



Mental Health Cultural Community Continuing Education Grant Program

Supervisory Education for Individual Providers

GRANT REQUEST FOR PROPOSAL (RFP)

Minnesota Department of Health
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To obtain this information in a different format, call: 651-201-3838.

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RFP Part 1: Overview

1.1 General Information

- **Announcement Title:** Mental Health Cultural Community Continuing Education Grant Program – Supervisory Education for Individual Providers
- **Minnesota Department of Health (MDH) Program Website:** [ORHPC Grants and Funding - MN Dept. of Health \(state.mn.us\)](https://www.mn.gov/Departments/Minnesota-Department-of-Health/Programs-and-Services/Office-of-Regulatory-Health-Policy-Communications-and-Compliance/Grants-and-Funding)
- **Application Deadline:** Applications will be accepted on a rolling basis and reviewed and awarded on a quarterly basis, until all funds have been dispersed. Applications will be reviewed on the following dates:
 - August 1, 2024
 - November 1, 2024
 - February 1, 2025
 - April 1, 2025 at 11:59 p.m. Central Time (final application deadline)

The application may close earlier than April 1, 2025 if all funds have been dispersed.

Applications received after April 1, 2025, will be deemed ineligible and will not be considered. It is the applicant’s sole responsibility to allow sufficient time to address all potential delays caused by any reason whatsoever. MDH will not be responsible for delays caused by mail, delivery, computer, or technology problems.

1.2 Program Description

The Mental Health Cultural Community Continuing Education (MHCCCE) Grant Program, authorized by [Minnesota Statutes Sec. 144.1511](#), was established to assist mental health professionals from communities of color, Indigenous communities, and other underrepresented communities to become qualified to serve as supervisors for individuals pursuing licensure in mental health professions.

This request seeks grant applications from individual mental health professionals pursuing a course of study that is expected to fulfill their continuing education requirements to become recognized as board-approved supervisors. Individual grant recipients will receive tuition reimbursement and a support stipend upon completion of the approved course of study. The maximum grant award amount is \$7,500.

1.3 Funding and Project Dates

Funding

MDH has designated \$150,000 for this program from an appropriation from the Minnesota Legislature.

Funding will be allocated to all eligible professionals until all funds have been awarded. Applications will be reviewed in the order that they were submitted. If selected, you may only

incur eligible expenditures when the grant agreement is fully executed, and the grant has reached its effective date.

Once all funds have been awarded or the final due date has been reached, the request for proposals will be closed.

Funding	Estimate
Estimated Amount to Grant	\$150,000
Estimated Number of Awards	20
Estimated Award Amount	\$7,500

Match Requirement

No match is required.

Project Dates

RFP published:	June 25, 2024
Application due to MDH:	Rolling application period through April 1, 2025
Grant distribution announcement:	Quarterly announcements
Grant agreements begin (estimated):	Within two months of each quarterly due date
Grant project end date:	December 31, 2026

1.4 Eligible Applicants

To be eligible for this grant funding, an individual must:

- Be a resident of the state of Minnesota
- Be a mental health professional who is licensed to work in the State of Minnesota as one of the following:
 - LP: Licensed Clinical or Counseling Psychologist
 - LICSW: Licensed Independent Clinical Social Worker (note that Licensed Graduate Social Workers are not eligible)
 - LPCC: Licensed Professional Clinical Counselor (note that Licensed Professional Counselors are not eligible)
 - LMFT: Licensed Marriage and Family Therapist (note that Licensed Associate Marriage and Family Therapists are not eligible)
- Be a member of an Indigenous community, a community of color, and/or another underrepresented community as defined in Minnesota Statutes, [Sec. 148E.010, subd. 20](#): “Underrepresented community” means a group that is not represented in the majority with respect to race, ethnicity, national origin, sexual orientation, gender identity, or physical ability.
- Work for a community mental health provider and agree to deliver at least 25 percent of their yearly patient encounters to state public program enrollees or patients receiving

sliding fee schedule discounts through a formal sliding fee schedule meeting the standards established by the United States Department of Health and Human Services under Code of Federal Regulations, [title 42, Part 51c, chapter 303](#).

Applicants will be required to sign an attestation confirming their eligibility.

