



COVID-19 Planning and Response Grants

REQUEST FOR PROPOSAL (RFP)

Minnesota Department of Health
85 E. 7th Place
St. Paul, MN 55101
COVIDgrantapplication.MDH@state.mn.us
www.health.state.mn.us

04/10/2020

To obtain this information in a different format, call: 651-201-3830.

Table of Contents

RFP Part 1: Overview	4
1.1 General Information	4
1.2 Program Description.....	4
1.3 Funding and Project Dates	4
1.4 Eligible Applicants.....	4
1.5 Questions and Answers	5
RFP Part 2: Program Details	6
2.1 Priorities.....	6
2.2 Eligible Projects.....	6
2.3 Grant Provisions	10
2.4 Review and Selection Process	13
RFP Part 3: Application and Submission Instructions	15
3.1 Application Deadline	15
3.2 Application Submission Instructions	15
3.3 Application Instructions.....	15
RFP Part 4: Attachments	19
Attachment A: Budget Planning Tool.....	19

RFP Part 1: Overview

1.1 General Information

- **Announcement Title:** COVID-19 Planning and Response Grant
- **Minnesota Department of Health (MDH) Program Website:** <https://www.health.state.mn.us/facilities/ruralhealth/funding/grants/covidlong.html>
- **Application Deadline:** Applications will be accepted until funds are expended; applications will be reviewed in rounds; funds are available until expended.

1.2 Program Description

Minnesota Session Laws 2020, Chapter 70, created the Health Care Response Fund and Provider Grant Program authorizing the Commissioner of Health to award grants to support the capacity of eligible organizations to plan for, prepare for and respond to an outbreak of a communicable disease. This RFP is specific to costs and activities related to planning, preparing for and responding to COVID-19 that were incurred on or after March 18, 2020.

1.3 Funding and Project Dates

Funding

- Funding will be allocated through a competitive selection process. See Sections 2.1 and 2.2 for priorities and eligible projects. The total appropriation for grants and program administration is \$150 million.

Match Requirement

The COVID-19 Planning and Response Program does not require matching funds.

1.4 Eligible Applicants

Eligible applicants include:

- Health Systems
- Ambulance Services
- Health Care Clinics
- Pharmacy
- Health Care Facilities or Long-term Care Facilities, including but not limited to
 - Hospitals
 - Nursing Facilities, and
 - Assisted Living Facilities and Services

Recipients of COVID-19 Emergency Grant Funds are eligible to apply for the COVID-19 Planning and Response Grant program.

The application process for the Planning and Response Grant program is a separate process from the application for the Emergency Grant Funds. To be considered for funding through the COVID-19 Planning and Response Grant Program, entities must submit a new application through the COVID-19 Planning and Response Grant Program website.

Ineligible Applicants include:

- Providers seeking support for service locations outside of Minnesota
- Entities not included in the eligible applicant list above

Collaboration

System-wide, regional or statewide collaboration and cooperation is encouraged in addressing the COVID-19 response.

1.5 Questions and Answers

All questions regarding this RFP should be submitted to:

COVIDgrantapplication.MDH@state.mn.us, and will be responded to directly or in the FAQ section of the application website.

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.

Other Award Priorities

- Needs across the health care system and within different regions of the state for additional resources to address the COVID-19 outbreak;
- Geographic locations or care settings with high incidence of COVID-19;
- Applicants with emergency or urgent needs related to planning, screening, testing and treatment for COVID-19;
- Organizations with high financial needs, and lacking resources to respond in a timely manner; or
- Whether the applicant may be reimbursed from another source for their costs associated with addressing the COVID-19 outbreak.

2.2 Eligible Projects

Grant funding to eligible applicants is intended to support expenditures that are non-reimbursable or not supported by other funding sources. Eligible expenditures are specific for use in COVID-19 planning and response and may include, but not be limited to:

- Establishment and operation of temporary sites to provide testing services, to provide treatment beds, or to isolate or quarantine affected individuals;
- Temporary conversion of space for another purpose that will revert to its original use;
- Staff overtime and hiring additional staff;
- Staff training and orientation;
- Purchasing consumable protective or treatment supplies and equipment to protect or treat staff, visitor and patients;
- Development and implementation of screening and testing procedures;
- Patient outreach activities;
- Additional emergency transportation of patients;
- Temporary information technology and systems costs to support patient triage, screening and telemedicine activities;
- Purchasing replacement parts or filters for medical equipment that are necessary for the equipment's operation;
- Specialty cleaning supplies for facilities and equipment;

- Expenses related to the isolation or quarantine of staff, not including payment of wages for staff being isolated or quarantined; or
- Other expenses that, in the judgement of the commissioner, cannot reasonably be expected to generate income for the recipient of funds after the outbreak ends.

