

**Diverse perspectives needed to support youth involved in the child welfare system**

**TO:** Grant applicants

**FROM:** State of Minnesota, Child Safety and Permanency Administration (“STATE”)

**ACTION:** Signed and submitted applications must be emailed to ffpsa.qualifiedindividual.dcyf@state.mn.us. This solicitation is ongoing, and applications will be accepted as long as funding is available.

The application includes the entire grant application and assurances, narrative responses, resume and letter of reference.

1. **Award Overview**
2. **Purpose and Outcome of the Grant Opportunity**

The Minnesota Department of Children, Youth, and Families, through its Child Safety and Permanency Administration (STATE), is seeking applications from qualified Responders to become trained and certified Qualified Individuals (QIs). QIs complete assessments for the placement of children in a Qualified Residential Treatment Program (QRTP) and determine the least restrictive environment appropriate for the child and their needs.

The STATE aims to increase the representation of Qualified Individuals from diverse backgrounds, particularly those overrepresented among children in foster care. This initiative seeks to engage professionals who bring unique perspectives, cultural competency and lived experiences to the assessment process. By incorporating inclusive and responsive practices, the STATE seeks to address the distinct needs and challenges faced by children who are disproportionately represented in foster care.

STATE, pursuant to Minnesota Statutes, section 256.01, subd. 2(a)(6), has the authority to enter into contracts for the following services: administration of Qualified Residential Treatment Program (QRTP) assessments conducted by a Qualified Individual (QI) (Minnesota Statues, sections [260C.704](https://www.revisor.mn.gov/statutes/cite/260C.704) and [260C.007, subdivisions 26c and 26d](https://www.revisor.mn.gov/statutes/cite/260C.007)) and the Family First Prevention Services Act (FFPSA) ([115-123 PL 472](https://www.ssa.gov/OP_Home/ssact/title04/0472.htm)).

1. **Eligibility Criteria**

For this solicitation, applicants must represent, have lived experience or have a deep understanding of the traditions, histories and unique challenges faced by diverse communities, including but not limited to racially and ethnically diverse populations, LGBTQIA2S+ individuals, groups overrepresented among children in foster care, and other underrepresented or marginalized groups. The goal is to ensure that QRTP assessments are informed by cultural competence, inclusivity and lived experience that reflect the broad diversity of the populations served. **Individuals representing Indigenous communities, Hispanic communities and Spanish-speaking populations are strongly encouraged to apply.**

QIs must be able to:

* Access a computer and the internet
* Work outside of traditional business hours
* Maintain privacy and protect individuals’ confidential data
* Adhere to assessment completion timelines.

Disqualifying factors include:

* Being employed by or affiliated with a child welfare placing agency, residential treatment facility or private placing agency
* Being employed by or affiliated with a county, Tribal or State agency,
* Being involved in making decisions, in any capacity, regarding child/youth involved in the child welfare system, and
* Being a foster parent or guardian ad litem.
1. **Funding Available**

The department is offering up to 12 contracts statewide for a maximum of $15,000 per contract. Selected Qualified Individual candidates will receive free training and certification and will be compensated for training attendance. The contract term will be one year, with the possibility of extending to two years.

STATE reserves the right to offer grant amounts that differ from the Grant Applicant’s request, or the maximum identified above.

1. **Grant Period**

The term of the initial grant period is **anticipated** to be one year, with the possibility of extending to two years.

1. **State’s Right to Cancel**

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

1. **General Information**
2. **Project Information and Background**

***Background of the Qualified Individual program***

Qualified Individuals (QIs) are culturally competent individuals trained and certified to conduct Qualified Residential Treatment Program (QRTP) assessments approved by the Minnesota Department of Children, Youth, and Families commissioner. This role is part of the 2018 federal Family First Prevention Services Act (FFPSA) implemented in Minnesota on Sept. 30, 2021.

When county or Initiative Tribal child welfare agencies determine that out-of-home placement is necessary, FFPSA prioritizes placement in the least restrictive setting, preferably within family foster homes supplemented by community-based and in-home services. FFPSA also recognizes that some children in foster care may require a higher level of care when community or in-home services cannot meet the child’s needs, such as placement in a Qualified Residential Treatment Program (or a QTRP-certified facility).

To qualify for placement in a QRTP-certified facility, FFPSA requires adherence to specific criteria, including the completion of an objective and independent QRTP assessment by a Qualified Individual (QI). This assessment aims to determine the least restrictive environment appropriate for the child and their needs. It also ensures that placement in a QTRP-certified facility is reserved solely for children whose needs cannot be adequately and safely met within their home or community.

