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# Legislative Report

Community Resource Centers

July 2025

Child Safety and Permanency Administration

In partnership with the Minnesota Community Resource Center Advisory Council

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## **Legislative Report: Community Resource Centers**

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As requested by Minnesota Statute 3.197: This report cost approximately \$1760.00 to prepare, including staff time, printing and mailing expenses.

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## I. Executive summary

This report is being submitted to the Minnesota Legislature pursuant to [Laws 2023, chapter 70, article 14, section 42, subdivision 8](#), directing the Community Resource Center Advisory Council to submit a report reflecting the duties of the established council. The Community Resource Center Advisory Council collaborated with the Minnesota Department of Children, Youth, and Families (DCYF) staff to develop this report, outlining the activities and duties undertaken by the council since its establishment in February 2024.

The Community Resource Center Advisory Council is tasked with advising the commissioner at DCYF in development and funding of a network of Community Resource Centers, the development of Requests for Proposals and grant award processes, the development of program outcomes and accountability measures, and ongoing governance and necessary support in the implementation of community resource centers.

## II. Legislation

### [Laws 2023, chapter 70, article 14, section 42](#)

#### **Subdivision 2. Community resource centers established.**

The commissioner, in consultation with other state agencies, partners, and the Community Resource Center Advisory Council, may award grants to support the planning, implementation, and evaluation of community resource centers to provide culturally responsive, relationship-based service navigation, parent, family, and caregiver supports to expecting and parenting families with a focus on ensuring equitable access to programs and services that promote protective factors and support children and families.

#### **Subd. 3. Commissioner's duties; related infrastructure.**

The commissioner, in consultation with the Community Resource Center Advisory Council, shall:

- (1) develop a request for proposals to support community resource centers;
- (2) provide outreach and technical assistance to support applicants with data or other matters pertaining to the equity of access to funding;
- (3) provide technical assistance to grantees, including but not limited to skill building and professional development, trainings, evaluations, communities of practice, networking, and trauma informed mental health consultation; and
- (4) provide grant coordination and management focused on promoting equity and accountability.

#### **Subd. 4. Grantee duties.**

At a minimum, grantees shall:

- (1) provide culturally responsive, relationship-based service navigation and supports for expecting and parenting families;

- (2) improve community engagement and feedback gathering to support continuous improvement and program planning to better promote protective factors;
- (3) demonstrate community-based planning with multiple partners;
- (4) develop or use an existing parent and family advisory council consisting of community members with lived expertise to advise the work of the grantee; and
- (5) participate in program evaluation, data collection, and technical assistance activities.

**Subd. 5. Eligibility.**

Organizations eligible to receive grant funding under this section include:

- (1) community-based organizations, Tribal Nations, urban Indian organizations, local and county government agencies, schools, nonprofit agencies or any cooperative of these organizations; and
- (2) organizations or cooperatives supporting communities and families who lack opportunities.

**Subd. 6. Community Resource Center Advisory Council; establishment and duties.**

- (a) The commissioner, in consultation with other relevant state agencies, shall appoint members to the Community Resource Center Advisory Council.
- (b) Membership must be demographically and geographically diverse and include:
  - (1) parents and family members with lived experience who lack opportunities;
  - (2) community-based organizations serving families who lack opportunities;
  - (3) Tribal and urban American Indian representatives;
  - (4) county government representatives;
  - (5) school and school district representatives; and
  - (6) state partner representatives.
- (c) Duties of the Community Resource Center Advisory Council include but are not limited to:
  - (1) advising the commissioner on the development and funding of a network of community resource centers;
  - (2) advising the commissioner on the development of requests for proposals and grant award processes;
  - (3) advising the commissioner on the development of program outcomes and accountability measures; and
  - (4) advising the commissioner on ongoing governance and necessary support in the implementation of community resource centers.

**Subd. 7. Grantee reporting.**

Grantees must report program data and outcomes to the commissioner in a manner determined by the commissioner and the Community Resource Center Advisory Council.

**Subd. 8. Evaluation.**

The commissioner, in partnership with the Community Resource Center Advisory Council, shall develop an outcome and evaluation plan. By July 1, 2025, the Community Resource Center Advisory Council must provide a

report to the commissioner and the chairs and ranking minority members of the legislative committees with jurisdiction over health and human services that reflects the duties of the Community Resource Center Advisory Council in subdivision 6 and may describe outcomes and impacts related to equity, community partnerships, program and service availability, child development, family well-being, and child welfare system involvement.

### **III. Introduction and background**

The Minnesota Department of Human Services (DHS) was initially tasked with establishing Community Resource Centers through grants to provide access to programs and services that promote protective factors and support children and families. The Community Resource Center Advisory Council provides guidance and consultation for this work. The commissioner appoints the advisory council members, who are responsible for advising the commissioner on the planning, implementation and evaluation of the Community Resource Centers. In 2024, the Department of Children, Youth, and Families (DCYF) was established; it is now the agency responsible for overseeing and managing the Community Resource Centers and the Community Resource Center Advisory Council.

The Community Resource Center Advisory Council meets bimonthly to facilitate discussions among department staff and task execution. All meetings are held virtually and in an open forum, per the Secretary of State's guidance. Therefore, the department utilizes tools like Mentimeter and engages in large group discussions to gather input and feedback. Department staff then consolidate the information and data, presenting it back to the council in a feedback loop to confirm understanding and build next steps.

#### **Purpose of report**

This report is submitted to the Minnesota Legislature pursuant to Laws 2023, chapter 70, article 14, section 42, subdivision 8, which states: "...the Community Resource Center Advisory Council must provide a report to the commissioner and the chairs and ranking minority members of the legislative committees with jurisdiction over health and human services that reflects the duties of the Community Resource Center Advisory Council in subdivision 6 and may describe outcomes and impacts related to equity, community partnerships, program and service availability, child development, family well-being, and child welfare system involvement."

The department prepared this report in partnership with the Community Resource Center Advisory Council.

#### **Timeline**

As outlined in the legislation, DHS (now DCYF) immediately began work to establish the advisory council and the Community Resource Centers. Parallel to the Community Resource Center receiving funding, the Minnesota Legislature awarded funds to the department to support a kinship navigator program. Because of the similarities of Community Resource Centers and kinship navigator programs, department staff decided to combine the Requests for Proposals (RFPs). This allowed for organizations to choose to do one program or both. The following is a description of the Community Resource Center portion of that Request for Proposals development.

### Prepare and establish the Community Resource Center Advisory Council: July 2023 – February 2024

During this period, the department hired and onboarded staff responsible for Community Resource Center grant management and advisory council oversight. Concurrently, the department also recruited Community Resource Center Advisory Council members. The advisory council was appointed in January 2024 and had its first meeting

in February 2024 (see list of members in Appendix A). Also during this time period, department staff convened the multidisciplinary Community Resource Center Core Team, bringing together representatives from across state agencies as well as partners from external organizations (see Appendix E).



Figure 1 Timeline for CRC and CRC Advisory Council

### Develop and issue the Request for Proposal for Community Resource Center grant: February – June 2024

With collaboration and direction from the Community Resource Center Advisory Council, department staff developed the RFP. Knowing that some members of the Community Resource Center Advisory Council wished to apply for the grant, department staff partnered with Advisory Council members in a series of broad conversations to determine direction and scope of the RFP. Department staff worked with legal staff and followed department guidance on the RFP competitive process to ensure members responding to the RFP would not have an unfair advantage in the process. In April 2024, the RFP was published and remained open for 56 days for equity purposes (see Appendix B for the RFP). During this period, the department was preparing for the transition from the DHS to the new state agency, DCYF.

### Select and contract with Community Resource Center grantees: June 2024 – January 2025

After a thorough review of applicants, the department determined the awards and sent notifications. Over the course of approximately three months, the department negotiated contracts with grantees and all contracts were fully executed by January 2025. DCYF was established on July 1, 2024, and staff transitioned to the new department.

## IV. Network of Community Resource Centers, Requests for Proposals and grant award processes

The first Community Resource Center Advisory Council meeting was held in February 2024. Members were introduced, reviewed and agreed to a Council Charter, and received background and contextual factors, including history and data. Department staff utilized the first meeting to host broad conversations to gather

critical insights from council members, such as additional considerations for populations to be served; characteristics of successful partnerships; additional services, supports, or infrastructure beyond navigation; and the characteristics of a successful organization and network of Community Resource Centers. Input gathered from the council informed the RFP for the Community Resource Centers.

The subsequent two meetings focused on the RFP, supporting frameworks presentations, legislative review and discussions on measuring outcomes and success. During the April 24, 2024 council meeting (all council meeting minutes can be found on the department's [Community Resource Centers webpage](#)), members reviewed a presentation that included examples of how their conversational themes were incorporated into the published RFP.

The department continued to collaborate with the advisory council members during these meetings to better define and understand the members' perspectives on how Community Resource Centers can best meet community needs, and to inform the selection and award of Community Resource Center grants. Some council members served as RFP reviewers to ensure the Community Resource Center Advisory Council's perspective was central in guiding the work. Community members were also recruited to support the review process, ensuring the inclusion of the community's and parents' voices. The completed RFP was posted in April 2024 with an open period of two months. The department received 46 viable applications, from which it contracted with 10 Community Resource Center grantees and four kinship navigator grantees, including one hybrid Community Resource Center/Kinship Navigator Program (see Appendix F for a list of grantees).

Department staff leveraged federal dollars to increase the number of grants awarded. The state legislature allocated \$5.6 million for grants over a four-year period. Through Community-Based Child Abuse Prevention federal funds and Family First Transition Act federal funds, the department increased funding capacity to \$6,718,133. Organizations were notified of their award status in September 2024, and contracts were fully executed with 10 grantees by the end of January 2025.

## **V. Program outcomes and accountability measures**

Under Laws 2023, chapter 70, article 15, section 11, outcomes and evaluation consultation requirements, each grant program over \$750,000 must consult with the Minnesota Management and Budget (MMB) Results Team to develop an evaluation plan including measures that subscribe to the Results-Based Accountability (RBA) methodology. Department staff reached out to MMB staff to begin the consultation process before the advisory council was seated. The consultation resulted in ideas being presented to the advisory council during the April 2024 meeting. MMB and department staff presented information on evaluation types, Results-Based Accountability and potential accountability measures (see Appendix C). The measures presented to the council for action are based on four of the program's goals. As session law mandates, these outcomes were then added to the RFP (see Appendix B, section 2.2, pages 6-7).

