DEPARTMENT OF HEALTH

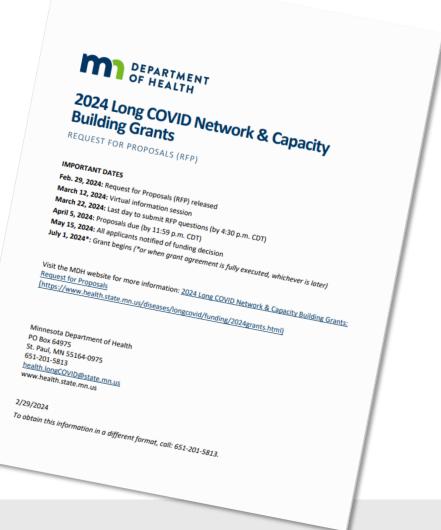## 2024 Long COVID Network & Capacity Building Grants: RFP Information Session
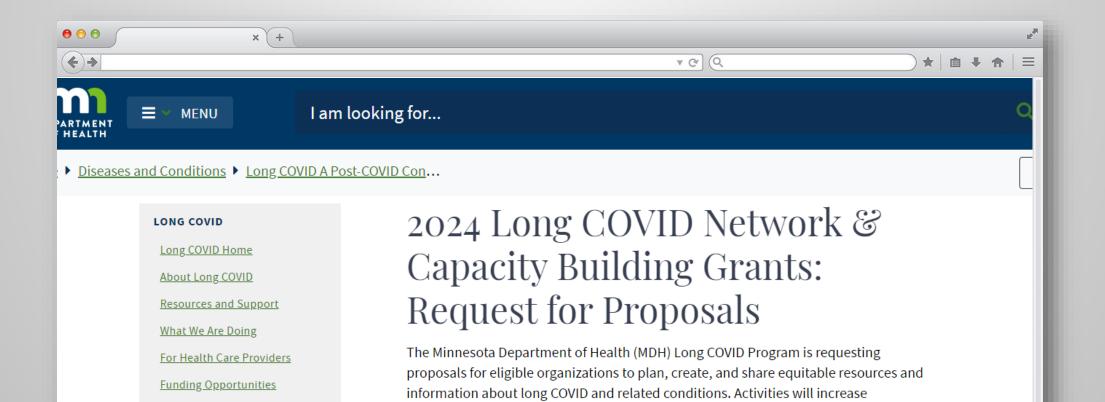
March 12, 2024

- Welcome and staff introductions

- Program history and overview

- Grants and Request for Proposals (RFP)

- Application process and instructions

- Questions

2024 Long COVID Grants RFP Webpage

www.health.state.mn.us/diseases/longcovid/funding/2024grants.html
Full RFP, templates, forms, and more!

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Kate Murray, MPH

Program Manager & Unit Supervisor, Long COVID & Post-COVID Conditions

Program History and Overview

Kate Murray, Program Manager & Unit Supervisor

- 2020
  - Jay and others recognized need for tracking potential long-term complications after acute COVID-19

- 2021
  - Activation of the Long-Term Surveillance Annex
  - Leveraged existing CDC funding to hire dedicated staff (Kate & epidemiologist)
  - Programmatic efforts began (web content, external partnerships)

- 2022
  - Began convening Community Voices group, recruiting Guiding Council of clinicians
  - Drafted budget proposal for state legislature

- 2023
  - Continued & expanded partnerships, epidemiological (survey) & programmatic efforts
  - **Secured ongoing state funding to expand & sustain the program**

- [Minn. Stat. §145.361](https://health.mn.gov/longcovid)
  LONG COVID AND RELATED CONDITIONS; ASSESSMENT AND MONITORING

- Establishes a statewide program

- Emphasizes partnerships across sectors and communities

- ~65% of funds for outgoing grants and contracts

  - Priority given to organizations serving communities disproportionately impacted by the COVID-19 pandemic, long COVID, and related conditions

- Understand who is most impacted and how

    - Health, employment, quality of life, disability status, schooling, service needs

- Target tailored information and resources to people/communities most impacted

- Inform health professionals and the public about risks, outcomes, evolving guidance

- Promote evidence-informed practices around prevention and management of long COVID & related conditions

- Build and sustain partnerships to maximize outcomes

- Increase access to quality care and support

Health Equity Lens

Partnerships & Engagement

Community Voices partner group, health care providers & systems, patients & caregivers, ADA Minnesota, State agencies, local, state & national public health

Understanding Impacts of Long COVID

- Surveys & assessments

- Analyzing existing claims & EHR data

- Overlap with other chronic diseases, mental health, & post-infectious conditions

Engaging Health Systems

- Guiding Council/learning network around emerging evidence & practice

- Workgroups: screening questions, documentation for return-to-work requests, evidence briefs, ECHO

- Focus on healthcare "gatekeepers," implementation

Education & Resources

- Awareness campaigns, website, graphics, videos

- Sector-specific presentations & resources (workplaces, schools)

- Culturally-relevant messaging, trusted messengers; community-specific support groups

Minnesota Department of Health

Grants and Request for Proposals (RFP)