***Overrepresentation in the child welfare system***

Historically, children from underrepresented communities have been disproportionately represented in the child welfare system. This trend persists in Minnesota today, where children from diverse backgrounds - including those from communities of color, such as African American/Black, American Indian, Asian/Pacific Islander and multiracial backgrounds, as well as other historically marginalized groups like LGBTQIA2S+ youth - make up a significant portion of placements in out-of-home care.

In 2022, children from communities of color accounted for approximately 58% of placements in foster care, despite representing only an estimated 26% of Minnesota’s population of children based on U.S. Census Bureau population estimates. In contrast, white Minnesota children make up approximately 74% of the population but account for only 40% of placements in out-of-home care.

The disparities become even more pronounced when considering specific groups. For example, African American children and children who identified as Hispanic, of any race, were both two times more likely than white children to be in out-of-home care. Children who identify as two or more races were eight times more likely to be in out-of-home care based on Minnesota population data from the U.S. Census estimates. Additionally, American Indian children accounted for 18% of placements in foster care, despite representing only an estimated 2% of Minnesota’s population of children, making them 16 times more likely to be placed than white children.

These disparities highlight the barriers that disproportionately affect marginalized groups. For American Indian communities, overrepresentation in child welfare recalls the painful legacy of Native residential schools, which sought to erase cultural identities by removing children from their families, languages and traditions. For LGBTQIA2S+ youth, systemic challenges are compounded by a lack of affirming care and safe environments, exacerbating their vulnerability within the child welfare system.

***The role of diverse QIs in child welfare***

When considering a child's placement in a QRTP-certified facility, it is essential to approach the decision holistically, considering every aspect of the child and family’s unique circumstances. Addressing the needs of children from marginalized communities at risk of out-of-home placement begins with engaging Qualified Individuals (QIs) with the cultural competence and lived experiences necessary to understand and serve diverse populations effectively.

Diversity among QIs goes beyond race and ethnicity to encompass LGBTQIA2S+ individuals, those with disabilities and people from a wide range of cultural, linguistic and socioeconomic backgrounds. QIs who bring these varied perspectives are uniquely equipped to conduct equitable, culturally sensitive assessments that affirm each child’s identity and needs.

Expanding the diversity of QIs is vital for effectively meeting the needs of all children entering a QRTP. When care decisions are made with cultural competence and a genuine respect for the identities and backgrounds of children and their families, outcomes improve significantly. This inclusive approach fosters trust in the decision-making process, encourages meaningful participation from families and communities, and ultimately creates stronger connections and brighter futures for children in foster care.

Despite progress, some groups remain overrepresented in QRTPs, underscoring the critical need for more QIs from diverse backgrounds. Marginalized communities continue to be disproportionately impacted by the child welfare system. While the current state-sponsored QI program demonstrates a degree of diversity, it still falls short of fully reflecting the populations it serves. Notably, gaps persist in the representation of American Indian QIs, Hispanic QIs and QIs from Spanish-speaking communities. Addressing these gaps is essential to ensure that every child and family receives equitable, inclusive and affirming support.

1. **Specific Program Expectations**

***General Expectations of Grantees***

1. **Initial requirements:** The GRANTEE shall fulfill the following initial obligations. Failure to comply will necessitate reimbursement to the STATE for the entire $700 cost of the Child Welfare Training Academy Qualified Individual (QI) training. Additionally, the GRANTEE will forfeit further assignment opportunities, and the contract will not be extended upon its expiration. GRANTEE will:
* Register and complete the required two-day Qualified Individual (QI) training through the Minnesota Child Welfare Training Academy within four months (or 120 days) of contract execution
* Obtain certification to administer the Minnesota Brief Child and Adolescent Needs and Strengths (CANS) assessment within 48 hours of completing training
* Complete all orientation and/or training assigned by agency staff within two weeks of completing training
* Establish a professional email address specific to QI work, accessible only by them, before any assessments are assigned.