Over the course of the following two meetings, department staff continued to facilitate discussions on evaluation design, centered on the council's goal of aligning measures with Community Resource Center goals. Council members also wanted to ensure the measures properly illustrated whether participants are better off



after engaging with Community Resource Centers and how the results would be apparent. These discussions, written responses and Mentimeter engagements (available on the Community Resource Center website) led to exploring the options of a parent survey and the Protective Factors Survey. The [Center for the Study of Social Policy](#) identifies five key protective factors: parental resilience, social connections, knowledge of parenting and child development, concrete support in times of need, and social and emotional competence of children. The Community Resource Centers are tasked with a focus specifically on social connection and concrete support in times of need. Council members had lingering questions that required attention, particularly how to assess the program through a systems perspective without causing further harm to families. From these discussions, an advisory council work group was created to advise on specific survey questions and continue brainstorming solutions to members' questions. A revised parent survey, inclusive of protective factor concepts, which supports council members' views, is in process.

Because the legislature did not allocate funding to the department for evaluation or an IT solution for data collection, department staff created a Qualtrics survey to support the collection of participation and demographic data (see Appendix D for survey questions). When funding was identified, department staff began working with MMB's Office of Management, Analysis and Development (MAD) to develop an actionable evaluation plan that includes the chapter 70 measures.

As part of the initial conversation regarding Community Resource Center outcomes, the advisory council discussed decreased family child welfare system involvement as a potential outcome. At that time, members of the advisory council believed reduced child welfare system involvement to be a long-term outcome of a statewide, sustained Community Resource Center network. Additionally, members found that promoting Community Resource Centers as a trustworthy access point for services and asking program participants to share their data with the child protection system were conflicting ideas. Members then agreed that an increase in protective factors would be a better measurement. Population outcomes would take longer than the time allotted for Community Resource Center funding to be recognized. However, there is agreement amongst council members and Core Team members that future evaluation should include population outcomes related to child welfare involvement.

In December 2024, Community Resource Center Core Team members requested a process to develop a vision (beyond the four goals listed above) for Community Resource Center work. While participating in MAD's visioning and evaluation process over four months, all advisory council work was devoted to the visioning process. MAD began work with both the Community Resource Center Core Team and the Community Resource Center Advisory Council simultaneously in January 2025. MAD staff developed a practical vision, which was established by the advisory council members and agreed to by Core Team members. In March 2025, MAD staff incorporated council-developed outcomes and spent the next two months reviewing the RFP, grantee workplans and previous council documents to determine actions. At the June 12, 2025, Community Resource Center grantee meeting, grantees reviewed the practical vision, outcomes and activities, and added their thoughts and changes. At the time of this report, a practical vision, outcomes and actions have been identified and agreed upon by the advisory council and Core Team members. Department staff will circulate the plan with interested partners and finalize the document in August.

Five of the 10 Community Resource Center grantees are following the [National Family Support Network](#) Family Resource Center model. In addition to adhering to all grantee contracted activities including evaluation and technical assistance, these five grantees are members of the Minnesota Community & Family Resource Network, currently housed at the Association of Minnesota Counties (AMC). Its members, partnering with 41 Minnesota counties, are operating or developing Family Resource Centers. Founded in 2023, the emerging Minnesota network is concurrently working with the Amherst H. Wilder Foundation to develop an evaluation framework. Together with the Amherst H. Wilder Foundation and AMC, the department continues to meet with the goal of aligning the two evaluation plans so that goals and outcomes may be coordinated.

## **VI. Necessary supports**

### **Community Resource Center technical assistance**

Community Resource Center grantees receive technical assistance in a variety of formats (office hours, telephone, and email) throughout the course of the grant cycle. Methods may shift as grantees determine their needs. Other technical assistance modalities are described below.

#### **Grantee meetings**

Each grantee met with department staff upon award to conduct contract negotiations. Community Resource Center grantees participate in quarterly meetings hosted by department staff. These meetings provide a platform for consultation, collaboration, learning and networking to support grantees and promote the successful implementation of the grant. These meetings provide a space for state agency staff and grantees to share feedback, communicate requirements, discuss challenges and successes and explore topics of interest, among other efforts to support grantees in providing culturally responsive, relationship-based service navigation for families addressing inequities in their communities.

#### **Training and Communities of Practice**

Community Resource Center and Kinship Navigator Program grantees receive a variety of ongoing trainings and Communities of Practice to support the implementation of the grant and the families they work with. Grantees will receive training from the Children's Defense Fund Minnesota on using [Bridge to Benefits](#), an online screening tool that determines potential eligibility for public support programs and tax credits and connects families to applicable resources. Grantees will receive training on [Help Me Connect \(HMC\)](#), which helps resource navigators and families locate and connect to community services supporting healthy development and family well-being. Grantees will receive training on [MN Benefits](#), a single application for families to apply for up to nine economic assistance programs.

Bimonthly Communities of Practice meetings will be available to all family navigation program staff across the state (including, but not limited to, full service community schools, family resource centers, family home visiting, community action agencies, Family Service Collaboratives, and more) and include a range of topic areas.

## **Mental health consultation**

All grantee navigators receive mental health consultation through an interagency agreement with the DHS's Behavioral Health Administration. This is a prevention service focused on building adults' capacity to support children's healthy emotional development through reflection, training and skill building. This practice was offered during the proof-of-concept Community Resource Hubs, with positive response from navigators. Licensed, culturally sensitive mental health professionals with training and expertise in early childhood development will provide consultation to grantees.

## **Minnesota Story Collective**

Minnesota Story Collective and department staff offer onsite collaborative technical assistance in setting up site-specific story collection links, developing story packs and collaborative hosting of sense-making sessions.

Each of these supports presents an opportunity for feedback looping between local parent advisory councils, grantees and department staff. Feedback loops provide interagency staff with information about what is and is not working at the family and community levels in terms of state policy and practice. Staff address these barriers and work to mitigate or eliminate stumbling blocks, enabling grantees to support families better.

## **VII. Governance**

The current governance structure (see Figure 2 below) was established by department staff to ensure feedback looping and to make the most informed recommendations to the department's commissioner. The advisory council advises the commissioner with input from the Community Resource Center Core Team, Community Resource Center grantees and local parent advisory councils. This enables bidirectional feedback among the teams to advance the work and set the stage for future endeavors. This process will be as collaborative as possible and the commissioner will have final consideration. Legislation determines that the advisory council recommends a governance structure to the commissioner. For purposes of this report, the recommended governance structure will be discussed as "future governance."

Current governance

Community Resource Center Advisory Council

The Community Resource Center Advisory Council began discussions on the implementation of Community Resource Centers as well as grantee onboarding, welcoming and orientation at the August 2024 meeting in anticipation of contracts being executed. Council members engaged in deep discussion of what supports and tools would be vital for grantee onboarding and Community Resource Center implementation. Advisory council

meetings included an introduction and information on tools available to grantees, such as [Bridge to Benefits](#), [Help Me Connect](#) and [Mental Health Consultation](#). These programs are key resources for Community Resource Centers and the families they serve. As the council continued to guide the orientation, members also explored the council’s role in onboarding and continued governance of the grantees. Additionally, department staff hosted an in-person grantee meeting in March 2025, providing an opportunity for grantees to connect, brainstorm their organization's work as a Community Resource Center and receive important information on resources to support their success. Following the meeting, the department shared survey data from grantee participants and questions that emerged. Community Resource Center Advisory Council members continue to explore how best to respond to these questions and provide guidance to Community Resource Center grantees.

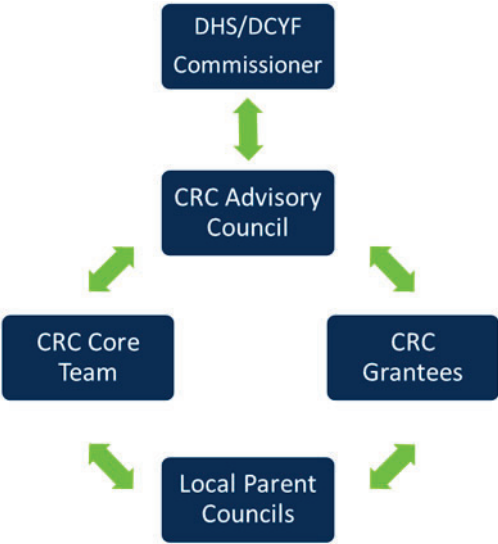


Figure 2: Current governance structure

In partnership with MMB staff, the advisory council participated in the above-mentioned visioning activity in January and February 2025 to develop a practical vision from which MMB staff created a logic model. The practical vision and logic model will serve as the foundation that guides the work of Community Resource Centers, informs the Community Resource Center Advisory Council’s role, and ensures accountability for Community Resource Center tasks and activities. In the coming council meetings, members will continue to work with department and MMB staff on the ongoing vision and correlating activities to support Community Resource Centers in maintaining a sustainable network.

Community Resource Center Core Team

In the fall of 2023, department staff convened a multidisciplinary Community Resource Center Core Team comprised of representatives from state agencies and partners from external organizations. The Core Team is a critical component of the current governance. The primary role is to act on the guidance of the advisory council and support the day-to-day planning and implementation of the Community Resource Centers through co-creation and technical assistance from their various areas of expertise.

Community Resource Center grantees and local parent advisory councils

At the time of this document, grantees have had two quarterly meetings to share out their intended work, network, understand the evaluation plan and brainstorm on what topic areas should be offered. Also, at the

time of this document, not every grantee has developed its parent advisory council. The department is closely monitoring progress in this area. The expectation is that parent advisory council members will play a role in continuous improvement at both the local and state levels.

### **Future governance**

At the time of this report, the Community Resource Center Advisory Council has not taken up the topic of future governance structures. Department staff will work to support council members in proposing an ongoing governance structure in the coming months. External partners would like any future conversations regarding evaluation and governance to address child welfare system involvement.

Continuing and expanding family navigation and support services such as Community Resource Centers statewide, especially in communities with high poverty rates, low to moderate child opportunity, and high rates of neglect reporting, will require ongoing funding. Developing recommendations for current and future funding, including award criteria, evaluation, network, training and technical supports, will be part of any future governance model recommendations.

