants.

See table below for key dates related to the conference and written questions.

<i>Action</i>	<i>Key Date</i>	<i>Additional Information</i>
Deadline for written questions from Grant Applicants	Due by Monday, January 23, 2023 by 12:00 p.m. CST	Email to mn.dhs.agefriendlymn@state.mn.us
Grant Applicant Conference	Friday, January 20, 2023 9:00 a.m. CST	Meeting link (Microsoft Teams) will be published at https://mn.gov/dhs/age-friendly-mn/ .
Application deadline	Monday, February 6, 2023 by 10:00 a.m. CST	Email completed application to mn.dhs.agefriendlymn@state.mn.us

5. Application Submission and Signature

Applications must be received by Monday, February 6, 2023, 10:00 a.m. Central Time to be considered. Late applications will not be accepted.

Note: Proposals received after End Date above will not be considered. The State shall not be responsible for any errors or delays caused by technology-related issues, even if they are caused by the State.

Complete applications should be sent via email to **Brenda Mesaros** at mn.dhs.agefriendly@state.mn.us and will include the following:

- Completed and signed cover sheet and application
- Assurances (By submitting the signed cover sheet, you are completing this step.)
- Additional financial documentation (See last page of this application for details.)

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.

Costs associated with preparing this application must be borne by applicants.

The burden of proof of timely submission is on the applicant.

6. 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 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).

H. Application Screening and Review Process

Phase 1: Screening

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

1. Application is received via email by Monday, February 6, 2023 at 10:00 a.m. C.S.T.
2. The Grant Applicant meets the minimum eligibility of the grant. (See Section 1 under Eligibility Criteria for details.)
3. Application is complete. (See last page of this application for details.)

Phase 2: Application Components Scored

Each Grant Application and Assurances will be reviewed and scored as indicated below. Maximum number of points for the application: **100 points**.

Application Component	Possible Points
Cover Sheet	10
Project Overview and Community Need	20
Equity Considerations	25
Work Plan and Budget	40
Evaluation	5
Total Possible Points	100

Phase 3: Pre-Award Risk Assessment

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

Phase 4: Award Decisions

- a. State may offer grant award amounts that differ from your grant request or the maximum grant amount identified by State.
- b. During this phase, State may contact you to obtain clarification on one or more sections of your application. State may also contact reviewers to obtain clarification of their feedback.
- c. All funding decisions made by State are final.

Applicants are expected to be notified of their awards by **April 12, 2023**.

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 Notification (OGAN) **before** beginning the grant work 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.

SECTION 2: COVERSHEET AND ASSURANCES

A. Cover Sheet

[10 points]

APPLICANT INFORMATION	
Legal name of Grant Applicant	
List entity type (501c3, County, Tribe, individual/sole proprietor, for-profit business, etc.)	
Applicant Description Provide brief description of applicant (1-2 sentences)	
Funds requested (Calculated from below)	\$
List the county or counties to be served (Acceptable responses include TBD and Statewide.)	
ID Numbers:	
Registered 501(c)(3)? <input type="checkbox"/> YES <input type="checkbox"/> NO	SWIFT Vendor # (if applicable)
OFFICIAL WITH AUTHORITY	
Name and Title of official with authority to sign (must be the same person who signs this coversheet)	
Phone Number	
Email	
BUSINESS MANAGER/FISCAL CONTACT	
Name of Business Manager/Fiscal Contact	
Phone	
Email	
PRIMARY PROGRAM CONTACT REPRESENTATIVE	
Name	
Title	
Organization	
Address	

City, ZIP		
Phone		
Email		
Was your application completed with assistance from an AFMN TAP Grantee?	Yes	No
If yes, please list TAP Grantee name:		

Signature and Date

I certify I 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 my organization.

Signature

Date

B. ASSURANCES

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

1. Survival of Terms

The following clauses below survive the expiration or cancellation of this award: D.2) Audits; E) Liability; F) Intellectual Property Rights; G) Publicity; H.1) Government Data Practices; I) Data Disclosure; and K) 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. Funds should support the purpose and activities approved in the application. Refer to Eligibility Criteria in Section 1.B for more information.

- 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 can be viewed to obtain current maximum expense reimbursement rates (<http://www.mmd.admin.state.mn.us/commissionersplan.htm>)

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
- Laws of Minnesota 2021, 1st Special Session, chapter 7, article 17, sections 2 and 8
- The procedures and principles in 2 Code of Federal Regulations (C.F.R.), Part 200

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 (6) 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:
<http://www.mmd.admin.state.mn.us/debarredreport.asp>
- 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

- a. 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.

b. 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.

c. Responsibilities

- i. Notification.** 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.
- ii. 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.
- iii. 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.

- iv. **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 of Minnesota, 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

- 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 Statute, 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, Unique Entity Identifier (UEI) 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. Worker’s Compensation & Insurance

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

- a. **General Commercial Liability Insurance.** Grantee agrees that it will at all times during the term of the grant 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. State will be named as both an additional insured and a certificate holder on the general commercial liability policy.