**Assessment responsibilities:** The GRANTEE shall undertake assessments assigned by the STATE and adhere to the following directives:

* + - Complete the required two-day Qualified Individual (QI) training and pass the certification requirements
		- Follow best practice standards for Qualified Individuals, as detailed in the [Qualified Individual Practice Guide: Standards for Qualified Residential Treatment Program Assessment](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_FILE&RevisionSelectionMethod=LatestReleased&Rendition=Primary&allowInterrupt=1&dDocName=MNDHS-064543)
* Review requests and communicate to STATE and the referring agency acceptance or declination of all assessment requests received within 48 hours of receipt
* Decline any requests posing a conflict of interest for GRANTEE
* Work collaboratively with case managers and staff to obtain any additional documentation needed to complete assessments
* Respond to emails from STATE regarding assessment status within 48 hours
* Complete assessments virtually (phone or video conferencing), unless otherwise authorized by the STATE’s designated representative
* Interview, at minimum, 75% of the Family and Permanency Team members
* Complete assessments within 15 calendar days of accepting a request or by the deadline determined by the STATE on the request; accepting a request implies acknowledgment of the assessment completion date and certification of compliance
* Submit the completed Minnesota Brief CANS, QRTP assessment and recommendation form to referring case managers by encrypted email and/or using the QI portal, when it becomes available from the STATE
* Submit all necessary documentation to the referring agency on or before the deadline; failure to do so may result in the STATE denying payment for that QRTP assessment
* Ensure completed and submitted assessments are professional, typed, grammatically correct and clearly articulate recommendations
* Adhere to appropriate data privacy measures to safeguard individuals' private information gathered during the assessment process and cooperate with referring partners, counties or Tribal agencies to adhere to all data privacy requirements
	+ Destroy any protected or private information or documents on personal devices within 60 days of assessment submission.
1. **Reimbursement:** GRANTEE shall be reimbursed based on the following provisions. GRANTEE will:
	* + Track assessment and activity hours in 15-minute increments on the timesheet provided by the STATE for each calendar month and submit it to the STATE by the 15th of the following month
		+ Document time spent on each QI/assessment activity; acceptable QI/assessment activities include:
* Certification/training/orientation
* Providing and/or receiving mentorship and consultations (time must be preapproved by STATE)
* Community of Practice meetings
* Communication and engagement (including contact with agencies and interviews with the child and members of the Family and Permanency Team[[1]](#footnote-1))
* Documentation (completing the Minnesota Brief CANS assessment tool and QRTP Assessment and Recommendation form).
* Report expenditures in the Enterprise Grants Management System (EGMS) monthly as indicated in the Official Grant Award Notice
* Be reimbursed at a higher rate, with prior approval, if they interview more than five Family and Permanency Team members (not including the child or their primary case manager); if the QI does not request approval for the higher rate, they will be reimbursed at the standard rate.
1. **Additional Terms and Conditions:** The GRANTEE is subject to the following terms and conditions. GRANTEE must:
	* Maintain annual certification to administer the Minnesota Brief Child and Adolescent Needs and Strengths (CANS) assessment
	* Communicate availability or unavailability to the STATE
	* Communicate promptly with the STATE if unable to meet established timelines to facilitate appropriate support or reassignment of assessments; failure to do so may result in payment being delayed or denied
	* Complete an initial background study through the Bureau of Criminal Apprehension (BCA), upon contract renewal, and as requested by the STATE
	* Participate in quality assurance activities as requested by the STATE and provide appropriate documentation to facilitate and summarize GRANTEE’s activities and outcomes, at a minimum on an annual basis, but more frequently as requested by the STATE
	* Attend Community of Practice meetings facilitated by STATE (if unable to attend, GRANTEE shall notify the STATE’s authorized representative); Community of Practice meeting hours are billable hours and must be reported on GRANTEE’s timesheet
	* Maintain independence and not be employed by treatment facilities or private placing agencies, nor be involved in making placement decisions for children in the child welfare system, including acting as foster parents or guardian ad litem
* Submit financial reporting forms and progress reports by the dates indicated in the Official Grant Award Notice
* In the event GRANTEE is requested to meet with, or provide services to, individual(s) in person, GRANTEE will obtain prior approval from the STATE and submit proof of automobile liability insurance; GRANTEE is required to maintain automobile liability insurance with liability limits sufficient to protect 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 CONTRACT.

Prior to issuing the Grant Award Notice, STATE will:

* If STATE is granting federal funds, STATE will conduct a pre-award risk assessment per [eCFR :: 2 C.F.R. 200.206](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-C/section-200.206).
* Review financial statements for Grant Applicants that are nongovernmental organizations when a grant award is over $50,000 per [Office of Grants Management Policy 08-06: Pre-Award Risk Assessment](https://mn.gov/admin/assets/Policy%2008-06%20Pre-Award%20Risk%20Assessment%20Effective%20Date%20January%2015%202024_tcm36-604382.pdf).
* For a grant over $50,000, a monitoring visit is required during the grant period.
1. **Resources for Grant Applicants**

Applicants can find additional information about the QI program on the [Qualified Individual program web page](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=DHS-329523).