## **VIII. Report conclusion**

The Community Resource Center Advisory Council is an engaged group that continues to take an active role in guiding the commissioner and DCYF in managing the Community Resource Center grantees and their work. In advancing evaluation efforts, the advisory council developed and finalized a practical vision, outcomes and actions for Community Resource Centers. Members are now utilizing those tools to guide the creation of an evaluation plan for Community Resource Center accountability and program outcomes. The department continues to collaborate with the Community Resource Center Advisory Council, Core Team and grantees on implementing Community Resource Centers. In the coming months, the council and partners will begin exploring future governance structures and the sustainability of funding and programming for Community Resource Centers.

## Appendix A: Community Resource Center Advisory Council member list

**Table 1: List of Community Resource Center Advisory Council members**

<b>Name</b>	<b>Position</b>	<b>Entity Representing</b>
Kanisha Bliss	Parent/Family Member Representative	Self/Family/Community
Jennifer Compeau	Parent/Family Member Representative	Self/Family/Community
Marlena Hanson	Parent/Family Member Representative	Self/Family/Community
Jessica Jungroth	Parent/Family Member Representative	Self/Family/Community
Jayne Gibson	Community-based Organization Representative	Austin Aspires
Zerina Said	Community-based Organization Representative	Intercultural Mutual Assistance Association (IMAA)
Molly Schroeder	Community-based Organization Representative	The Wave Youth Center
Amy Arndt-Buzzard	Urban American Indian Representative	Ain Dah Yung
Wahbon Spears	Tribal Representative	Mille Lacs Band of Ojibwe
Jeff Horton	School/School District Representative	SouthWest Metro Public Schools
Felicia Orozco	School/School District Representative	St. Paul Public Schools
Suzanne Arntson	County Government Representative	Scott County
Jessica Little	County Government Representative	Hennepin County
Julie Neitzel-Carr	State Agency Partner Representative	Minnesota Department of Health
Catherine Wright	State Agency Partner Representative	Minnesota Department of Human Services
Her Lee	State Agency Partner Representative	Minnesota Department of Education

## Appendix B: Community Resource Center RFP



# Minnesota Department of Human Services Child Safety and Permanency Division

## Request for Proposals for Grantees to Develop a Network of Community Resource Centers and Kinship Navigator Programs.

**Date of Publication:** April 10, 2024

### **Minnesota's Commitment to Diversity and Inclusion:**

It is State of Minnesota policy to ensure equity, diversity and inclusion in making competitive grant awards. See Executive Order [19.01](#).

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. See [OGM Policy 08-02](#).

### **Americans with Disabilities Act (ADA) Statement:**

This information is available in accessible formats for people with disabilities by calling 651-431-4945 or by using your preferred relay service. For other information on disability rights and protections, contact DHS's Americans with Disabilities Act (ADA) office at 651-431-4945.

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## 1. INTRODUCTION

### 1.1. Objective of RFP

The Minnesota Department of Human Services, through its Child Safety and Permanency Division (STATE), is seeking Proposals from qualified Responders to *develop a network of Community Resource Centers and Kinship Navigator programs*. Responders to this RFP may apply for a Community Resource Center grant, a Community Resource Center plus a Kinship Navigator grant, or a Kinship Navigator only grant.

The term of any resulting contract is anticipated to be for three (3) years, from August 1, 2024 until June 30, 2027. STATE may extend the contract up to a total of five (5) years.

Pursuant to [Laws of Minnesota 2023, chapter 70](#), the Department of Children, Youth, and Families (DCYF) is established effective July 1, 2024, and chapter 70, article 12, section 30, specifies that the STATE program issuing this RFP will transfer from the Minnesota Department of Human Services (DHS) to DCYF. Therefore, pursuant to Minn. Stat. [§ 15.039](#), subds. 5 and 5a, any contracts resulting from this RFP *executed on or after July 1, 2024* will name DCYF as the state agency.

### 1.2. Proposal due date

**Proposals must be submitted on May 31, 2024 by 4:00 p.m. Central Time.** This Request for Proposal (RFP) does not obligate the STATE to award a contract or complete the project, and the STATE reserves the right to cancel the solicitation if it is considered to be in its best interest. All costs incurred in responding to this RFP will be borne by Responder.

### 1.3. Definitions

For the purposes of this RFP, the following definitions will be used:

*Family* – any configuration of parents, grandparents, guardians, foster parents, kinship caregivers, and youth who are expecting or have children and youth that they care for and support.

*Kin Caregiver* – a grandparent or other relative as well as Tribal kin, extended family, and friends, or other ‘fictive kin’ who are caring for children.

*Communities and families experiencing inequities* – any community or family experiencing injustice or unfairness in accessing supports and services due to circumstances including, but not limited to racism, income, disability, language, gender, incarceration status, and geography.

*Service navigation* – the process of providing information, referrals, and supports (IRS) to a family.

*Flexible funding* – funding for families that can be used for a range of concrete supports such as food, rent, transportation and more.

### 1.4. Background

Across the state, families have stated that there is not enough access to programs and services. Some of the discussion focuses on the community’s capacity provide services. There may not be public transportation, there may not be food supports, mental health services, housing, or child care available. Some of the focus is on access points to existing services – especially places and spaces where families

do not feel extra surveillance and that are culturally appropriate and responsive. This RFP aims to help provide multiple access points for programs and services that promote well-being. When families (adults and children) have what they need, families do better, communities do better, we all do better.

Too many families across Minnesota are entering the child protection system. In 2021, approximately seventy-six thousand four hundred (76,400) reports were made to child protection with approximately sixty-six thousand six hundred (66,600) alleged victims – an estimated average of five percent (5%) of all children in Minnesota. Over half (53%) of reports involved allegations of neglect, and nearly two-thirds (61%) of alleged victims were reported for neglect. Based on population estimates and data collected through the Social Services Information System (SSIS), during 2021, American Indian children were four to five (4-5) times more likely than white children to be reported to the child protection system. Children identified as two (2) or more races are about four (4) times as likely and Black children are two (2) times as likely to be reported to child protection.

More than two million six hundred thousand (2,600,000) children in the United States are being raised by their grandparents or other kin,<sup>1</sup> either formally through the child welfare system or informally through private family arrangements. When kin caregivers take on this responsibility, they often receive little to no financial support or advice regarding how to navigate the systems that may help them meet the needs of the children in their care.

Internal analyses conducted by the Child Safety and Permanency Division Research and Evaluation Units show a relationship between poverty, child opportunity, and neglect reporting in Minnesota. Comparing 2019 estimates of the percent of the child population in poverty with 2019 estimates of the percent of the child population in child protection reports by census tract, it was determined that there is a relationship between child poverty and child protection reporting in Minnesota, and in particular, reporting for neglect. On average, census tracts with higher percentages of children living in poverty had higher percentages of children reported to child protection for neglect.

Comparing 2015 Child Opportunity Index 2.0 rates with 2019 estimates of the percent of the child population in child protection reports by census tract, it was determined that there is a relationship between child opportunity and child protection reporting in Minnesota, and in particular, reporting for neglect. On average, census tracts with lower levels of child opportunity had higher percentages of children reported to child protection for neglect.

When these pieces of data are examined together, the department finds that geographic areas in Minnesota with very low levels of child opportunity, child neglect reporting rates above the state median (3.3%), and child poverty rates above the state average (12.2%) often intersect with communities that have higher concentrations of Black, Indigenous, and families of color within the population. There is also often a high rate of Black, Indigenous and children of color identified in neglect reports in these areas. For example, in census tracts in Minneapolis, Minnesota, that fit these criteria, it

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<sup>1</sup> [Kinship Navigator Programs – Casey Family Programs](#)

is estimated that anywhere between seventy-seven percent (77%) and one hundred percent (100%) of alleged victims in child neglect reports involve Black, Indigenous or families of color. This observation illuminates the intersections between poverty and economic insecurity, opportunity, racial inequities, and disparities in child neglect reporting in Minnesota.

Poverty and economic insecurity continue to create adverse environments and experiences for families across Minnesota. Children experience poverty through hardships like hunger and inadequate nutrition, insufficient access to health care, unstable housing and homelessness, and the toxic stress experienced by their parents and kin caregivers. When parents and kin caregivers struggle to survive without adequate supports, their ability to consistently care for and nurture children is hampered.

Environmental factors – including structural racism, historical trauma, and adversity ensure not everyone has access to the conditions and opportunities that support economic stability and promote family well-being.

Extensive community engagement across the state indicates that parents and kin caregivers feel they do not have access to programs and services that promote economic stability and family well-being. This is especially true for families who live in communities experiencing inequities due to race and ethnicity, income instability/poverty, geography and more.

Data collected from the Minnesota Preschool Development Grant (PDG) [Community Resource Hub](#) pilot indicates families request access to economic stability programs at a higher rate than any other programs. Services most asked for by families include financial assistance, housing supports, food, child care, health care, and employment services.

Protective factors are conditions or attributes in individuals, families, and communities that promote the health and well-being of families and support families during times of stress. When there are ample protective factors at the family and community level, children and families are more likely to experience positive well-being outcomes.

Research from Chapin Hall at the University of Chicago suggests family economic stability and concrete supports are a best first step in promoting family well-being, family protective factors, and preventing involvement in the child protection system. The same research promotes a [whole family](#) approach to practice, policy, and systems change to support both children and adults simultaneously.

Community Resource Centers (including Kinship Navigator programs) are a whole family approach and strategic tool in building family well-being. Prioritizing the placement of these programs in communities experiencing inequities and communities with high child neglect reporting will increase family and community protective factors and reduce child welfare system involvement.



### 1.5. Funding Availability

Funds available for this opportunity are allocated through [Laws of Minnesota 2023, chapter 70 article 14, section 42. COMMUNITY RESOURCE CENTERS Appropriations under chapter 70, article 20, section 2, subdivision 22\(n\)](#) and [Minnesota Statutes, section 256.4794 FAMILY FIRST PREVENTION SERVICES ACT KINSHIP NAVIGATOR PROGRAM. Appropriations under chapter 70, article 20, section 2, subdivision 22\(h\).](#)

The 2023 legislature appropriated five million six hundred thousand dollars (\$5,600,000) (over three (3) years) for Community Resource Centers. The purpose is to develop a network of Community Resource Centers across the state. In addition, eight hundred forty-seven thousand dollars (\$847,000) (annually) in Kinship Navigator funds are available to develop the Kinship Navigator programs within the Community Resource Center network. Kinship Navigator programs may be stand-alone or in addition to a Community Resource Center. See the table below for additional information.