Ineligible Expenses

Ineligible expenses include but are not limited to:

- Any expenses not tied directly to COVID-19 planning and response
- COVID-19 response expenses incurred prior to March 18, 2020
- Expenses incurred supporting locations operating outside of Minnesota
- Any expenses covered or reimbursable by another funding source
- Medical claims expenses for staff, clients, patients or residents
- Contingency funds created to offset unknown future costs
- Social supports for clients unrelated to medical care such as cash assistance or housing subsidies
- Fundraising
- Taxes, except sales tax on goods and services
- Lobbyists, political contributions
- Bad debts, late payment fees, finance charges
- Lost revenue due to COVID-19 epidemic
- Paid sick leave for staff
- Food for staff
- Wages for staff in isolation/quarantine
- Rent/Utilities
- Indirect costs
- Grant Management Responsibilities

Grant Agreement

Each grant recipient must formally enter into a legal agreement with the Minnesota Department of Health. The agreement will address the conditions of the award, including implementation of the project. Once the agreement is signed, the awardee is expected to read and comply with all conditions of the agreement.

An award through this program will only support activities performed and expenditures made on or after **March 18, 2020**.

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

Conditions of Accepting Grant

Grant recipients must agree to the following for COVID-19 screening, testing or treatment costs:

- Not to bill uninsured patients for the cost of COVID-19 screening, testing or treatment.
- Accept the median network rate as payment in full for out-of-network patients.
- Not to bill out-of-network patients any amount in excess of the cost-sharing amount that would apply if the patient was in-network.

If the commissioner determines that a grant recipient has used awarded funds for purposes not authorized under this program, the commissioner may:

- Immediately terminate all or any portion of the grant agreement;
- Recover from the recipient any money previously paid and used for the unauthorized purpose; and,
- Pursue any other remedy available under law.

Grant recipients that receive funds from another source for the cost of planning for, preparing for or responding to a communicable disease outbreak after receiving funds through this program must notify the Commissioner of Health of the amount received from the other source. Grant recipients must repay the amount of grant funds that exceed costs, as determined by the commissioner.

Accountability and Reporting Requirements

It is the policy of the State of Minnesota to monitor progress on state grants by requiring recipients to submit written progress reports on grant activities and expenditures.

Progress reports on approved grant project activities will be required on the following schedule:

- Report 1 due August 30, 2020
- Report 2 due November 30, 2020
- Report 3 due January 31, 2021
- Report 4, final report due April 30, 2021

Financial reports may include, but are not limited to, the amount of grant funds used for the following:

- Staffing (salaries and fringe)
 - Clinical Services, patient services
 - Training
 - Transportation
 - Testing
 - Outreach
- Supplies
 - Testing
 - Personal Protective Equipment
 - Specialized Cleaning Supplies
 - Other

- Equipment
 - Test Lab Equipment
 - Ventilators
 - Other
- Construction: -
 - Temporary Site
 - Conversion
- Shipping and Courier for Testing
- Non-Wage Costs of Staff Isolation and Quarantine
- Temporary Technology
- Emergency Client Transportation
- Non-construction and renovation costs for temporary conversion of space
- Other

Activity reports would include, but may not be limited to:

- Number of patients tested for COVID-19
- Number of patients treated for COVID-19
- Number of patients referred to another entity for treatment of COVID-19
- Number of positive and negative tests for COVID-19
- Number of patients transported to another entity for treatment of COVID-19

Grant Monitoring

Grant monitoring will include conducting financial reconciliation(s) of grantee's expenditures during and/or at the end of the grant cycle, depending on the project budget. For reconciliation of advance payments or invoices for reimbursement, grantees will be required to provide supporting documents to prove expenditures. Financial reports documenting expenditures with attached supporting proof of expenditures will be required on the following schedule:

- Report 1 due August 30, 2020
- Report 2 due November 30, 2020
- Report 3, due January 31, 2021
- Report 4, and final report due April 30, 2021.

Grant Payments

Grant payments may take the form of advances, reimbursement or a combination of the two based on the decision of MDH.