The [Minnesota Child Welfare Training Academy](https://mnchildwelfaretraining.com/) provides grantee-required new QI orientation. Training is offered by the Minnesota Child Welfare Training Academy up to six times per year. There is no cost to attend this training. Grantees will be reimbursed for their time spent in training.

**State Travel Plan**

 [Commissioner’s Travel Reimbursement Plan](https://mn.gov/mmb/employee-relations/labor-relations/labor/commissioners-plan.jsp)

**State Grant Management Policies**

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

1. **Grant Application Components and Instructions**
2. **Applicant Information and ID Numbers**

Applications must include:

1. Completed and signed, with an original signature, application and assurances
2. Grant application narrative section
3. Contact information for the applicant, agency, agency head, the program contact and the accounting or business office manager, if applicable
4. A current resume outlining education, professional experience, volunteer experience and special skills or certifications
5. A letter of reference:The reference letter can be from someone who can speak to your related personal or professional experience, and ability to work independently and engage children and their families to complete assessments; examples include colleagues, family, friends, pastor, neighbors, etc.
6. A Minnesota Statewide Integrated Financial Tool System (SWIFT) Vendor Number.

See the [SWIFT Vendor Resources web page](https://mn.gov/mmb/accounting/swift/vendor-resources/) for more information.

1. **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 Notice (OGAN) and all other applicable federal regulations, state statutes and local policies.

1. **Application Narrative Components**

In the grant application narrative section, write your response to each component, including a response to each question. Space is provided to answer each narrative section.

The total points possible for each application are 100.

The completed application should consist of the following:

* Completed and signed, with an original signature, application and assurances
* Grant application narrative section
* A current resume
* A letter of reference
* A Minnesota Statewide Integrated Financial Tool System (SWIFT) vendor number.
1. **Applicant Questions**

Direct questions about the grant opportunity to Mary Lamprecht, Qualified Individual grant manager at mary.lamprecht@state.mn.us.

1. **Application Submission and Signature**

All application components, including the signed application, assurances, application narrative, resume and letter of reference must be typed and emailed to ffpsa.qualifiedindividual.dcyf@state.mn.us.

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.

Any costs associated with this application are the responsibility of the applicant and will not be reimbursed by the STATE. The applicant bears the burden of proof of timely submission.

1. **Public Data**

Per [Minnesota Statutes, section 13.599](https://www.revisor.mn.gov/statutes/?id=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](https://www.revisor.mn.gov/statutes/?id=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).

1. **Application Screening and Review Process**

***Phase 1: Screening***

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

1. Application includes:
* Completed and signed, with an original signature, application and assurances
* Application narrative
* Comprehensive current resume
* A letter of reference.
1. The grant applicant meets the minimum eligibility of the grant, including:
* Having access to a computer and internet
* Having the ability to work outside of traditional business hours
* Being able to maintain privacy to protect individuals’ confidential data
* Adhering to timelines for assessment completion.
1. The grant applicant does *not* meet any of the following disqualifying factors:
* Being employed by or affiliated with a child welfare placing agency, residential treatment facility or private placing agency
* Being employed by or affiliated with a county, Tribal or State agency
* Being involved in making decisions, in any capacity, regarding child/youth involved in the child welfare system
* Being a foster parent or guardian ad litem.

***Phase 2: Application components scored***

Each application undergoes separate review and scoring by grant reviewers, based on the following components:

* Statement of intent (20 points): Demonstrates understanding of the QI role and responsibilities
* Experience (30 points): Indicates personal or professional experience with children in the child welfare system
* Community and culture (50 points): Demonstrates knowledge of how an applicant’s perspective and lived experiences impact the assessment process.

***Phase 3: Review of application scores***

STATE program staff and management review recommendations and scores. Applications exceeding the minimum score threshold may receive grant awards. STATE may seek clarification on application sections or reviewer feedback. Applications are reviewed promptly, with responses typically provided within three weeks. Continuous acceptance of applications will occur as long as funding permits.

***Phase 4: Pre-award background check***

If an applicant is selected to proceed to Phase 4, the STATE will contact the applicant with instructions to complete a background study through the Bureau of Criminal Apprehension. QI applicants must pass a background study consistent with Minnesota Statutes, section 299C. The results of the study will be reviewed per program policy. Please be advised that background study results vary, and committed acts may not necessarily disqualify an applicant from being a QI. Please contact ffpsa.qualifiedindividual.dcyf@state.mn.us with questions.

***Phase 5: Award decisions***

Grant applicants recommended for an award must wait until they receive the signed Official Grant Award Notice (OGAN) **before** providing any services and incurring expenditures. Any expenses incurred before the full execution of the OGAN or other award documentation are not reimbursable and are the responsibility of the grant applicant/GRANTEE.