Funding Source	Available Funding	Estimated Range of Awards	Estimated Number of Awards
Community Resource Centers	\$5,600,000 (over 3 years) \$1,870,000 per contract year	minimum: \$300,000 maximum: \$750,000	7-18
Kinship Navigator	\$2,541,000 (over 3 years) \$647,000 per contract year	minimum: \$150,000 maximum \$250,000	3-5

Additional funding may become available to fund this RFP.

Community Resource Center and Kinship Navigator grants are available to a broad array of entities including but not limited to community-based organizations, local governments, Tribal Nations, counties, school districts, community action agencies and collaboratives including one or more mentioned entity.

Community Resource Centers and Kinship Navigator programs cannot be located within a county social service agency. County agencies responding to this RFP will be required to provide information on how services will be delivered with a community driven approach outside of the child welfare system.

Funding will be allocated through a competitive process with review by a committee representing content and, if applicable, community specialists with regional knowledge. If selected, Responder may only incur eligible expenditures when the contract is fully executed, and the grant has reached its effective date.

## **2. SCOPE OF WORK**

### **2.1. Overview**

This RFP provides background information and describes the services desired by STATE. It describes the requirements for this procurement and specifies the contractual conditions required by the STATE. Although this RFP establishes the basis for Responder Proposals, the detailed obligations and additional measures of performance will be defined in the final negotiated contract. This funding from this RFP will establish a network of Community Resource Centers and Kinship Navigator programming that will offer culturally responsive, relationship-based service navigation and concrete supports as well as other community driven programs and services that strengthen families and support well-being. This RFP builds on the work of, learnings from, and engagement efforts of several existing strategies. These strategies include but not limited to: [PDG Community Resource Hubs](#); [Full-Service Community Schools](#); [Family Resource Centers](#); [Community Action Agencies](#); [Parent Support and Outreach Program](#); [MN Benefits](#); [Help Me Connect](#) and [Bridge to Benefits](#).

Funding for Kinship Navigator programs will be distributed to agencies seeking to implement a Kinship Navigator model under the Family First Prevention Services Act. The model will be a Title IV-E Prevention Services Clearinghouse approved evidenced based program designed to increase kinship caregivers' capacity to provide safe, stable, and nurturing homes to support well-being. Program services focus on connecting kinship families to networks of social support, providing tangible resources, and increasing baseline resources by ensuring understanding of and access to available resources.

Research shows families who build and sustain multiple protective factors have lower rates of child welfare system involvement. Long-term intended results for a network of Community Resource Centers and Kinship Navigator programs include families having culturally responsive access to critical programs and services that promote family economic stability and well-being and prevent child welfare system involvement.

Community Resource Center and Kinship Navigator grantees will be required to:

- Provide culturally responsive, relationship-based service navigation and support for expecting and parenting families and youth to meet multiple, intersecting needs (child care and early education, health care, housing, transportation, food security, cash, and other assistance) relative to protective factors and well-being.
- Demonstrate community-based planning (specific to this application) with multiple local partners and sustain partnerships between local organizations and families to build capacity and support seamless service availability across the range of protective factors.
- Provide peer networking and support activities.
- Support community engagement and feedback gathering to support program planning and continuous improvement to promote protective factors.

- Develop and support a new or existing parent and family advisory council consisting of community members with lived expertise to advise the work of the grantee.
- Participate in all program evaluation, data collection, training, and technical assistance activities.

Additionally, successful Responders choosing to add Kinship Navigator to their Community Resource Center programming will be required to:

- Implement a Kinship Navigator program with fidelity including providing navigation (information, referral, and support) and case management services to relative kin caregivers in format designed by model.
- Participate in fidelity monitoring as part of program evaluation requirements.
- Add kin caregivers to parent advisory councils.

Successful Responders choosing to implement Kinship Navigator only will be required to:

- Implement the Kinship Navigator program with fidelity including providing navigation (information, referral, and support) and case management services to relative kin caregivers in format designed by model.
- Participate in fidelity monitoring as part of program evaluation requirements.

## 2.2. Goals and Accountability

The goals for Community Resource Centers and Kinship Navigator programs are to:

1. Make it easier for families to get what they need.
2. Increase community connections for families.
3. Build the capacity of organizations in communities experiencing inequities to create access to programs and services that support economic stability and family well-being.
4. Promote practice, policy and systems change at the local and state level to better support family well-being.

Per the [Laws of Minnesota 2023, Chapter 70](#), article 15, section 11, Minnesota Management and Budget will work with each grant program in Chapter 70 over seven hundred fifty thousand dollars (\$750,000) to ensure specific measurements related to the goals of the funding being offered by the STATE. The specific requirements for chapter 70 call for at least one output measure and at least one outcome measure that help to answer the following questions:

- How much are we doing (output)?
- How well are we doing (output)?
- Is anyone better off (outcome)?

Laws of Minnesota 2023, Chapter 70, STATE will measure:

- Numbers and demographics of families served. Collected quarterly, this measure helps us understand how much we are doing.

- Increased economic supports/stability for families (parent survey). Over the time frame of family participation, this measure helps us understand if anyone is better off.
- Families feel supported (parent survey). Over the time frame of family participation, this measure helps us understand if anyone is better off.

STATE will work with the Community Resource Center Advisory Council to develop further impact evaluation measures that examine community and population impact. Each selected Responder must participate in all evaluative quantitative and qualitative data collection.

### 2.3. Tasks and Deliverables

For those Responders applying for Community Resource Center only, respond to Grid 1 deliverables and tasks in Column A. For Responders wanting to add Kinship Navigator to their Community Resource Center, respond to Grid 1 deliverables and tasks in both Column A and Column B. Deliverables not required for Kinship Navigator are noted as such in Column B.

For Responders wanting to apply for Kinship Navigator only, please see Grid 2.

#### *Grid 1 Community Resource Centers (and Kinship Navigator)*

	A	B
Tasks	CRC Deliverables	CRC + Kinship Navigator Additional Deliverables
<b>Provide culturally responsive, relationship—based service navigation to make it easier for families to get what they need and build on their strengths.</b>	<ul style="list-style-type: none"> <li>• 1 FTE at minimum devoted to navigation</li> <li>• Provide access to information and supportive programming for families</li> <li>• Provide aid in applying for and referrals to relevant services with warm referrals or handoffs when applicable</li> <li>• Translation services available when needed</li> <li>• Distribute flexible funding where needed</li> <li>• Regularly provide access to navigation and services nights and weekends</li> <li>• Provide or have partnerships to support culturally relevant and appropriate programs and referrals to programming for the communities being served</li> </ul>	<ul style="list-style-type: none"> <li>+ 1 FTE specializing in case management</li> <li>+ Add 1 FTE Kinship Navigator Supervisor/coordinator to support model fidelity, training, etc.</li> <li>+ Provide service navigation specific to kinship families: legal, financial, and more Families and utilize various mechanisms to deliver the same information:               <ul style="list-style-type: none"> <li>○ Utilize online Kinship Navigator resource tool</li> <li>○ Telephone helpline with toll-free and local numbers staffed by navigators</li> <li>○ In person support by navigators with lived experience</li> <li>○ Website: Information specific to kin families</li> </ul> </li> </ul>



		<ul style="list-style-type: none"> <li>+ Provided through phone or in-person assessment</li> <li>+ All families receive a detailed list of resources specific to their needs (in person, by mail, or by email)</li> <li>+ Further needs (referrals, etc) move on to case-management</li> <li>+ Onsite mail, notary, and copy services available to families</li> </ul>
<b>Develop and support a new or existing parent and family advisory council consisting of community members with lived expertise to advise the work of the grantee</b>	<ul style="list-style-type: none"> <li>• .5 FTE devoted to coordination and support of parent council</li> <li>• A developed plan for incorporating parent voice into continuous improvement of navigation and service provision</li> <li>• At least one parent council member participates in parent leadership training</li> <li>• A report/summary on the outcomes on parent council engagement</li> </ul>	<ul style="list-style-type: none"> <li>+ At least 3 kin caregivers included in parent council</li> </ul>
<b>Provide peer networking and support activities</b>	<ul style="list-style-type: none"> <li>• Parent and child (separate and together)</li> </ul>	<ul style="list-style-type: none"> <li>+ Specific to kin caregivers</li> <li>+ Virtual and in-person offerings</li> </ul>
<b>Demonstrate community-based planning (specific to this application) with multiple local partners and sustain partnerships between local organizations and families to build capacity and support seamless service availability across the range of protective factors</b>	<ul style="list-style-type: none"> <li>• .5 FTE (minimum) devoted to partnership coordination/management</li> <li>• A unified goal between partners that aims for working together to support families and develop responsive solutions to their needs</li> </ul>	<ul style="list-style-type: none"> <li>+ Build relationships with community organizations serving kin families including but not limited to child welfare agencies, respite providers, mental health, and private foster care licensing agencies</li> </ul>



<b>Support community engagement and feedback gathering to support program planning and continuous improvement to promote protective factors</b>	<ul style="list-style-type: none"> <li>• An engagement plan that is inclusive of families experiencing inequities, community-based organizations, county social services, schools/school districts, and more</li> <li>• A developed plan for using engagement and feedback to inform continuous improvement</li> <li>• A report/summary on outcomes of community engagement</li> </ul>	Same
<b>Participation in all networking and community of practice opportunities</b>	<ul style="list-style-type: none"> <li>• Grantee staff participate in communities of practice and networking opportunities</li> </ul>	Same
<b>Participate in all trainings and technical assistance opportunities</b>	<ul style="list-style-type: none"> <li>• Grantee staff participate in trauma informed mental health consultation</li> <li>• Staff participate in all trainings related to navigation and service tools: <a href="#">Help Me Connect</a>; <a href="#">Bridge to Benefits</a>; <a href="#">MN Benefits</a></li> </ul>	+ Grantees participate in all training modules appropriate to Kinship Navigator
<b>Participate in all data collection and program evaluation activities</b>	<ul style="list-style-type: none"> <li>• Participate in the development, training and use of a Salesforce case management and data collection tool</li> <li>• Participate in training of parent survey tool</li> </ul>	<ul style="list-style-type: none"> <li>+ Kinship Navigator grantees participate in fidelity monitoring as prescribed by the STATE – using Salesforce case management and data collection tool</li> <li>+ Grantees utilize all forms and tools prescribed by the model</li> <li>+ Grantees ensure timely documentation of forms and tools prescribed</li> </ul>