- b. 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 or employee dishonesty policy.

State will be named as both a joint payee and a certificate holder on the employee theft or employee dishonesty policy. Only in cases in which the first year’s grant award exceeds the available employee theft or employee dishonesty coverage may Grantees provide blanket employee theft or employee dishonesty insurance in an amount equal to either twenty five percent (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 and employee dishonesty insurance.

- c. 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 grant. 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.

- d. 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 grant. 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 fifty thousand dollars (\$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 grant 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.

e. Additional Insurance Conditions:

- 1) Grantee's policies shall be primary insurance to any other valid and collectible insurance available to the State with respect to any claim arising out of Grantee's performance under this grant.
- 2) 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.
- 3) Grantee is responsible for payment of grant related insurance premiums and deductibles.
- 4) State shall be named as a certificate holder on applicable policies.
- 5) An Umbrella or Excess Liability insurance policy may be used to supplement Grantee's policy limits to satisfy the full policy limits required by grant.

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 Notification (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 Notification (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 twenty-five thousand dollars (\$25,000) or more.

- 1) Municipalities are encouraged to utilize Minnesota Statutes, section 471.345, subdivision 8 for targeted business procurement where available.
- 2) Municipalities must not contract with vendors who are suspended or debarred in MN:
<http://www.mmd.admin.state.mn.us/debarredreport.asp>
- 3) 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:

- 1) Grant-funded services or materials that are expected to cost one hundred thousand dollars (\$100,000) or more must undergo a formal notice and bidding process.
- 2) Grant-funded services or materials that are expected to cost between twenty-five thousand dollars (\$25,000) and ninety-nine thousand nine hundred and ninety-nine dollars (\$99,999) must be competitively awarded based on a minimum of three (3) verbal quotes or bids.
- 3) Grant-funded services or materials that are expected to cost between ten thousand dollars (\$10,000) and twenty-four thousand nine hundred and ninety-nine dollars (\$24,999) must be competitively awarded based on a minimum of two (2) verbal quotes or bids or awarded to a targeted vendor.
- 4) For grant-funded projects that include construction work of twenty-five thousand dollars (\$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.
- 5) 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
- c. Notwithstanding (1) – (5), 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.
- d. The Grantee must maintain:
- 1) Written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.
 - 2) 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.
 - 3) The Grantee must not contract with vendors who are suspended or debarred in MN:
<http://www.mmd.admin.state.mn.us/debarredreport.asp>

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 twenty-five thousand dollars (\$25,000) and higher.

In accordance with the Policy on the Financial Review of Nongovernmental Organizations, please submit one of the following documents with your application if you are a Non-Governmental Organization, based on the following criteria:

- a. Grant applicants with annual income of under fifty thousand dollars (\$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.

- b. Grant applicants with total annual revenue of fifty thousand dollars (\$50,000) or more and less than seven hundred and fifty thousand dollars (\$750,000) should submit their most recent IRS Form 990.
- c. Grant applicants with total annual revenue of over seven hundred and fifty thousand dollars (\$750,000) should submit their most recent certified financial audit.
- d. If grant applicants do not have any of the above, please submit most recent internal financial statements.

21. Other Provisions

- a. **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 Minnesota IT (MN.IT) Accessibility Standards, 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 MN.IT Accessibility Standards 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.

- b. **Grantee Progress Reports.** Grantees will submit reports and comply with the terms outlined in the Official Grant Award Notification (OGAN).

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 19 a., 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.

- c. 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.

SECTION 3: GRANT APPLICATION

A. Grant Application Narrative Section

1. Project Overview and Community Need

Describe the project and need for grant funding by providing a response to the items listed below. 150-word limit for each. [20 points]

a. With which of the AFMN Funding Areas does your project align? Check all that apply.

- Health and social services
- Transportation access
- Safe and affordable housing
- Social connection and inclusion
- Ageism and racism
- Outdoor spaces and buildings
- Communications and access to technology
- Opportunities to stay engaged and financially secure
- Emergency preparedness

b. Describe your proposed project and how your work will address community needs.

c. Describe the community or communities to be served.

d. Indicate current and/or proposed partners (if known).

2. Equity Considerations

- a. **On the list below, check the group(s) that will be served through this project; check all that apply.** These groups were identified in the AFMN Council’s recommendations. [25 points]

Older adults who:

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

- b. **Explain how you or your organization (staff and leadership) are qualified to serve the community or groups that are part of this grant.** This may include, for example, knowledge of or experience with specific cultures or communities; staff training related to greater understanding of a particular group or culture; organizational mission or demonstrated values related to Diversity, Equity, Inclusion, and Accessibility (DEIA); recruitment of staff and/or leadership who are part of the communities being served. *(100-word limit)*

3. Work Plan and Budget

Anticipated Project Activities, Timeframe, and Budget [40 points]

Complete the table below to outline your work plan and budget. You may insert additional rows if needed. Refer to the example table that follows for additional guidance.