Note: The award decisions of the STATE are final and not subject to appeal.

***Phase 6: Training and certification***

Applicants are required to complete a two-day training program and become certified to administer the Minnesota Brief CANS tool and complete QI assessments. Immediately upon certification, the STATE may begin assigning assessments for completion.

**Grant Application**

**Diverse perspectives needed to support youth involved in the child welfare system**

**Applicant Information**

|  |  |
| --- | --- |
| Name of Grant Applicant: | Click or tap here to enter text. |
| Organization (LLC, PLLC, etc.) | Click or tap here to enter text. |
| Address: | Click or tap here to enter text. |
| City, State and ZIP: | Click or tap here to enter text. |
| Phone number: | Click or tap here to enter text. |
| Email: | Click or tap here to enter text. |

**Identification Numbers**

|  |  |
| --- | --- |
| MN SWIFT supplier number: | Click or tap here to enter text. |

**Business Manager/Fiscal Contact (if applicable)**

|  |  |
| --- | --- |
| Name: | Click or tap here to enter text. |
| Title: | Click or tap here to enter text. |
| Address: | Click or tap here to enter text. |
| City, State and ZIP: | Click or tap here to enter text. |
| Phone number: | Click or tap here to enter text. |
| Email: | Click or tap here to enter text. |

**Signature and Date**

|  |  |
| --- | --- |
| Signature[[2]](#footnote-2): |  |
| Title: | Click or tap here to enter text. |
| Date: | Click or tap to enter a date. |

Signatory certifies they 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 their organization. Signatory further certifies that the Applicant’s articles of incorporation, by-laws, or corporate resolutions authorize Signatory both to sign on behalf of and bind the Applicant to the terms of this Agreement. Applicant and signatory agree that STATE relies on the signatory’s certification herein.

**Assurances**

The Grant Applicant, by signing 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: 4B) Audits; 5) Liability; 6) Intellectual Property Rights; 7) Publicity; 8) Information Privacy and Security; 9) Data Disclosure; and 11) 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.

1. 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.

**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**

1. ***Allowability of Costs***

The allowability of expenses incurred under this award shall be determined in accordance with the following flat rate structure:

* 1. GRANTEE will be paid in accordance with the pay structure as set forth below:
	+ QRTP Assessment: $750
	+ QRTP Assessment requiring **more than five interviews\*** (not including the child or the primary case manager): $900
	+ Child Welfare Training Academy Qualified Individual (QI) Training: $700
	+ Annual certification or recertification with passing score: $100
	+ Community of Practice Meetings: $50
	+ Mentorship/consultation\* with another QI: $50
* Additional training:
	+ $50/hour
* If GRANTEE is assigned a request that is rescinded prior to the GRANTEE completing the assessment, GRANTEE will be reimbursed on an hourly basis, at the rate of $50/hour, unless given alternative direction by department staff.
* Any ad hoc assignments given by department staff: $50/hour

**Contracts will have a maximum total of $15,000.00**

**\*Preapproval is required for reimbursement for an assessment with more than five interviews and mentorship/consultation.** **If GRANTEE does not request approval or they request approval and they were denied, GRANTEE will be reimbursed at the standard rate. If GRANTEE does not have prior approval to have a consultation or mentorship meeting with another qualified individual, payment will be denied.**

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.

1. ***Audits.***

Under [Minnesota Statutes, section 16B.98](https://www.revisor.mn.gov/statutes/?id=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 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.

This award contains federal funding, and all GRANTEEs are subject to retention requirements related to audits. If the GRANTEE receives federal assistance from the STATE of Minnesota, it will comply with the applicable single audit requirements. The GRANTEE will provide copies of the single audit reporting package upon request.

1. ***STATE Requirements***

The GRANTEE will comply with required grants management policies and procedures set forth through [Minnesota Statutes, section 16B.97](https://www.revisor.mn.gov/statutes/?id=16B.97), subdivision 4 (a)(1).