**Grid 2 - Kinship Navigator Only**

<b>Tasks</b>	<b>Kinship Navigator Deliverables</b>
<b>Hire or train existing staff according to Kinship Navigator model standards</b>	<ul style="list-style-type: none"> <li>• Grantees will hire required staff. <ul style="list-style-type: none"> <li>○ 1 FTE navigator</li> <li>○ 1 FTE specializing in Case Management</li> </ul> </li> <li>• 1 FTE Supervisor responsible for model fidelity, direct services, training, support, and supervision</li> <li>• Grantees participate in all training modules (in person and virtual) prescribed by the model</li> </ul>
<b>Information referrals and support services</b>	<ul style="list-style-type: none"> <li>• Provide general Information regarding community, legal, financial, and emotional resources for kinship</li> <li>• Families and utilize various mechanisms to deliver the same information</li> <li>• Utilize Help Me Connect and Bridge to Benefits (self-service or case manager use)</li> <li>• Telephone helpline with toll-free and local numbers staffed by navigator</li> <li>• In-person support by navigator with lived experience in local offices</li> <li>• Website: Frequently Asked Questions about guardianship, child-only Minnesota Family Investment Program, kinship care and resources.</li> </ul>
<b>Provide intake and assessment Services</b>	<ul style="list-style-type: none"> <li>• Provided through phone or in-person assessment</li> <li>• Once the intake is completed, all families receive printed, personalized kinship resources via in-person, email, or mail. Post-intake, if any needs are identified, the family is referred immediately to the case management level of the navigator program.</li> </ul>
<b>Provide case management</b>	<ul style="list-style-type: none"> <li>• Case plan unique to family</li> <li>• Application explanation, completion, and submission support</li> <li>• 1:1 emotional support throughout case plan</li> <li>• Warm hand offs and follow ups on referrals</li> <li>• On-site mail notary and copy services available to families</li> </ul>
<b>Provide emotional support</b>	<ul style="list-style-type: none"> <li>• Support groups</li> <li>• Family events</li> <li>• Social media based online support groups moderated by family advocates</li> </ul>
<b>Provide optional Kinship Navigator services</b>	<p>Optional internal referrals based on implementing organization, the following are examples only, not requirements:</p> <ul style="list-style-type: none"> <li>• Provide parenting classes, safety classes and pre-licensing training classes</li> <li>• Basic needs assistance</li> <li>• Respite, trauma informed play groups, youth support groups and other direct services to children in the care of kin</li> </ul>

<b>Participate in ongoing data collection and fidelity monitoring</b>	<ul style="list-style-type: none"> <li>• Kinship Navigator grantees participate in fidelity monitoring as prescribed by the state – using Salesforce case management and data collection tool</li> <li>• Grantees utilize all forms and tools prescribed by the model</li> <li>• Grantees ensure timely documentation of forms and tools prescribed by the model</li> </ul>
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### 3. PROPOSAL REQUIREMENTS

Proposals must conform to all instructions, conditions, and requirements included in this RFP.

Responders are expected to examine all provided resources, documentation, and other requirements.

Failure to observe the terms and conditions in completion of the Proposal is at the Responder's risk and may, at the discretion of the STATE, result in disqualification of the Proposal for non-responsiveness.

Acceptable Proposals must offer all services identified in Section 2, "Scope of Work," agree to the contract conditions specified throughout the RFP and include all of the items referenced in the Required Statements and Applicable Forms sections. Responder must also agree to the terms and conditions in the attached sample contract unless specifically making an exception pursuant to Required Statement "Exception to Sample Contract and RFP Terms."

#### 3.1. Proposal Contents

Responses to this RFP must consist of all of the following components. Each of these components must be separate from the others and identified with labeled tabs.

<b>Proposal Components</b>	<b>RFP Section</b>
1. Executive Summary	3.2(1)
2. Description of the Primary Applicant Organization	3.2(2)
3. Description of Community Partner Organizations	3.2(3)
4. Description of Priority Population	3.2(4)
5. Project Goals, Activities and Workplan	3.2(5)
6. Evaluation Plan	3.2(6)
7. Budget Explanation	3.2(7)
8. Professional Responsibility and Data Privacy	3.2(8)
9. Required Statements and Forms	3.3

#### 3.2. Detail of Proposal Components

The following will be considered minimum requirements of the Proposal. The emphasis should be on completeness and clarity of content. Responders must choose one of three options:

- Respond as a Community Resource Center only applicant
- Respond as a Community Resource Center plus Kinship Navigator applicant
- Respond as a Kinship Navigator only applicant

A required application form is available as **Appendix B**. This section provides directions for completing the Appendix B application.

**1. Executive Summary:** This component of the Proposal should demonstrate the Responder's understanding of the services requested in this RFP and any problems anticipated in accomplishing the work. The Executive Summary should also show the Responder's overall design of the project in response to achieving the goals and deliverables as defined in this RFP. Specifically, the Executive Summary should demonstrate the Responder's familiarity with the project elements, its solutions to the problems presented and knowledge of the requested services.

**2. Description of the Primary Applicant Organization:**

Responders should include an explanation of why the applicant organization is capable of meeting the four (4) goals outlined in section 2.3 of the RFP. Include the organization vision and mission, brief history of the organization and all strengths that may be considered as assets to the program. Proposals should demonstrate length, depth, and applicability of all prior experience in providing the requested services. Responders should also describe the skill, and experience, and diversity of leadership and staff including, years of experience working in the community being served. If the Responder will be implementing the Kinship Navigator program, be sure to address the organization's experience with serving kinship families including, but not limited to existing contracts and/or relationships with child welfare, the Child Safety and Permanency division, and legal aid services explicitly.

Proposals must include staffing components related to community resource centers (including Kinship Navigator where appropriate) as noted in the tasks and deliverables (section 2.3). Any diversity discussion may include but is not limited to racial and cultural diversity, diversity of skills, diversity in physical or mental abilities, gender diversity and sexual orientation diversity.

As a component of its response, Responder should explain how its staff and leadership are diverse, reflective of the community, culturally competent, and responsive to the population(s) being served – including language and translation needs (see section 4). Responder should comment on how this diversity and/or reflection of the community contributes to their vision, mission, and proposed work.

Responders should explain how they will staff the Community Resource Center and/or Kinship Navigator program.

Responder may also review the "Requirements for Qualifying as a Targeted Organization" list, available at the [DHS Grants and RFPs](#) website and explain how Responder's qualification as a Targeted Organization uniquely improves its ability to provide services to the Priority Population.

**3. Description of Community Partner Organizations**

Responder should describe collaborative and referral partnerships within the community being served. Collaborative partners are those that may have participated or will be participating in planning for a Community Resource Center or Kinship Navigator program. Referral partners are those that the Primary Applicant Organization will refer families to for services not provided by

the Primary Applicant Organization. Responder should demonstrate how partners are, reflective of the community, culturally competent, and responsive to the population(s) being served (see next section). Responder should describe the partner's contributing role in the community and to the Primary Applicant Organization. Responder should describe how partners will continue to work together under a unified purpose and vision. Responder should describe any financial or contractual relationship or memoranda of understanding between the primary applicant and partnering community organization(s). If Responder does not have community partner organizations, the Responder must include a plan and timeline for building partnerships described above.

- 4. Description of Priority Population:** 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. [Policy 08-02](#) establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities and/or disparate child neglect reporting. The STATE will utilize data from three (4) main sources to confirm community context and population data<sup>2</sup>:
- a. [Minnesota Compass Risk, Reach, and Resilience Report](#)
  - b. [Minnesota Compass County Profiles](#)
  - c. [Social Vulnerability Index](#)
  - d. Social Services Information System<sup>3</sup>

For Responders who may need assistance in identifying data related to their priority populations, the STATE will provide up to thirty (30) minutes of technical assistance related to SSIS data for each Responder. Responders wishing to schedule time for technical assistance regarding SSIS data should send an email to: [crc.information@state.mn.us](mailto:crc.information@state.mn.us) with the subject line: technical assistance. Technical assistance will be available by appointment only between May 2, 2024 and May 15, 2024 between 9:00 a.m. and 4:00 p.m.

Responders will describe the level of need for Kinship Navigation and other services in the community they wish to serve and what group(s) will be prioritized for services by the Responder's program. If there is a recently completed community needs assessment or service mapping, please include that information in this response as it pertains to populations served. Describe how grant activities will serve diverse populations – including language and translation where necessary – and especially populations experiencing inequities and/or disparities within the service area.

- 5. Project Goals, Activities and Workplan:** Responders must submit a Workplan using the attached template found in **Appendix D**.

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<sup>2</sup> Responders are encouraged to use these sources for any descriptive data relating to population served.

<sup>3</sup> STATE will provide up to 30 minutes of technical assistance for each Responder regarding SSIS/child welfare reporting and demographics.

Responders must also describe the project goals, activities and workplan in the application form, **Appendix B**. This section should clearly define and discuss the four (4) goals of the project (found in section 2.2) as they pertain to the community and populations being served.

Information from a recently completed community needs assessment or service mapping that helps with the discussion of goals may be included here, to strengthen the proposal. All Proposals submitted under this RFP must address, in sufficient detail, how the Responder will fulfill the expected tasks and deliverables set forth in section 2.3 above. Proposals should indicate how the Responder will lead community engagement efforts, how families will be able to access services, and plans to staff this program with non-child welfare workforce.

This section should detail how the project will be carried out in an effective and efficient manner, including who will be involved (staff, partners, more), what resources are required, target dates for project activities and the timeframe for completion. See attached Workplan template **Appendix C**.

The Proposal should designate a project manager with experience in collaboration, planning and providing the proposed services.

Describe the services provided and outreach methods that will be used to effectively reach the priority and/or kinship family population. Include a description of organization partnerships, referral systems, staff experience, and other methodologies to reach the priority population. Discuss how the programs and activities will positively impact the priority population including kinship families if applicable; Responder may provide examples.

6. **Training and Evaluation Plan:** The STATE is committed to funding services that produce a measurable result for the people of Minnesota. Successful responders will agree to participate in all trainings, communities of practice, and trauma informed mental health consultation.