Grant funds are not transferrable to any other entity. Applicants that are aware of any upcoming mergers, acquisitions, or any other changes in their organization or legal standing, must disclose this information to MDH in their application, or as soon as they are aware of it.

Please note: professional training institutions and community education providers should not apply through this RFP. This RFP is only open to individuals who meet the eligibility requirements.

Collaboration

Collaboration in this grant program is not allowed. This is an opportunity for individuals only.

1.5 Questions and Answers

All questions regarding this RFP must be submitted by email or phone to Health.ORHPC.WorkforceGrants@state.mn.us or (651) 201-3895. All answers will be posted within five business days at [MHCCCE Grant Program for Individuals](#).

Please submit questions no later than 4:30 p.m. Central Time on March 21, 2025.

To ensure the proper and fair evaluation of all applications, other communications regarding this RFP including verbal, telephone, written or internet initiated by or on behalf of any applicant to any employee of the Department, other than questions submitted to as outlined above, are prohibited. **Any violation of this prohibition may result in the disqualification of the applicant.**

RFP Information Meeting

An RFP informational webinar recording will be posted by July 22, 2024, at this link: [MHCCCE Grant Program for Individuals](#).

RFP Part 2: Program Details

2.1 Priorities

Health Equity Priorities

It is the policy of the State of Minnesota to ensure fairness, precision, equity, and consistency in competitive grant awards. This includes implementing diversity and inclusion in grant-making. [The Policy on Rating Criteria for Competitive Grant Review](#) establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities and / or disparities.

This program was established to assist mental health professionals from communities of color, Indigenous communities, and other underrepresented communities to become qualified to serve as supervisors for individuals pursuing licensure in mental health professions.

This grant will serve members of communities of color, Indigenous communities, and other communities underrepresented with respect to race, ethnicity, national origin, sexual orientation, gender identity, or physical ability. By assisting more members of these communities to become supervisors in mental health professions, this grant will also contribute to strengthening and diversifying the mental health workforce and services provided to all Minnesota communities.

Grant outcomes will include an increased number of mental health professionals from eligible communities who become supervisors for individuals pursuing licensure in eligible mental health professions.

2.2 Eligible Projects

Grantees will be awarded up to \$7,500 to complete required coursework to fulfill their applicable board requirements to become qualified to serve as supervisors for individuals pursuing licensure in eligible mental health professions, as outlined in this RFP.

Payments will be made upon successful completion of required training. Grantees are required to submit documentation of training completion. The maximum award amount of \$7,500 may be applied toward tuition and associated costs such as books, licensing and test fees, equipment, travel, childcare, and loss of wages while attending class. Additionally, grantees may apply their award toward attaining the required supervision hours to become a supervisor to individuals pursuing licensure in eligible mental health professions in Minnesota.

A payment of \$7,500 will be made to grantees who provide documentation to prove that they have successfully completed the minimum educational requirements to become a board-recognized supervisor, as defined by the applicable licensing board.

Each licensing board has unique educational requirements to become recognized as a supervisor to individuals pursuing licensure in eligible mental health professions.

Curricula must be board-approved coursework that meets or exceeds the educational requirements to attain supervision status, as set forth by the respective mental health governing board(s).

Continuing education requirements to become a supervisor can be found on the licensing boards' websites:

- [Minnesota Board of Social Work](#)
- [Minnesota Board of Marriage and Family Therapy](#)
- [Minnesota Board of Behavioral Health and Therapy](#)
- [Minnesota Board of Psychology](#)

Ineligible Expenses

Ineligible expenses include but are not limited to:

- Costs of courses that are not completed, according to the facilitator of each course.
- Tuition or other costs for coursework not expected to lead to recognition as a supervisor to individuals pursuing licensure in eligible mental health professions.
- Administrative expenses to manage the grant.
- Solicitating donations.
- Taxes, except sales tax on goods and services.
- Lobbyists or political contributions.
- Bad debts, late payment fees, finance charges, or contingency funds.

2.3 Grant Management Responsibilities

Grant Agreement

Each grantee must formally enter into a grant agreement. The grant agreement will address the conditions of the award, including implementation for the project. Grantee should read the grant agreement, sign, and once signed, comply with all conditions of the grant agreement.