Kate Murray, Program Manager & Unit Supervisor

RFP Timeline

Date	Event
Feb. 29, 2024	RFP released
March 22, 2024	Last day to submit questions
April 5, 2024	**Proposals due (until 11:59 p.m.)**
May 15, 2024	Anticipated notice of funding decisions
July 1, 2024*	Estimated grant start date
June 30, 2027	Estimated grand end date

- Note: Questions **must** be submitted in writing to health.longCOVID@state.mn.us; subject line "RFP Question"

- Questions and answers will be posted on the website

Funding and Eligible Applicants

Funding	Estimate
Estimated amount to grant	$900,000 annually*
Estimated number of awards	Up to 10
Estimated range of award amounts	$75,000 - $150,000 annually

- *All funding is approximate and depends on availability

- Open to many types of non-profit and for-profit organizations

- Requirements:

  - Must have state or federal recognition (Employer Identification Number, assigned tax status such as 501c3, LLC or similar) **and** current active status with MN Secretary of State

  - Must conduct grant activities in the state of Minnesota (but can be based elsewhere)

Priority will be given to applications that:

- Are from organizations that reflect the communities they serve

- Demonstrate collaboration with people/communities disproportionately impacted by COVID-19 or long COVID

  - Includes rural and low-income areas, Black and African Americans, immigrants, American Indians, Asian and Pacific Islanders, Hispanic and Latino(a) communities, LGBTQ+ folks, people with disabilities. Addressing intersectionality within these groups is welcomed and encouraged!

- Are led by, include, or consult with people with lived experience

- Demonstrate sustainability by complementing existing services or activities

Further one or more of the following desired grant outcomes:

- Improved understanding of the impacts of long COVID and related conditions across communities

- Increased public awareness of long COVID and related conditions

- Reduced stigma

- Enhanced capacity, training, and education for local organizations to serve/support people with long COVID and related conditions

- Promotion of coordinated, person-centered practices around prevention, diagnosis, management, and wrap-around services for people with long COVID and related conditions

- Establishment of a grantee network providing information, care, and support across communities and systems

Applicants may choose to work within one or more of these levels:

- Level 1: Health promotion/Direct service (focus on individual-level intervention)

- Level 2: Organizational/Institutional/Environmental (changing policies or the way a system works)

- Level 3: Root causes/Conditions for health (targeting social and structural determinants of health impacting people with long COVID)

We will consider both:

- **Promising strategies:** rooted in practice-based evidence and/or lived experiences of communities

- **Research-based projects:** draw from published literature

*All projects are required to submit a **logic model** and **evaluation plan** within the first six months of the grant period. The logic model and evaluation plan should reflect and bridge the intended outcomes included in the **work plan**.

Mandatory Activities

With support and technical assistance from MDH as needed:

- Submit a logic model and evaluation plan within the first six months of the grant period

- Assign one staff person (at least 0.5 FTE) to serve as primary liaison with MDH

- Participate in a grantee network/learning collaborative via quarterly virtual meetings

- Develop or update work plan, budget, logic model, and evaluation plan for Years 2 and 3 of the grant period by June 30, 2025

- Submit revisions, progress reports, other requirements in RFP

Community Engagement and Collaboration

- Engage community members experiencing long COVID and health inequities

    - Involve in issue identification, problem-solving, and decision-making

- Build upon or complement other related activities in the community when possible

- Should be ongoing throughout the grant period

- At least 10% of award should be dedicated to evaluation activities

    - Staff time, subcontractors, data collection tools, analysis, trainings

    - Expenses must be documented

- MDH can support and provide technical assistance

- Co-create evaluation approaches with communities whenever possible

- *Why?* It helps grantees know if they are making progress toward their goals; answers, "who is better off, and how will we know?"; helps document innovative strategies; helps justify this use of public funds

Application process and instructions

Kate Murray, Program Manager & Unit Supervisor

- Submit via email to health.longCOVID@state.mn.us

  - Subject line: "RFP Application – [*lead organization name*]"

- Received no later than **Friday, April 5 by 11:59 p.m. CDT**

- Plan ahead! Please do not wait! Cannot make exceptions for technical issues, illness, etc.

You must submit **all** of the following for your application to be considered complete:

1. Application Form

2. Work Plan

3. Budget

4. Due Diligence Review Form

5. Conflict of Interest Disclosure Form

Application Form

2024 LONG COVID NETWORK & CAPACITY BUILDING GRANTS

Instructions: Please address all prompts below. Applicants are encouraged to review the Application Scoring Criteria (Appendix A in the Request for Proposals).

The completed Application Form should not exceed 12 pages. This cover page does not count towards the page limit. To ensure that all completed Application Forms have similar format and length for the review process, we request that applicants use 11-point Calibri font. Applicants do not need to include the prompts in their response if they indicate the section and question before their response (e.g., "A1").

The Application Form, along with the Work Plan, Budget, Due Diligence Review form, and Conflict of Interest Disclosure form, should be submitted together via email to health.longCOVID@state.mn.us with the subject line "**Long COVID RFP Application – [applicant organization name]**" no later than 11:59 p.m. CDT on Friday, April 5. Late or incomplete applications will be rejected. All forms, templates, and the full Request for Proposals can be found at 2024 Long COVID Network & Capacity Building Grants: Request for Proposals (www.health.state.mn.us/diseases/longcovid/funding/2024grants.html).