Successful Responders will agree to both quantitative and qualitative data collection including provider, parent, and kin caregiver surveys and interviews to measure the indicators described in section 2.2 above. All data collected by the successful Responder will be available for the Responder to use in continuous improvement efforts. In addition, all Responders will be required to utilize the Salesforce platform for all data collection. No data will be entered into SSIS for Community Resource Centers or Kinship Navigator.

Responders may also choose to participate in the [Minnesota Story Collective](#) and support families in telling their stories. Any stories collected by Minnesota Story Collective in a grantee's geographic service area can be provided upon request to the grantee (with no identifying data) for continuous improvement and other efforts.

Responders may also describe any optional additional indicators or program evaluation plans at the grantee level. Kinship Navigator Responders must also agree to participate in fidelity monitoring and describe how that monitoring will be used for continuous improvement.

7. **Budget Explanation:** Responders must submit the budget proposal using the attached template found in **Appendix D**.

Responders must also describe and explain the proposed use of the grant funds and any applicable matching funds in **Appendix B**, the application form. Include a budget explanation for the applicant and each subcontracting entity. The explanation should provide sufficient detail to justify the total amount budgeted in each category. The program budget must be complete and reasonable, must correspond to the proposed program activities, and must specify how the amounts for each budget item were determined.

Responders are encouraged to apply for only the amount needed for their proposed programs. The total available funds will not necessarily be divided equally, nor will selected applicants be guaranteed the entire amount requested. Budget proposals will be judged on efficient use of funds (that is, funds are being spent on direct services versus administrative costs, as detailed in their budget proposal) and overall cost-effectiveness.

8. **Sustainability Planning:** Responder must describe how (funding, staffing, partnerships, and populations served) they will continue the program at its most basic level (service navigation) after grant funds have been expended.

9. **Professional Responsibility and Data Privacy** (to be included as an application addendum if necessary):

- i. **Professional Responsibility:** It is crucial that STATE locate reliable grantees to serve our clients. Therefore, Responders must be professionally responsible and include satisfactory information regarding their professional responsibility in their Proposals. Per [Minnesota Office of Grant Management \(OGM\) Policies](#) 08-02 and 08-13, Responder's past performance as a grantee of STATE will be considered when evaluating a grant application.

Professional responsibility information includes information concerning any complaints filed with or by professional, state and/or federal licensing/regulatory organizations within the past six (6) years against your organization or employees relating to the provision of services. If such complaints exist, please include the date of the complaint(s), the nature of the complaint(s), and the resolution/status of the complaint(s), including any disciplinary actions taken.

All Proposals must also include information about litigation, pending and/or resolved within the past two (2) years, that relates to the provision of services by your organization and/or its employees. If such litigation exists, please include the date of the lawsuit, nature of the lawsuit, the dollar amount being requested as damages, and if resolved, nature of the resolution (e.g., settled, dismissed, withdrawn by plaintiff, verdict for plaintiff with amount of damages awarded, verdict for Responder, etc.).

Responder may submit information which demonstrates recognition of their professional responsibility, including references and/or letters of recommendation. This may also include awards, certifications, and/or professional memberships.

The information collected from these inquiries will be used in STATE's determination of the award of the contract. It may be shared with other persons within the Minnesota



Department of Human Services who may be involved in the decision-making process and/or with other persons as authorized by law. You are not required to provide any of the above information. However, if you choose not to provide the requested information, your organization's Proposal may be found nonresponsive and given no further consideration. The STATE reserves the right to request any additional information to assure itself of a Responder's professional status.

- ii. **Data Privacy:** If your organization or any proposed subcontractor has, in the past five years, suffered any breach or loss of personal, financial, or other data considered private or confidential, please provide a description of such breaches, and provide details on what steps were taken to address the issue both in the short term and the long term to prevent such a breach/loss from happening again.

### 3.3. Required Statements and Forms

Complete the correlating forms found in [eDocs](#)<sup>4</sup> (search for the form numbers referenced below at the [eDocs](#) link, or paste the form file path name found in the footnotes below to your browser) and submit the completed forms in the "Required Statements and Forms" section of your Proposal. You must use the current forms found in [eDocs](#). Failure to submit a Required Statement or to use the most current forms found in [eDocs](#) is at the Responder's risk and may, at the discretion of STATE, result in disqualification of the Proposal for nonresponsiveness.

- a. **Responder Information and Declarations (DHS-7020-ENG)**<sup>5</sup>: Complete the "Responder Information and Declarations" form available at the above link and submit it with the Proposal. If you are required to submit additional information as a result of the declarations, include the additional information as part of this form. Responder may fail the Required Statements Review in the event that Responder does not affirmatively warrant to any of the warranties in the Responder Information and Declarations. Additionally, STATE reserves the right to fail a Responder in the event the Responder does not make a necessary disclosure in the Responder Information and Declarations or makes a disclosure which evidences a conflict of interest.
- b. **Exceptions to Sample Contract and RFP Terms (DHS-7019-ENG)**<sup>6</sup>: The contents of this RFP and the Proposal(s) of the successful Responder(s) may become part of the final contract if a contract is awarded. A Responder who objects to any condition of this RFP or STATE's sample contract terms and conditions (see **Appendix A**) must note the objection(s) on the "Exceptions to Sample Contract and RFP Terms and Conditions" form available at the above link and submit it with its Proposal. Much of the language reflected in the sample contract is required by statute. Only those exceptions indicated in your response to the RFP will be available for discussion or negotiation.

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<sup>4</sup> <http://mn.gov/dhs/general-public/publications-forms-resources/edocs/index.jsp>

<sup>5</sup> <https://edocs.dhs.state.mn.us/lfserver/Public/DHS-7020-ENG>

<sup>6</sup> <https://edocs.dhs.state.mn.us/lfserver/Public/DHS-7019-ENG>



Responders are cautioned that claiming either of the following may result in its Proposal being considered nonresponsive and receiving no further consideration:

1. Exceptions to the terms of the standard STATE contract that give the Responder a material advantage over other Responders;
2. Exceptions to all or substantially all boilerplate contract provisions.

**d. Documentation to Establish Financial Stability (DHS-7896-ENG)<sup>7</sup>:**

Minnesota Statutes, section 16B.981/[Laws of Minnesota 2023, chapter 62](#), article 7, section 11 requires that a pre-award risk assessment is conducted for grant awards of fifty thousand dollars (\$50,000) or more.

All grantees as defined in Minnesota Statutes, section 16B.981, subdivision 1(c) applying for grants in the state of Minnesota must undergo a financial and capacity review prior to a grant award of fifty thousand dollars (\$50,000) and higher.

The information collected under this section will be used in STATE's determination of the award of the contract. Responder must complete the "Documentation to Establish Financial Stability" form and submit the form with its Proposal. STATE will request the applicable documentation upon its determination that Responder is a finalist in the solicitation process.

**e. Information Security Questions Form (DHS-7895-ENG)<sup>8</sup>:**

Responder must complete the "Information Security Questions Form" available at the above link and submit it with its Proposal. STATE's Office of Information Security may ask for additional information from successful Responders based on this form.

## **4. RFP PROCESS**

### **4.1. Responders' Conference**

Responders may choose to attend one of two Responders Conferences:

[Virtual meeting](#) 1: April 30, 2024 at 12:00 p.m. – 1:30 p.m. Central Time or

[Virtual meeting](#) 2: May 1, 2024 at 4:00 p.m. – 5:30 p.m. Central Time

The conferences will serve as an opportunity for Responders to ask specific questions of STATE staff concerning the project. Attendance at the Responders' Conference is not mandatory but is recommended. Responders may attend via conference call (contact STATE contact for this RFP for more information about attending by conference call). Oral answers given at the conference will be non-binding. Written responses to questions asked at the conference will be sent to all identified prospective Responders after the conference.

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<sup>7</sup> <https://edocs.dhs.state.mn.us/lfserver/Public/DHS-7896-ENG>

<sup>8</sup> <https://edocs.dhs.state.mn.us/lfserver/Public/DHS-7895-ENG>

## 4.2. Responders' Questions

**Responders' questions regarding this RFP must be submitted in writing on May 15, 2024 prior to 4:00 p.m. Central Time.** All questions must be addressed to:

Attention: Heather Reynolds and Nichole Taylor

[Crc.information@state.mn.us](mailto:Crc.information@state.mn.us) and labeled Community Resource Centers question

Other personnel are NOT authorized to discuss this RFP with Responders before the Proposal submission deadline. **Contact regarding this RFP with any STATE personnel not listed above could result in disqualification.** STATE will not be held responsible for oral responses to Responders.

Questions will be addressed in writing and distributed to all identified prospective Responders. Every attempt will be made to provide answers timely, within three (3) days of receiving the question or no later than May 18, 2024.

## 4.3 Proposal Submission

**The Proposal must be submitted electronically on May 31, 2024 by 4:00 p.m. Central Time to be considered.** Late Proposals will not be considered and will not be opened. Faxed Proposals will not be accepted.

Clearly label the original Community Resource Centers-Kinship Navigator RFP Application - *[insert name of primary applicant organization]*. Responders should include a completed application form (Appendix B: Application Form), a completed workplan (Appendix C: Workplan), and a completed budget template (Appendix D: Budget Template), as well as all the relevant forms requested in Section 3.3 of this RFP.

Submissions must be emailed to:

Attention: Heather Reynolds and Nichole Taylor

[Crc.information@state.mn.us](mailto:Crc.information@state.mn.us) and labeled  
*Community Resource Centers Proposal*

It is solely the responsibility of each Responder to assure that its Proposal is delivered electronically, in the specific format, and prior to the deadline for submission. **Failure to abide by these instructions for submitting Proposals may result in the disqualification of any non-complying Proposal.**

## 5. PROPOSAL EVALUATION AND SELECTION

### 5.1. Overview of Evaluation Methodology

1. All responsive Proposals received by the deadline will be evaluated by STATE. Proposals will be evaluated on "best value" as specified below. The evaluation will be conducted in three phases:
  - a. *Phase I* Required Statements Review
  - b. *Phase II* Evaluation of Proposal Requirements
  - c. *Phase III* Selection of the Successful Responders

2. During the evaluation process, all information concerning the Proposals submitted, except for the name of the Responder(s), will remain non-public and will not be disclosed to anyone whose official duties do not require such knowledge.
3. Nonselection of any Proposals will mean that either other proposals were determined to be more advantageous to STATE or that STATE exercised the right to reject any or all proposals. At its discretion, STATE may perform an appropriate cost and pricing analysis of a Responder's Proposal, including an audit of the reasonableness of any Proposal.

