

APPENDIX B: PROPOSAL PACKET

STATE FISCAL YEARS 2026-27 DCYF REQUEST FOR PROPOSALS FOR A CONTRACTOR TO PROVIDE FORENSIC INTERVIEW BASIC AND ADVANCED TRAINING TO MULTIDISCIPLINARY TEAM MEMBERS PROPOSAL PACKAGE.

Proposal Document Checklist

- ☐ Form 1 Completed
- ☐ Form 2 Completed
- ☐ Form 3 Completed
- ☐ APPENDIX C: Cost Proposal (Submit as a separate document)

FORM 1: PROPOSAL PACKAGE COVER PAGE

Minnesota Department of Children, Youth, and Families
Child Safety and Permanency Division

Organization Information

Legal Name:

Address:

City:

Zip +4:

Telephone:

Fax:

Counties/Area Served:

Federal ID Number:

State Tax ID:

UEI Number:

Contacts

Executive Director or Tribal Leader's Name:

Telephone:

E-mail:

Board Chair's Name:

Telephone:

E-mail:

Fiscal Director's Name:

Telephone:

E-mail:

Grant Program Contact's Name:

Telephone:

E-mail:

FORM 2: EXECUTIVE SUMMARY

1. Applying for:
 - ☐ TRACK ONE
 - ☐ TRACK TW
 - ☐ BOTH TRACK ONE AND TRACK TWO

2. Executive Summary **3.2 (2)**. Click or tap here to enter text.

3. Description of applicant organization **3.2(3)**. Click or tap here to enter text.

4. Description of target population **3.2(4)**. Click or tap here to enter text.

FORM 3: PROJECT TASKS AND OBJECTIVES WORK PLAN

GOAL	DESCRIPTION OF TASK/DUTIES/DELIVERABLES	HOW OUTCOMES WILL BE MEASURED	DUE DATE
EXPAND ACCESS TO HIGH-QUALITY FORENSIC INTERVIEW TRAINING <ul style="list-style-type: none"> • At least 90% of available scholarship funds are distributed by the end of the fiscal period during the grant cycle. • Scholarships awarded to professionals from a minimum of two jurisdictions, with preference for rural or underserved populations. • Track and report race/ethnicity, professional role, and agency type to ensure MDT representation. 			
STRENGTHEN THE QUALITY AND CONSISTENCY OF FORENSIC INTERVIEW PRACTICES <ul style="list-style-type: none"> • 95% of scholarship recipients complete their approved training course and submit documentation (certificate or proof of attendance) • 95% of recipients required documentation within 30 days of training completion 			

PARTICIPANT FEEDBACK AND LEARNING <ul style="list-style-type: none"> • At least 90% of recipients complete a post-training survey or evaluation form • 85% of respondents report satisfaction with training quality, content, and relevance • 80% of recipients report improved knowledge, skills, or confidence in conducting or supporting child forensic interviews 			
FINANCIAL MANAGEMENT AND REPORTING <ul style="list-style-type: none"> • All required financial reports submitted on or before specific deadlines • 100% of scholarship disbursements documented with clear tracking of training provider, amount, and recipient • Comprehensive final report submitted by grant deadline (June 30, 2027) including outreach summary, demographics, evaluation results, and lessons learned 			