2.3 Grant Provisions

Contracting and Bidding Requirements for Construction Projects

(a) Municipalities A grantee that is a municipality, defined as a county, town, city, school district or other municipal corporation or political subdivision of the state authorized by law to enter into contracts is subject to the contracting requirements set forth under Minn. Stat. § 471.345. Projects that involve construction work are subject to the applicable prevailing wage laws, including those under Minn. Stat. § 177.41, et. seq.

(b) Non-municipalities Grantees that are not municipalities must adhere to the following standards in the event that duties assigned to the Grantee are to be subcontracted out to a third party:

- i. Any services or materials that are expected to cost \$100,000 or more must undergo a formal notice and bidding process consistent with the standards set forth under Minnesota Statutes 16B.
- ii. Services or materials that are expected to cost between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three (3) verbal quotes or bids.
- iii. Services or materials that are expected to cost between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two (2) verbal quotes or bids or awarded to a targeted vendor.
- iv. 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:
 - Minnesota Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List (<http://www.mmd.admin.state.mn.us/process/search>);
 - Metropolitan Council's Targeted Vendor list: Minnesota Unified Certification Program (<https://mnuccp.metc.state.mn.us/>) or
 - Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: Central Certification Program (<https://www.stpaul.gov/departments/human-rights-equal-economic-opportunity/contract-compliance-business-development/central>).
- v. The grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.
- vi. The grantee must maintain support documentation of the purchasing or bidding process utilized to contract services in their financial records, including support documentation justifying a single/sole source bid, if applicable.

- vii. Notwithstanding (i) - (iv) above, State may waive bidding process requirements when:
 - Vendors included in response to competitive grant request for proposal process were approved and incorporated as an approved work plan for the grant or
 - There is only one legitimate or practical source for such materials or services and that grantee has established a fair and reasonable price.
- viii. Projects that include construction work of \$25,000 or more, are subject to applicable prevailing wage laws, including those under Minnesota Statutes 177.41 through 177.44.
- ix. Grantee must not contract with vendors who are suspended or debarred in MN: The list of debarred vendors is available at:
<http://www.mmd.admin.state.mn.us/debarredreport.asp>.

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 [Conflict of Interest Policy for State Grant-Making](#).

Applicants must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work contemplated by this RFP. The list must provide the name of the entity, the relationship, and a discussion of the conflict. Submit the list as an attachment to the application. If an applicant does not submit a list of conflicts of interest, MDH will assume that no conflicts of interest exist for that applicant.

Organizational conflicts of interest occur when:

- a grantee or applicant is unable or potentially unable to render impartial assistance or advice to the Department due to competing duties or loyalties
- a grantee's or applicant's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties

In cases where a conflict of interest is suspected, 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, termination of the grant agreement, and repayment of funds.

Public Data and Trade Secret Materials

All applications submitted in response to this RFP will become property of the State. In accordance with Minnesota Statute Section 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 Minnesota Statute Section 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 (Minnesota Statutes chapter 13) 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.

Audits

Per [Minn. Stat. §16B.98](#) Subdivision 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.

Affirmative Action and Non-Discrimination Requirements for all Grantees

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. [Minn. Stat. §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.

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](#)

The grantee agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

2.4 Review and Selection Process

Review Process

Funding will be allocated through a selection process based on identified priorities, with review by a committee representing Minnesota Department of Health. Consultation on the priorities at the time of funding will be sought from experts, which may include those in the fields of Infectious Disease, Epidemiology, Prevention & Control; Health Policy; Public Health Laboratory; Emergency Preparedness & Response; and other areas of MDH as needed. The review committee will evaluate all eligible and complete applications received.

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

The review committee will be reviewing each applicant on:

- Needs across the health care system and within different regions of the state for additional resources to address the COVID-19 outbreak;
- Geographic locations or care settings with high incidence of COVID-19;
- Applicants with emergency or urgent needs related to COVID-19 planning, screening, testing or treatment;
- Organizations with high financial needs and lacking resources to respond in a timely manner;
- Whether the applicant may be reimbursed from another source for resources used to address the COVID-19 outbreak; and
- Other criteria as determined by the commissioner

Notification

MDH anticipates notifying all applicants via email of funding decisions upon the Commissioner's approval.

RFP Part 3: Application and Submission Instructions

3.1 Application Deadline

While we will accept applications until funds are expended, we anticipate that the amount of funds requested will exceed the amount of funding available. Because of this, we strongly encourage organizations to submit their applications as soon as possible.

MDH staff will work to make awards as quickly as possible in recognition of the urgency of the need that many organizations face related to planning for and responding to the COVID-19 outbreak.