Pursuant to [Minnesota Statutes, section16B.98](https://www.revisor.mn.gov/statutes/?id=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: <https://mn.gov/admin/osp/government/suspended-debarred/>

**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**

***6.1. 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.

***6.2. 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.

***6.3. Responsibilities.***

***a. Notice.*** 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.

***b. 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.

***c. 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.

***d. 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, 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**

1. 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.
2. 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](https://www.law.cornell.edu/cfr/text/45/160.103) 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.
3. 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.
4. 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](https://www.revisor.mn.gov/statutes/?id=13.46), 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.
5. 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.
6. 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](https://www.revisor.mn.gov/statutes/?id=13.04) to requests for data created, collected, received, stored, used, maintained, or disseminated by GRANTEE in performing its duties under this grant.
7. 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.
8. GRANTEE must comply with [Minnesota Statutes, section 13.055](https://www.revisor.mn.gov/statutes/?id=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 Statutes, section 270C.65](https://www.revisor.leg.state.mn.us/statutes/?id=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, 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. Insurance requirements**

GRANTEE shall not begin work under the CONTRACT until it has obtained all the insurance described below and STATE has approved such insurance. GRANTEE shall maintain the insurance in force and effect throughout the term of the contract. GRANTEE is required to maintain and furnish satisfactory evidence of the following insurance policies.

***10.1. Workers’ Compensation.***

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

* $100,000 – Bodily Injury by Disease per employee
* $500,000 – Bodily Injury by Disease aggregate
* $100,000 – Bodily Injury by Accident

If Minn. Stat. § 176.041 exempts GRANTEE from Workers’ Compensation insurance mandates, including if GRANTEE has no employees in the State of Minnesota, GRANTEE must provide a written statement, signed by an authorized representative, indicating the qualifying exemption that excludes GRANTEE from the Minnesota Workers’ Compensation requirements.

GRANTEE’s employees and agents will not be considered employees of STATE. Any claims that may arise under the Minnesota Workers’ Compensation Act on behalf of these employees or agents and any claims made by any third party as a consequence of any act or omission on the part of these employees or agents are in no way STATE’s obligation or responsibility.

***10.2. Automobile Liability Insurance.***

This is required if GRANTEE is requested to meet with, or provide services to, individual(s) in-person, in which such in-person meeting must first require prior approval from STATE. GRANTEE is required to maintain automobile liability insurance with liability limits sufficient to protect 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 CONTRACT. In the case that any work is subcontracted, GRANTEE will require the subcontractor to maintain automobile liability insurance that conforms to this section.

***10.3. Additional Insurance Conditions:***

* GRANTEE’s policies shall be primary insurance to any other valid and collectible insurance available to STATE with respect to any claim arising out of GRANTEE’s performance under this CONTRACT.
* GRANTEE is responsible for payment of CONTRACT related insurance premiums and deductibles.
* An Umbrella or Excess Liability insurance policy may be used to supplement GRANTEE’s policy limits to satisfy the full policy limits required by CONTRACT.

**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**

1. 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](https://www.revisor.mn.gov/statutes/?id=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.
2. 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](https://www.revisor.mn.gov/rules/?id=5000.3500).
3. 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 Notice (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 Notice (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. Termination**

1. **With or Without Cause:**
	1. **Without cause:** An award contract may be cancelled by the STATE at any time, without cause, upon thirty (30) days’ written notice to the GRANTEE. Upon termination, the GRANTEE will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed and for approvable expenditures.
	2. **With cause.** The STATE may immediately terminate this grant contract agreement if the STATE finds that there has been a failure to comply with the provisions of this grant contract, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The STATE may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.
2. **Termination by the Commissioner of Administration.** The Commissioner of Administration may unilaterally cancel the award contract if further performance under this award would not serve agency purposes or is not in the best interest of the STATE.
3. **Due to Discontinued or Insufficient Funding:** It is expressly understood and agreed that in the event the funding to the STATE from Federal sources or appropriations by the Minnesota Legislature are not obtained and/or continued at an aggregate level sufficient to allow for the GRANTEE’s program to continue operating, the award contract shall immediately be terminated upon written notice by the STATE to the GRANTEE. The STATE is not obligated to pay for any services that are provided after notice and effective date of termination. However, the GRANTEE will be entitled to payment, determined on a pro-rata basis, for services satisfactorily performed and approvable expenditures incurred prior to termination to the extent that funds are available. The STATE will not be assessed any penalty if the grant is terminated because of a decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The STATE must provide the GRANTEE notice within a reasonable time of the STATE receiving notice.

**17. 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.

**18. Voter Registration**

TheGRANTEE will comply with [Minnesota Statutes, section 201.162](https://www.revisor.mn.gov/statutes/?id=201.162) by providing voter registration services for its employees and for the public served by the GRANTEE.