Organizational Information

Lead organization name:

Mailing address:

Federal Employer Identification Number (EIN):

Primary contact name:

Phone:

Email:

Annual funding amount requested*:

*Organizations must request one annual amount of funding that does not vary from year to year. For example, if an applicant requests $100,000 annually and is fully funded, that applicant would receive $300,000 over the course of the three-year grant cycle. Funding is contingent upon availability and satisfactory grantee performance.

- Download the Word file from the website

- Limited to 12 pages (11-pt Calibri font, cover page doesn't count)

- Section A: Organizational Capacity & Values

- Section B: Project Narrative (all years)

- Section C: Community Engagement & Collaboration

- Download the template from the website

- Limited to 12 pages (11-pt Calibri font)

- Can be for Year 1 only

- Outcomes must be specific, measurable (see RFP, p. 24-26)

- May be useful to think through work plan before completing the application form/narrative

- Download the template from the website

- Can be for Year 1 only

- Line for evaluation at the bottom, specify throughout sections

- Round to the nearest dollar

- Detailed instructions in RFP (p. 26-28)

Due Diligence Review Form

The Minnesota Department of Health (MDH) conducts pre-award assessments of all grant recipients prior to award of funds in accordance with federal, state and agency policies. **The Due Diligence Review is an important part of this assessment.**

These reviews allow MDH to better understand the capacity of applicants and identify opportunities for technical assistance to those that receive grant funds.

Organizational information

Organization	Information
Organization name:	
Organization address:	
If the organization has an employer identification number (EIN), please provide EIN here:	
If the organization has done business under any other name(s) in the past five years, please list here:	
If the organization has received grant(s) from MDH within the past five years, please list here:	

Section 1: Organization structure

1. How many years has your organization been in existence?
   ○ Less than 5 years (5 points)
   ○ 5 or more years (0 points)

Points

- Download and complete the form

- State policy requires pre-award review of finalists

  - Due Diligence Review form

  - Review of past performance

- Helps us understand applicant capacity and identify opportunities for technical assistance

- *Not* scored as part of application review

- Download and complete the form

- Disclose any actual, perceived, or potential individual or organizational conflicts of interest that exist

- A disclosure will *not* automatically result in removal of the applicant, or grant application, from the review process

Once You Submit Your Application…

- MDH will send all applicants an email within one business day of the deadline to inform them that the application was received (may arrive sooner)

  - NOTE: This email will *not* indicate whether the application is complete or incomplete; it will only acknowledge receipt of materials.

- All applicants will be contacted by mid-May with their award status, and if funded, the amount of funding

Application Review and Selection Process

- Review committee of people with a variety of backgrounds and lived experience, including with long COVID and health inequities

- Committee will score and discuss all eligible applications received by the deadline

- Program staff will review committee recommendations and make final decisions, balancing factors including:

  - Review committee scores

  - Representativeness of desired grant outcomes

  - Representativeness of populations served

  - Geographic distribution of services and resources

  - Total funding available

- **Note: The award decisions are final and not subject to appeal**

Rating Levels

Rating or Score	Description
Excellent (5)	Outstanding level of quality; significantly exceeds all aspects of the minimum requirements; high probability of success; no significant weaknesses.
Very Good (4)	Substantial response; meets in all aspects and in some cases exceeds, the minimum requirements; good probability of success; no significant weaknesses.
Good (3)	Generally meets minimum requirements; probability of success; some weaknesses, but correctable.
Marginal (2)	Lack of essential information; low probability for success; significant weaknesses.
Unsatisfactory (1)	Fails to meet minimum requirements; little likelihood of success; needs major revision to make it acceptable.
Blank/did not answer (0)	Did not answer the question or offered no response.

Scoring Sections

SECTION A: ORGANIZATIONAL CAPACITY AND VALUES (20 POINTS)

Criteria	Score (0-5)
1. Lead organization's history, mission, and major programing are aligned with and/or complement MDH's mission, values, and goals for understanding and addressing the impacts of COVID-19, long COVID, and related conditions.	Score (0-5)
2. The Long COVID grant complements and/or builds on the organization's current programming and broader work.	Score (0-5)
3. The organization fosters equity, trust, and belonging with the population(s) served by the grant, including: • The organization's commitment to advancing health equity through its culture, programming, and partnerships, • The organization's history of co-creation with the population(s) served, and • The lived experience and/or training of their organization's staff.	Score (0-5)

- Numerical scoring system out of 100 possible points

  - Organizational Capacity & Values (20 pts)

  - Project Narrative (20 pts)

  - Community Engagement & Collaboration (20 pts)

  - Work Plan (25 pts)

  - Budget (15 pts)

- Appendix A: Scoring criteria

- Applicants *strongly encouraged* to score their own application prior to submitting

Thank You!

MDH Long COVID Program

Health.longCOVID@state.mn.us