MDH may choose to award funds in waves, based on evolving priorities and needs as the outbreak expands, rather than awarding all funds at once. However, we anticipate that even a phased process of awarding funds will move quickly.

3.2 Application Submission Instructions

Applications must be submitted electronically at <https://redcap.health.state.mn.us/redcap/surveys/?s=YR4MDTMDWC>

Parent organizations can choose to apply jointly for entities under their management, or submit separate applications for each entity.

However, Long-Term Care facilities requesting funds for both Skilled Nursing and Assisted Living campuses (shared campus) must complete two applications, one for skilled nursing and one for assisted living.

Grant funds may only be used for services in Minnesota. If your organization is not located in Minnesota, but has service facilities located in Minnesota, you may apply for expenses only for services in Minnesota.

3.3 Application Instructions

Applicants will submit their application through the online application portal and must complete the following sections in order for the application to be considered complete:

- Organization Information
- Contact Information
- Service Location
- Provider Type
- Financial Information
- Budget Request

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.**

By submitting an application, each applicant warrants that the information provided is true, correct, and reliable for purposes of evaluation for potential 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.

Organization Information

Applicants will enter information about their organization. This includes their organization legal name, organization assumed name, if applicable, Federal Tax ID, Supplier/Vendor ID and Supplier/Vendor Location code. These can be obtained from the Minnesota Management and Budget supplier/vendor portal website at <https://mn.gov/mmb/accounting/swift/vendor-resources/>. Please note, submitting an application with an inaccurate Supplier/Vendor ID will delay contracting.

If applicable, applicants will provide a Health Facility ID, National Provider ID, and/or other license number. Applicants will also be asked if they have submitted an application during the Emergency Funding cycle, and if multiple applications are being submitted for their organization.

Contact Information

Applicants will enter contact information for their organization, Administrator/Chief Executive Officer, Applicant Organization Authorized Representative, and contact for the application. The Authorized Representative should be the person legally permitted to enter contractual obligations on behalf of the organization. The business address is the location of the physical facilities of your service building or main organization headquarters. The remittance address refers to the address on file with the Minnesota Management and Budget supplier/vendor portal to receive payments.

Service Location

Applicants will share whether their organization operates exclusively in Minnesota. Grant funds may only be used to serve people in Minnesota. If the organization is not based in Minnesota or has some operations outside of Minnesota, the applicant may still qualify, but they will need to share where their facilities in Minnesota are located and what services are being provided there. Applicants will also select the counties in which the facilities they are requesting funding for are located.

Provider Type

Applicants will select which category best describes the kind of provider their organization is, and will answer a series of questions about the services their organization provides and the populations it serves. Geographic questions about your service location and service area will be asked. Applicants will also describe how they are participating in any coordinated efforts and

approaches to COVID-19 triage and treatment, and their organization's current situation with regard to COVID-19.

Financial Information

All applicants must submit an Income Statement for the previous full accounting period (12 months). Applicants will also be asked to provide responses in the application for the following financial information:

- Days Cash on Hand: Defined as the number of days that your organization can continue to pay its operating expenses, given the amount of cash available.
- Operating Budget: For the last full accounting period, what was your organizations total operating budget?
- Operating Margin: For the last full accounting period, what was your organization's operating margin?
- Total Margin: For the last full accounting period, what was your organization's total margin?

Applicants will also be asked to provide information about other state or federal funds that they have received, applied for, or that they anticipate receiving for COVID-19 planning and response.

Budget Request

Applicants will be asked to provide an overview of the funding their organization is requesting. They will describe what they are planning to accomplish with the funds, and how these plans fit into the needs and response in their region of Minnesota or the State as a whole.

Applicants will be asked to provide budget information for five primary categories with costs detailed by subcategories. Each subcategory will also include a narrative text field to provide additional information. A worksheet is attached in Section 4 of this document as a planning tool.