## **5.2. Evaluation Team**

1. An evaluation team will be selected to evaluate Responder Proposals.
2. STATE and professional staff, other than the evaluation team, may also assist in the evaluation process. This assistance could include, but is not limited to, the initial mandatory requirements review, contacting of references, or answering technical questions from evaluators.
3. STATE reserves the right to alter the composition of the evaluation team and their specific responsibilities.

## **5.3. Evaluation Phases**

At any time during the evaluation phases, STATE may, at STATE's discretion, contact Responders to (1) provide clarification of their Proposal, (2) have each Responder provide an oral presentation of their Proposal, or (3) obtain the opportunity to interview the proposed key personnel. Reference checks may also be made at this time. However, there is no guarantee that STATE will look for information or clarification outside of the submitted written Proposal. Therefore, it is important that the Responder ensure that all sections of the Proposal have been completed to avoid the possibility of failing an evaluation phase or having their score reduced for lack of information.

1. *Phase I: Required Statements and Forms Review*  
The Required Statements will be evaluated on a pass or fail basis. Responders must "pass" each of the requirements identified in section 3.3 to move to Phase II.
2. *Phase II: Evaluation of Technical Requirements of Proposals*
  - a. Points have been assigned as follows to each of the component areas described in Section 3.2 of this RFP:

<b>Proposal Components</b>	<b>Possible Points Community Resource Center</b>	<b>Possible Additional Points Community Resource Center + Kinship Navigator</b>	<b>Possible Points Kinship Navigator Only</b>
1. Executive Summary 3.2(1)	<b>10</b>	<b>+5</b>	<b>10</b>
2. Description of the Primary Applicant Organization 3.2(2)	<b>10</b>	<b>+5</b>	<b>10</b>
3. Description of Partner Organizations 3.2(3)	<b>10</b>	<b>+10</b>	<b>10</b>
4. Description of Priority Population 3.2(4)	<b>20</b>	<b>+10</b>	<b>20</b>
5. Project Goals, Activities and Workplan 3.2(5)	<b>20</b>	<b>+10</b>	<b>20</b>
6. Evaluation Plan 3.2(6)	<b>5</b>	<b>+5</b>	<b>5</b>
7. Budget Explanation 3.2(7)	<b>10</b>	<b>+5</b>	<b>10</b>
8. Sustainability Planning 3.2(8)	<b>10</b>		<b>10</b>
9. Professional Responsibility and Data Privacy 3.3	<b>5</b>		<b>5</b>
<b>Total:</b>	<b>100 points</b>	<b>+50 points</b>	<b>100 points</b>

- b. Each Responder adding Kinship Navigator onto a Community Resource Center will be evaluated on their Community Resource Center portion (100 points) and their Kinship Navigator portion (50 points) separately. The STATE may award grants in this category for both a Community Resource Center and a Kinship Navigator program or a Community Resource Center only, but not a Kinship Navigator program only.
- c. The evaluation team will review the components of each responsive Proposal submitted. Each component will be evaluated on the Responder's understanding and the quality and completeness of the Responder's approach and solution to the problems or issues presented.

**3. Phase III: Selection of the Successful Responder(s)**

- a. The evaluation team will make its recommendation based on the above-described evaluation process. The successful Responders, if any, will be selected approximately sixty (60) days after the Proposal submission due date.

**5.4. Contract Negotiations and Unsuccessful Responder Notice**

If a Responder(s) is selected, STATE will notify the successful Responder(s) in writing of their selection and STATE's desire to enter into contract negotiations. Until STATE successfully completes negotiations with the selected Responder(s), all submitted Proposals remain eligible for selection by STATE. Data created or maintained by the STATE as part of the evaluation process (except trade secret data as defined and classified in Minn. Stat. § 13.37) will be public data when contract negotiations have been successfully completed. If the STATE determines that it is unlikely that a Responder will be selected for contract negotiations, the STATE may, as a courtesy, notify the Responder that it has not been selected for contract negotiations.

In the event contract negotiations are unsuccessful with the selected Responder, the evaluation team may proceed with the next highest scorer.

After STATE and chosen Responder have successfully negotiated a contract, STATE will notify the unsuccessful Responders in writing that their Proposals have not been accepted. All public information within Proposals will then be available for Responders to review, upon request.

## 6. REQUIRED CONTRACT TERMS AND CONDITIONS

- A. Requirements.** All Responders must be willing to comply with all state and federal legal requirements regarding the performance of the grant contract. **The full requirements are set forth throughout this RFP and are contained in the attached sample grant contract in Appendix A. The attached sample grant contract should be reviewed for the terms and conditions that will likely govern any resulting contract from this RFP.** Although this RFP establishes the basis for Responder Proposals, the detailed obligations and additional measures of performance will be defined in the final negotiated contract.
- B. Governing Law/Venue.** This RFP and any subsequent contract must be governed by the laws of State of Minnesota. Any and all legal proceedings arising from this RFP or any resulting contract in which STATE is made a party must be brought in the State of Minnesota, District Court of Ramsey County. The venue of any federal action or proceeding arising here from in which STATE is a party must be the United States District Court for the State of Minnesota in Ramsey County.
- C. Preparation Costs.** STATE is not liable for any cost incurred by Responders in the preparation and production of a Proposal. Any work performed prior to the issuance of a fully executed grant contract will be done only to the extent the Responder voluntarily assumes risk of non-payment.
- D. Contingency Fees Prohibited.** Pursuant to Minnesota Statutes, section 10A.06, no person may act as or employ a lobbyist for compensation that is dependent upon the result or outcome of any legislation or administrative action.
- E. Accessibility Standards.** Any information systems, tools, information content, and/or work products, including the response to this solicitation/contract, 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 effective September 1, 2010, as updated on June 14, 2018. This standard requires in part, compliance with the Web Content Accessibility Guidelines (WCAG) 2.0 (Level AA) and Section 508 Subparts A-D.

Information technology deliverables and services offered must comply with the [State of Minnesota Accessibility Standard](https://mn.gov/mnit/about-mnit/accessibility/).<sup>9</sup> (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

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<sup>9</sup> <https://mn.gov/mnit/about-mnit/accessibility/>

of standards or the specific standards required may be rejected and may not receive further consideration.

## **7. STATE'S AUTHORITY**

1. STATE may:
  - A. Reject any and all Proposals received in response to this RFP;
  - B. Disqualify any Responder whose conduct or Proposal fails to conform to the requirements of this RFP;
  - C. Have unlimited rights to duplicate all materials submitted for purposes of RFP evaluation, and duplicate all public information in response to data requests regarding the Proposal;
  - D. Select for contract or for negotiations a Proposal which best represents "best value" as defined in Minnesota Statutes, section 16C.02, subdivision 4 and in this RFP document;
  - E. Consider a late modification of a Proposal if the Proposal itself was submitted on time and if the modifications were requested by STATE, and the modifications make the terms of the Proposal more favorable to STATE, and accept such Proposal as modified;
  - F. At its sole discretion, reserve the right to waive any non-material deviations from the requirements and procedures of this RFP;
  - G. Negotiate as to any aspect of the Proposal with any Responder and negotiate with more than one Responder at the same time, including asking for Responders' "Best and Final" offers;
  - H. Extend the grant contract, in increments determined by STATE, not to exceed a total contract term of five (5) years;
  - I. Cancel the RFP at any time and for any reason with no cost or penalty to STATE; and
  - J. STATE will not be liable for any errors in the RFP or other responses related to the RFP.
2. The award decisions of STATE are final and not subject to appeal.
3. If federal funds are used in funding a contract that results from this RFP, in accord with 45 C.F.R. § 92.34, for Works and Documents created and paid for under the contract, the U.S. Department of Health and Human Services will have a royalty free, non-exclusive, perpetual and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use, the Works or Documents created and paid for under a resulting contract for federal government purposes.

**Remainder of the page intentionally left blank. (Appendices follow)**

## Appendix C: Grant Performance Measurement Agreement: Community Resource Centers



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# Grant Performance Measurement Agreement: Community Resource Centers

This document supports the current grant consultation Minnesota Management and Budget is holding with the Departments of Health and Human Services as required by [Chapter 70 of the 2023 session law](#).

## Consultation Timeline

- Date of orientation: January 30, 2024
- Date of consultation start: February 27, 2024
- Date(s) of follow-up: March 5, 2024
- Deadline for agreement and consultation completion: March 28, 2024
- Date of completion: March 22, 2024

## Grant Information

This grant was authorized in Chapter 70 Article 12 Child Welfare Workforce Section 42. The Minnesota Legislature awarded the department \$7.1 million in funding in 2023 to develop and implement a statewide network of community resource centers that will be awarded via grants to up to 20 organizations. Grants will support the planning, implementation, and evaluation of community resource centers to provide culturally responsive, relationship-based service navigation, parent, family, and caregiver supports to expecting and parenting families with a focus on ensuring equitable access to programs and services that promote protective factors and support children and families. Community resource centers are community-based coordinated points of entry that provide culturally responsive, relationship-based service navigation and other supportive services for expecting and parenting families and youth. Community resource centers focus on ensuring that families have equitable access to programs and services that promote protective factors and support children and families. Community Resource Centers were piloted with 13 community-based organizations with funding from the Preschool Development Grant from 2020 to 2022 to implement community resource hubs.

## Intended Population Impact

The intended population impact of Community Resource Centers is to promote family well-being and reduce the number of families involved with the child protection system by promoting protective factors and increasing family well-being with a focus on equity through supporting communities and families that experience inequities in accessing supports and services due to the community's or family's circumstances including but not limited to racism, income, disability, language, gender, and geography.

## Goal

Specific goals for community resource centers and kinship navigator programs are:

- Make it easier for families to get what they need.
- Increase community connections for families.
- Build the capacity of organizations in communities experiencing inequities to create access to programs and services that support economic stability and family well-being.
- Promote practice, policy and systems change at the local and state level to better support family well-being.