- a. Anticipated Project Activities: Describe the major activities you plan to undertake as part of this project.

b. Associated Budget Items: List the budget item(s) tied to the corresponding project activity.

Budget items must:

- Tie clearly to the proposed grant project activities.
- Demonstrate a connection to the grant application narrative.
- Reflect a plan to spend the grant funding within the grant period (April 3, 2023 - March 31, 2024).
- Demonstrate that expenses appear *necessary* and *reasonable* for the success and purpose of the project. *Necessary* means it is important to the success of the project. *Reasonable* means fair market price is paid for the item or services.

c. Timeframe of Activities: Using the format noted here, indicate when during the grant period each activity will take place: Calendar Year 2023, Quarter 1 (January-March) = CY23 Q1. Community Grants run from CY23 Q2 through CY24 Q1.

d. Associated Budget Amount: Enter the budget amount tied to the corresponding project activity.

e. TOTAL: Enter the total budget request for this project. The amount must match the amount listed under "Funds requested" on your Cover Sheet.

Workplan and Budget Table			
Anticipated Project Activities	Associated Budget Item(s)	Timeframe of activities <i>(Use format noted above)</i>	Associated Budget Amount
			\$
			\$
			\$
			\$
			\$
			\$
		TOTAL	\$

Examples for Applicant reference Workplan and Budget Table

Anticipated Project Activities	Associated Budget Item(s)	Timeframe of activities <i>(Use format noted above)</i>	Associated Budget Amount
<i>PROJECT EXAMPLE 1:</i>		<i>Develop a community emergency preparedness plan</i>	
<i>Examples of Project Activities:</i>			
Convene community partners for initial planning sessions	Project coordinator (10 hours @ \$25/hour) - \$250 Venue rental, meeting materials, refreshments - \$500 Consultant fees for session development and content expertise – 15 hours @ \$90/hour - \$1,350	CY23 Q2 CY23 Q4	\$2,100
<i>PROJECT EXAMPLE 2:</i>		Use public art to showcase caregiving through a series of Intergenerational murals	
<i>Examples of Project Activities:</i>			
Community forum to select final mural design	Artist rendering of mural designs (\$150/hour @ 30 hours) - \$4,500 Staff time for marketing and event planning (\$20/hour @ 7 hours) - \$140	CY23 Q2	\$4,640

Anticipated Project Activities	Associated Budget Item(s)	Timeframe of activities <i>(Use format noted above)</i>	Associated Budget Amount
Plan and hold community painting events	Purchase of art supplies - \$3,500 Artist time to oversee painting (\$150/hour @ 10 hours) - \$1,500 Staff to time to plan and oversee event (\$20/hour for 35 hours) - \$700	CY23 Q3	\$5,700
		TOTAL	\$

4. Evaluation

Considering your proposed projects in their entirety, evaluate your project as indicated below. [5 points]

On a scale of 1 to 10, with 1 being the lowest and 10 being the highest, estimate the following:

- Baseline score of community capacity related to your proposed project: _____
- Revised score after you have delivered your workplan activities: _____

B. Submission Reminder and Checklist

Please submit the completed application (and additional budget document, which is optional) via email to Brenda Mesaros at mn.dhs.agefriendlymn@state.mn.us by Monday, February 6, 2023, 10:00 a.m. Central Time.

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

- **For Applicants who are units of government or for-profit businesses:**

- Completed and signed coversheet and application
 - Additional budget document (*optional*)
- Assurances (By submitting the signed cover sheet, you are completing this step.)

- **For Applicants who are Non-Governmental Organizations (NGOs)* requesting less than \$25,000:**
*(*NGOs are organizations independent of government and business—e.g., nonprofit organizations)*
 - Completed and signed coversheet and application
 - Additional budget document (*optional*)
 - Assurances (By submitting the signed cover sheet, you are completing this step.)

- **For Applicants who are Non-Governmental Organizations (NGOs)* requesting \$25,000 or more:**
*(*NGOs are organizations independent of government and business—e.g., nonprofit organizations)*
 - Completed and signed coversheet and application
 - Assurances (By submitting the signed cover sheet, you are completing this step.)
 - Additional financial documentation as required; select the option that applies to you.
 - If Applicant has annual income under fifty thousand dollars (\$50,000) or has not been in existence long enough to have a completed IRS Form 990 or audit, submit your most recent board-reviewed financial statement.
 - If Applicant has total annual revenue of fifty thousand dollars (\$50,000) or more, and less than seven hundred and fifty thousand dollars (\$750,000), submit your most recent IRS Form 990.
 - If Applicant has total annual revenue of over seven hundred fifty thousand dollars (\$750,000), submit your most recent certified financial audit.
 - If Applicant has none of the above, please submit most recent internal financial statements.