Budget categories and subcategories include the following:

- **Staff and Personnel Costs:** Personnel costs for COVID-19 related response including overtime and hiring additional staff. Grant funds cannot be used to cover the costs of staff layoffs or reductions, or wages of staff isolated or quarantined.
 - Clinical Services – staff time to provide or coordinate patient care for COVID-19 patients
 - Outreach – staff time spent conducting patient, resident or family outreach
 - Testing – staff time to develop and implement screening and testing procedures
 - Transportation – staff time to provide additional emergency transportation of patients
 - Staff Training – staff time spent participating in or providing staff training, staff orientation or both, related to COVID-19
 - Other

- **Supplies:** Consumable products or materials used for COVID-19 -related response with costs per unit of less than \$5,000.
 - Personal Protective Equipment (PPE) – all protective equipment including but not limited to gloves, gowns and masks
 - COVID-19 Testing – all costs associated with implementing testing, excluding personnel costs identified above
 - Specialized Cleaning Supplies
 - Other Supplies
- **Equipment:** Equipment costs over \$5,000 including acquisition, modifications, attachments or accessories necessary to make usable for COVID response.
 - Covid-19 Test Lab Equipment
 - Ventilator – costs associated with purchasing, adapting and rehabbing of ventilators
 - Other
- **Construction:** Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to fixed assets
 - Establishing Temporary Sites – costs associated with establishing temporary sites (that will revert to original use) to provide testing, treatment beds, isolation or quarantine
 - Temporary conversion of space – costs associated with converting space for another purpose that will revert to its original use
- **Other:** All other costs related to COVID-19 Response. Please refer to Section 2.2 for Eligible and Ineligible Expenses.
 - Shipping and Courier costs for testing
 - Temporary technology for patient triage, screening, or telemedicine
 - Additional Emergency Transportation
 - Non-wage costs associated with staff isolation and quarantine
 - Non-construction and renovation costs for temporary conversion of space
 - Other

Applicants will also share if, in the event that full funding for their request is not available, which of these expenses they would prioritize and why.

RFP Part 4: Attachments

Attachment A: Budget Planning Tool

This form is intended to assist applicants with planning and documenting budget costs that will be required in the online application. Please refer to the Budget and Budget Narrative Section for definitions. This worksheet is only a tool and is not intended to be attached or uploaded into the online application.

<i>BUDGET CATEGORY</i>	<i>Subcategory</i>	<i>Total</i>
Staff and Personnel	Personnel costs for COVID related response including overtime, and hiring of additional staff. Grant funds cannot be used to cover the costs of staff layoffs or reductions, or wages of staff isolated and quarantine.	
	Clinical Services	\$
	Outreach	\$
	Testing	\$
	Transportation	\$
	Staff Training	\$
	Personnel Total	\$

Please provide an explanation of staffing proposed for funding, broken down by staff type, quantity and hours:

<i>BUDGET CATEGORY</i>	<i>Subcategory</i>	<i>Quantity</i>	<i>Total Costs</i>
Supplies	Purchase of consumable products or materials used for COVID related response, with unit price of less than \$5,000.		
	PPE: Gloves		\$
	PPE: Masks		\$
	PPE: Gowns		\$
	Subtotal PPE		\$

COVID-19 Planning and Response Grant RFP, April 2020

<i>BUDGET CATEGORY</i>	<i>Subcategory</i>	<i>Total Costs</i>
Supplies -Continued		
	COVID-19 Testing	
	Specialized Cleaning supplies	\$
	Other	\$
	Supplies Total	\$

Please provide an explanation of the type of supplies proposed for funding, including quantity and cost:

<i>BUDGET CATEGORY</i>	<i>Subcategory</i>	<i>Quantity</i>	<i>Total Costs</i>
Equipment	Equipment costs over \$5,000 including acquisition, modifications, attachments, accessories, necessary to make usable for COVID-19 response.		
	COVID-19 Test Lab Equipment		\$
	Ventilator		\$
	Other		\$
	Equipment Total		\$

Please provide an explanation of the type of equipment proposed for funding, including quantity and cost:

COVID-19 Planning and Response Grant RFP, April 2020

<i>BUDGET CATEGORY</i>	<i>Subcategory</i>	<i>Total</i>
Construction	Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to fixed assets.	
	Temporary Sites	\$
	Temporary Conversions	\$
Construction Total		\$

Please provide a detailed description of any construction and renovation proposed for funding, including whether it has already been completed, is underway, or is planned. Describe specifics of the purpose and capacity being created or added, quantify and explain how this capacity or additional functionality coordinates with the larger system and community needs:

<i>BUDGET CATEGORY</i>	<i>Subcategory</i>	<i>Total</i>
Other	All other costs related to COVID-19 Response. Example courier costs, temporary information technology.	
	Shipping and Courier - testing	\$
	Temporary Technology	\$
	Transportation-- additional emergency transportation	\$
	Non-Wage Costs of Staff Isolation and Quarantine	\$
	Non-construction and renovation costs for temporary conversion of space	\$
	Other	\$
Other Total		\$

Please provide an explanation of the other expenses proposed for funding, including quantity and cost: