



## Addendum #2

**Closing Date: Friday, March 15, 2024 4:00 PM**

To

### **2024 Community Partner Awards**

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The following clarifications, amendments, additions, revisions, changes, and modifications change the original proposal only in the amount and to the extent hereinafter specified in this Addendum.

The following are the answers to questions that were submitted:

1. We are reviewing the new SHIP Community Partner grant opportunity, and it looks like all funds need to be spent by Oct. of 2024. This is a short window, so we just wanted to double check that we were reading this correctly.

Yes, all proposed project funds must be spent by October 31, 2024.

2. I wanted to check to see if you think our mission and activities are a good fit for your Community Partner Awards. I'd also appreciate getting some idea about reporting and documentation required because, of course, everyone loves receiving grant money, but nobody much enjoys the paperwork involved.

When an applicant submits a completed application, a review will be conducted to determine if proposed activities and organization's mission are a good fit for the Informal Request for Proposal for the 2024 Community Partner Awards. However, the following resources may be helpful in identifying alignment with SHIP programmatic priorities:

- Determine if proposed project activities support one or more of SHIP's strategic directions and vision statements and connects to policy, systems, or environmental change by referencing the [Program Definitions](#).
- The SHIP: Making the Healthy Choice the Easy Choice [video](#).
- Reporting and documentation may include a work plan to demonstrate how the scope of services will be completed during a specific timeline, final reporting, and ongoing check-in meetings with SHIP staff.

3. I do have follow-up questions related to:

*If the grant applicant will be hiring a vendor, are there city bidding requirements? While there are not bidding requirements all expenses, including the hiring of vendors are subject to the same requirements and expectations for funding. Hiring a vendor will likely require additional approval from Minnesota Department of Health and the City and a need to demonstrate how that vendor meets SHIP requirements and outcomes. The applicant will need to fully detail the vendor role, the services the vendor will provide and the rates.*

What are the above referenced "requirements and expectations for funding"?

The vendor would be hired strictly for technical expertise related to the policy area. What potential requirements would they need to meet?

Should and/or would it be better to name a vendor in the application?

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The vendor and the work proposed by the vendor will likely require additional approval from the Minnesota Department of Health and the City. The applicant needs to show how that vendor meets SHIP requirements and outcomes. The applicant will need to name the vendor.

**CITY OF BLOOMINGTON**

*Nicholas Kelley*

Nick Kelley  
Public Health Administrator

End of Addendum No. 2