**19. Contracting Requirements**

1. [Per Minnesota Statutes, section 471.345](https://www.revisor.mn.gov/statutes/cite/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 $25,000 or more.
	1. Municipalities are encouraged to utilize [Minn. Stat. §471.345](https://www.revisor.mn.gov/statutes/cite/471.345), subd. 8 for targeted business procurement where available.
	2. Municipalities must not contract with vendors who are suspended or debarred in MN: <https://mn.gov/admin/osp/government/suspended-debarred/>
	3. Support documentation for the procurement processes must be retained regardless of the source of funding.
2. 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 $100,000 or more must undergo a formal notice and bidding process.
	2. Grant-funded 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.
	3. Grant-funded 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.
	4. For grant-funded projects that include construction work of $25,000 or more, prevailing wage rules apply per [Minn. Stat. §§177.41](https://www.revisor.leg.state.mn.us/statutes/?id=177.41) through [177.44](https://www.revisor.leg.state.mn.us/statutes/?id=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:
* [Minnesota Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List](https://mn.gov/admin/osp/search/vmpvendors.jsp)
	+ - Metropolitan Council’s Targeted Vendor list: [Minnesota Unified Certification Program](https://mnucp.metc.state.mn.us/)
		- 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)
	1. Notwithstanding B (i) – (v), 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.
	2. 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.
		+ 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 Minnesota, as shown on this [list](https://mn.gov/admin/osp/government/suspended-debarred/) of vendors.

**20. Amendments, non-waiver, and assignability**

1. 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.
2. 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.
3. GRANTEE shall neither assign nor transfer any rights or obligations under this agreement without the prior written consent of STATE.

**22. 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 State of Minnesota Accessibility Standard, as updated on July 1, 2024. This standard requires, in part, compliance with the Web Content Accessibility Guidelines (WCAG) 2.1 (Level AA) and Section 508 of the Rehabilitation Act of 1973.

Information technology deliverables and services offered must comply with the State of Minnesota Accessibility Standard 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.

**23. Entire Agreement**

1. 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 19a, Amendments.
2. 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.

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.

**24. Other Provisions**

***24.1. No Religious Based Counseling.***

GRANTEE agrees that no religious based counseling shall take place under the auspices of this CONTRACT.

**Grant Application Narrative Section**

To be completed by the grant applicant:

**Eligibility of the Applicant**

|  |  |
| --- | --- |
| 1. Do you have access to a computer and the internet? | Yes [ ]  No [ ]  |
| 2. Are you available to complete assessments during nontraditional hours (evenings and weekends) to accommodate families? | Yes [ ]  No [ ]  |
| 3. Can you ensure privacy to protect the confidential data of individuals? | Yes [ ]  No [ ]  |
| 4. Can you commit to completing and returning assessments within 15 business days? | Yes [ ]  No [ ]  |
| 5. Are you employed by or affiliated with a child welfare placing agency? | Yes [ ]  No [ ]  |
| 6. Are you employed by or affiliated with a residential treatment program or private placing agency? | Yes [ ]  No [ ]  |
| 7. Are you employed by or affiliated with a county, Tribal or state agency? | Yes [ ]  No [ ]  |
| 8. Are you involved in making decisions, in any capacity, regarding child/youth involved in the child welfare system? | Yes [ ]  No [ ]  |
| 9. Are you a foster parent or guardian ad litem? | Yes [ ]  No [ ]  |

If you answered “No” to questions 1-4 or “Yes” to questions 5-9, you do not meet the minimum qualifications to be a QI. Please do not complete the remainder of this application, as agency staff will reject it upon receipt.

If you meet the requirements outlined above, please continue to the next page to complete the narrative portion of the application.

**Statement of intent**

The role of a Qualified Individual (QI) was created by the federal Family First Prevention Services Act (FFPSA) effective Sept. 30, 2021. The primary role of a QI is to complete an objective and independent assessment to determine the least restrictive setting for the child that is appropriate to their treatment needs. It also ensures that placement in a Qualified Residential Treatment Program (QRTP) facility is reserved solely for children whose treatment and supervision requirements cannot be adequately and safely met within their home or community. A QI must complete their work promptly and make efforts to engage with children, youth, their families and permanency team members to participate in the QRTP assessment.

|  |
| --- |
| 1. Explain why you are interested in becoming a Qualified Individual (QI): |
| Click or tap here to enter text. |
| 2. Based on your understanding of the QI role, what do you hope to accomplish in serving as a QI? |
| Click or tap here to enter text. |