## Objectives

To accomplish program goals, the Community Resource Centers grant program will:

- Provide culturally responsive, relationship-based service navigation and support for expecting and parenting families and youth to meet multiple, intersecting needs (child care and early education, health care, housing, transportation, food security, cash and other assistance) relative to protective factors and well-being;
- Demonstrate community-based planning with multiple local partners and sustain partnerships between local organizations and families to build capacity and support seamless service availability across the range of protective factors;
- Provide peer networking and support activities;
- Support community engagement and feedback gathering to support program planning and continuous improvement to promote protective factors;
- Develop and support a new or existing parent and family advisory council consisting of community members with lived expertise to advise the work of the grantee; and
- Participation in all program evaluation, data collection, training and technical assistance activities.

## Performance Measures

These are the primary ways to see the success of the grant program. The grant team likely will have additional performance measures which it will name and monitor beyond the scope of this consultation and agreement.



## Basic Award Tracking

MMB recommends that all grant programs measure these outputs.

- Number of grants awarded
- \$ total grant funding awarded
- % of grant applications funded
- \$ of demand across all applications
- Number of individuals served by the grant program

## Output Measures

- Numbers of families served (quarterly)
- First visit and returning
- Demographics of families served (quarterly)

## Outcome Measures (Short-term within the funding period)

- Increased economic/concrete supports/stability for families (parent survey).
- Over the time frame of family participation, this measure helps us understand if anyone is better off.
- The exact timeframe and parent survey questions will be determined with grantees.
- Families feel supported/social support (parent survey).
- Over the time frame of family participation, this measure helps us understand if anyone is better off.
- The exact timeframe and parent survey questions will be determined with grantees.

## Collecting Data

The data will be collected in the following ways by the grant program:

- Parent Survey – A parent survey over the time of family participation will be used to measure to help understand if families feel supported and are better off. The exact tool to use will be selected/developed in partnership with grantees and subject matter experts.

## Incorporating and Reporting Measures

Per the legislative mandate, grant programs are responsible for incorporating the performance measures above into the following documents across the grant program lifecycle. Grant programs will report to agency leadership and the legislature as requested or required. It is MMB's expectation that the measures defined in this document will be included in any reporting required by the grant program legislation.

- Requests for proposals – A section 2.2 Goals and Accountability has been added to the DHS RFP template and includes the four goals and measures as stated above. This section also contains language

describing Chapter 70 and its requirements. Within the description of evaluation in section 3.2(6), the RFP states that all applicants will be required to participate in all quantitative and qualitative data collection.

- Grant application – Check boxes have been added to the application form for Responders to indicate that they will participate in all evaluation and data collection within the life of the grant.
- Contracts – Language will be added to each contract regarding participation in all components of evaluation and data collection.
- Reports to Legislature – A section of the report to the legislature will describe integration of goals and measures as well as any further evaluation components.

## Continued Support

MMB will reach out during the grant period to learn more about how the measures have been implemented and reported in practice. The purpose of this outreach is to better refine our consultation process and offer assistance.

MMB will maintain a record of the consultation process and measure agreement document. MMB will provide updates on the grant consultation initiative to agency leadership and the legislature as requested.

MMB invites the grant team to follow-up about how the measures are integrated and used going forward in the grant program, including reporting and informing program improvements in future grant cycles. Feedback about this consultation process is also welcome to help improve and refine the value MMB can provide to grant teams in creating and using performance measures. Contact us at [ResultsManagement@state.mn.us](mailto:ResultsManagement@state.mn.us).

## Appendix D: Community Resource Center Qualtrics survey

# Community Resource Center Reporting Survey

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### Start of Block: Default Question Block

**Community Resource Center Reporting Survey** The Minnesota Department of Children, Youth, and Families (DCYF) is collecting data related to number of families served, caregiver categories, children's ages, race/ethnicity categories, requested services, grant funding spent, families receiving funding, and how your organization measures impact. All data collected will be used for program evaluation and continuous quality improvement. We anticipate the survey should take 10-15 minutes to answer 11 questions. Please respond within 30 days after the quarter ends. If you have questions on reporting data, please contact your respective contract manager, [heather.reynolds@state.mn.us](mailto:heather.reynolds@state.mn.us) or [nichole.taylor@state.mn.us](mailto:nichole.taylor@state.mn.us).

**Q1 Grantee Name** *Please select the name of your organization from the list below.*

- ☐ Amherst H. Wilder (1)
- ☐ Clay County Social Services (2)
- ☐ Family Service Rochester (3)
- ☐ Hennepin County Children and Family Services (4)
- ☐ Interfaith Action (5)
- ☐ LSS (Lutheran Social Service of Minnesota) (6)
- ☐ Minnesota Chippewa Tribe-White Earth Band (7)
- ☐ Neighborhood House (8)
- ☐ Nexus Kindred (9)
- ☐ NorthPoint Health and Wellness Center (10)
- ☐ North St. Louis County Family Service Collaborative (11)
- ☐ Southwestern Minnesota Opportunity Council (12)
- ☐ Urban League (13)

**Q2 Respondent Name** *Please enter your full name.*

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**Q3 Respondent Email** *Please enter your email address.*

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**Q4 Today's Date** *Please enter today's date in the following format mm/dd/yyyy*

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**Q5 Fiscal Year and Quarter** *Please select the fiscal year and quarter for this report.*

- ☐ Q3 FY2025 (Jan-Mar 2025) (1)
- ☐ Q4 FY2025 (Apr-Jun 2025) (2)
- ☐ Q1 FY2026 (Jul-Sept 2025) (3)
- ☐ Q2 FY2026 (Oct-Dec 2025) (4)
- ☐ Q3 FY2026 (Jan-Mar 2026) (5)
- ☐ Q4 FY2026 (Apr-Jun 2026) (6)
- ☐ Q1 FY2027 (Jul-Sept 2026) (7)
- ☐ Q2 FY2027 (Oct-Dec 2026) (8)

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**Q6 Total Clients** *How many total individuals did the CRC serve in the past quarter?*

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**Q7 Caregiver Categories** *How many individuals in each of the following caregiver categories did your organization serve in the past quarter? Please enter the individuals served in each category:*

Category	Number of Individuals Served
Parents	Response
Guardians	Response
Grandparents	Response
Kin/Caregivers	Response
Providers	Response

**Q8 Children's Age Categories** *How many children in each of the following age ranges did your organization serve in the past quarter? Please enter the number of children served in each age category:*

Child Age	Number of Individuals Served
0-2 years old	Response
3-5 years old	Response
6-10 years old	Response
11-13 years old	Response
14+ years old	Response

**Q9 Race/Ethnicity Categories** *How many individuals (including children) in each of the following race/ethnicity categories did your organization serve in the past quarter? Please enter the number of individuals served in each category:*

Race/Ethnicity Categories	Number of Individuals Served
American Indian/Alaska Native	Response
Asian	Response
Black or African American	Response
Hispanic/Latinx	Response
Native Hawaiian or Other Pacific Islander	Response
White or Caucasian	Response
Two or More Races	Response
Self Identified/Other	Response
Unknown	Response
Prefer Not to Say	Response

**Q12 Services Requested** Number of families requesting the following services:

Services Requested	Number
Basic needs (clothing, hygiene, infant needs)	Response
Child Care (fees, copays, respite)	Response
Counseling, mental and chemical health services	Response
Employment, job training, education	Response
Household goods (appliances, furniture, home repair, telephone, cleaning supplies, paper goods)	Response
Housing expenses (rent, bills)	Response
Legal assistance	Response
Medical or dental care	Response
Parenting classes/support groups	Response
Social/recreational camps	Response
Transportation assistance (gas, bus/metro pass, car repair)	Response
Other (please specify)	Response

**Q13 Flexible Funds** How much flex funding spent in each category this quarter:

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## Appendix E: Core Team member list

Name	Entity Representing
Megan Waltz	DCYF/CSP Prevention
Heather Reynolds	DCYF/CSP Prevention
Hafsa Abdi	DCYF/CSP Prevention
Rebecca Juarez	DCYF/CSP Prevention
Nichole Taylor	DCYF/CSP FFPSA Kinship Navigator
Teya Dahle	DHS/Behavioral Health
Nikki McComb	DCYF/CSP African American Child and Family Well-being Unit
Melissa Flavilla	DCYF/CSP American Indian Child Wellbeing Unit
Marcel Urman	DCYF/OEO
Alicia Smith	DHS/EAESD
Shawn Holmes	DCYF Help Me Connect
Jackie Blagsvedt	MDE Full-Service Community Schools
Emma Mogendorff	Sauer Family Foundation
Brenda Mahoney	Association of Minnesota Counties
Angie Thies	Association of Minnesota Counties
Rebecca Wilcox	DCYF/CSP Safety and Prevention
December Brakefield	DCYF/Early Learning Services

## Appendix F: List of grantees

Organization name	Program type
Amherst H. Wilder Foundation 451 Lexington Parkway N. St. Paul, MN 55104	Community Resource Center
Clay County Social Services 715 N. 11th St., Suite 502 Moorhead, MN 56560-2095	Community Resource Center
Family Service Rochester 930 40th St. NW Rochester, MN 55901	Community Resource Center and Kinship Navigator
Hennepin County Human Services and Public Health 300 South 6th St. Minneapolis, MN 55487	Community Resource Center
Interfaith Action 3080 Centerville Road Little Canada, MN 55117	Community Resource Center
Minnesota Chippewa Tribe – White Earth Band 26246 Crane Road White Earth, MN 56591	Community Resource Center
Neighborhood House 179 Robie St. E. St. Paul, MN 55107	Community Resource Center
North St. Louis County Family Service Collaborative 523 Highland Drive Hibbing, MN 55746	Community Resource Center
NorthPoint Health and Wellness Center 2220 Plymouth Ave. N. Minneapolis, MN 55411	Community Resource Center
Southwestern Minnesota Opportunity Council 713 10th St. Worthington, MN 56187	Community Resource Center

Organization name	Program type
Lutheran Social Service 709 University Ave. St. Paul, MN 55404	Kinship Navigator
Nexus Kindred Family Healing 412 Great Oak Drive Waite Park, MN 56387	Kinship Navigator
Urban League Twin Cities 2100 Plymouth Ave. N. Minneapolis, MN 55411	Kinship Navigator





For accessible formats of this information or assistance with additional equal access to human services, email us at [dhs.info@state.mn.us](mailto:dhs.info@state.mn.us), call 612-431-4660, or use your preferred relay service.

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