**Experience**

|  |
| --- |
| 1. Describe your experience working with children, including experience with children involved in child welfare services and/or in residential programs. This may be paid or lived experience working within child protection, children's mental health, adoption and youth in out-of-home placements. |
| Click or tap here to enter text. |
| 2. Do you have experience in completing assessments or structured interviews to evaluate the strengths and/or needs of an individual? If so, please describe the specific name or category of assessments (e.g., Intelligence tests, CASIIs or other Level of Care assessments, MnCHOICES, Structured Decision Making, Family Strengths and Needs, IEP-related assessments or program eligibility assessments) you've completed, for which populations and how long you have been completing the assessments |
| Click or tap here to enter text. |
| 3. Describe specific examples of your professional or lived experience with the following mental health services and supports provided in your community. (“Experience” could include referring children or families to these services, providing these services, working at one of the facilities, placing children in these facilities, providing case management for children who experience these types of placements or having personal or family experience with these services). Complete all that apply. If you have no information to provide, please write "No experience" in the text box. |
| In-home family services and supports: | Click or tap here to enter text. |
| Mental health treatment facilities: | Click or tap here to enter text. |
| Day treatment settings: | Click or tap here to enter text. |
| Special education services: | Click or tap here to enter text. |
| Group homes: | Click or tap here to enter text. |
| Hospitals: | Click or tap here to enter text. |
| Corrections/juvenile justice (restorative justice programs): | Click or tap here to enter text. |
| Family foster homes: | Click or tap here to enter text. |
| Corporate foster homes: | Click or tap here to enter text. |
| Support groups: | Click or tap here to enter text. |
| Other (please describe): | Click or tap here to enter text. |
| 4. Please list any clinical licensure(s) or certifications you have. If none, write “None” in the text box. |
| Click or tap here to enter text. |

**Community and culture**

Diversity in all its forms is essential to building a strong and effective pool of Qualified Individuals (QIs). QIs who share similar cultural backgrounds or lived experiences with the children and families they serve bring valuable perspectives that foster assessments sensitive to each family's unique identity and needs.

We understand that diversity is multifaceted and honor each person's comfort level in sharing aspects of their identity or experiences. To the extent you are comfortable, we encourage you to share how your background shapes your perspective as you answer the following questions.

|  |
| --- |
| 1. What aspects of your identity or background do you feel will help you effectively support children and families in your community? |
| Click or tap here to enter text. |
| 2. How would you incorporate the cultural practices, traditions or values of the child, family and your community into the assessment process? |
| Click or tap here to enter text. |
| 3. How would you handle a situation where the child, their family or members of the family and permanency team[[3]](#footnote-3) are skeptical of institutions or services due to past negative experiences? |
| Click or tap here to enter text. |
| 4. How do you identify yourself in terms of race, ethnicity, community and/or culture?  |
| Click or tap here to enter text. |
| 5. Please list any languages besides English that you speak: |
| Click or tap here to enter text. |
| 6. Because assessments are conducted via phone or video conference, QIs are expected to provide assessments throughout the state. However, agency staff may be able to accommodate your preferences as to the area, region, community, county or Tribe you would like to serve. Do you have any special preferences as to what area, region, community, county or Tribe you would like to serve as a QI? Please list. |
| Click or tap here to enter text. |
| 7. Are there any areas, regions, communities, counties or Tribes that may present a conflict of interest? If so, please list below. |
| Click or tap here to enter text. |

**Application Maximum Number of Points: *100***

|  |  |
| --- | --- |
| Category | Possible points |
| Statement of intent | 20 |
| Experience | 30 |
| Community and culture | 50 |
| TOTAL | 100 |

**Submission Reminder**

Email the completed application to ffpsa.qualifiedindividual.dcyf@state.mn.us.

Completed applications include the following components:

1. Completed and signed, with an original signature, application and assurances
2. Grant application narrative section
3. Contact information for the applicant, agency, agency head, the program contact and the accounting or business office manager, if applicable.
4. A current resume outlining education, professional experience, volunteer experience and special skills or certifications
5. A letter of reference**:** The reference letter can be from someone who can speak to your related personal or professional experience, and ability to work independently and engage children and their families to complete assessments; examples include colleagues, family, friends, pastor, neighbors, etc.
6. A Minnesota Statewide Integrated Financial Tool System (SWIFT) Vendor Number
1. A family and permanency team is a group of professionals, family members and support individuals collaborating on decisions about a child’s care, safety and well-being. [↑](#footnote-ref-1)
2. ***Note: The STATE will accept signatures that are handwritten or e-signatures that have been authenticated by a third party (such as DocuSign or Adobe Sign).  Grant Application and Assurances that are unsigned and undated may be considered non-responsive and may result in the disqualification of the Application.***  [↑](#footnote-ref-2)
3. A family and permanency team is a group of professionals, family members and support individuals collaborating on decisions about a child’s care, safety and well-being. This includes providing input as part of a QRTP assessment, ensuring that placement recommendations are based on a holistic view of the child, their family and their specific needs. [↑](#footnote-ref-3)