No work on grant activities can begin until a fully executed grant agreement is in place and the State's Authorized Representative has notified the Grantee that work may start.

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

A sample grant agreement may be found here: [Grant Resources - MN Dept. of Health \(state.mn.us\)](#)

Accountability and Reporting Requirements

It is the policy of the State of Minnesota to monitor progress on state grants by requiring grantees to submit written progress reports at least annually until all grant funds have been

expended and all terms in the grant agreement have been met ([OGM Policy 08-10, "Grant Monitoring"](#)).

The reporting schedule will be at the time of completion and submission of educational credits to the State, or at minimum, biannually.

Reports submitted after January 30, 2027, will not be accepted and will not be reimbursed.

The grantee will be required to document completion of the Educational Attainment Plan by uploading documentation to the online grant portal. Trainings should align with the Educational Attainment Plan submitted at the time of application. The report will require the grantee to attest to completion of required coursework and provide the name of the training, trainer or educational institution, date of completion, and the number of continuing education or college credits earned.

Grant Monitoring

[Minn. Stat. § 16B.97](#) and [Policy on Grant Monitoring](#) require the following:

- One monitoring visit during the grant period on all state grants over \$50,000
- Annual monitoring visits during the grant period on all grants over \$250,000
- Conducting a financial reconciliation of grantee's expenditures at least once during the grant period on grants over \$50,000

This program does not meet the minimum award amount per state policy and will not require a monitoring visit or a financial reconciliation.

Technical Assistance

MDH will provide technical assistance to grantees. An MDH representative will be available to answer questions about the application process and during scheduled meetings throughout the grant period.

Grant Payments

Per [State Policy on Grant Payments](#), reimbursement is the method for making grant payments. All grantee requests for reimbursement must correspond to the approved grant budget. The State shall review each request for reimbursement against the approved grant budget, grant expenditures to-date and the latest grant progress report before approving payment. Grant payments shall not be made on grants with past due progress reports unless MDH has given the grantee a written extension.

The invoicing and payment schedule will be:

Grantees will be awarded \$7,500 upon submission of documentation showing the successful completion of the minimum educational requirements defined by the grantee's licensing board.

Grantees will be responsible for any potential federal or state tax liabilities resulting from this award.

2.4 Grant Provisions

Contracting and Bidding Requirements

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

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

- i. Any services or materials that are expected to cost \$100,000 or more must undergo a formal notice and bidding process consistent with the standards set forth under Minnesota Statutes 16B.
- ii. Services or materials that are expected to cost between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three (3) verbal quotes or bids.
- iii. Services or materials that are expected to cost between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two (2) verbal quotes or bids or awarded to a targeted vendor.
- iv. The grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:
 - Minnesota Department of Administration’s Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List ([Equity in Procurement \(TG/ED/VO\) Directory / Minnesota Office of State Procurement \(mn.gov\)](#));
 - Metropolitan Council’s Targeted Vendor list: Minnesota Unified Certification Program (<https://mnuccp.metc.state.mn.us/>) or
 - Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: Central Certification Program (<https://www.stpaul.gov/departments/human-rights-equal-economic-opportunity/contract-compliance-business-development-9>).
- v. The grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.
- vi. The grantee must maintain support documentation of the purchasing or bidding process utilized to contract services in their financial records, including support documentation justifying a single/sole source bid, if

applicable.

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

Conflicts of Interest

MDH will take steps to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers per [Minn. Stat. § 16B.98](#) and the Office of Grants Management’s Policy 08-01, “Conflict of Interest Policy for State Grant-Making.”

Applicants must complete the Applicant Conflict of Interest Disclosure form and submit it as part of the completed application. Failure to complete and submit this form will result in disqualification from the review process.

Organizational conflicts of interest occur when:

- a grantee or applicant is unable or potentially unable to render impartial assistance or advice
- a grantee’s or applicant’s objectivity in performing the grant work is or might be otherwise impaired
- a grantee or applicant has an unfair competitive advantage

Individual conflicts of interest occur when:

- an applicant, or any of its employees, uses their position to obtain special advantage, benefit, or access to MDH’s time, services, facilities, equipment, supplies, prestige, or influence
- An applicant, or any of its employees, receives or accepts money, or anything else of value, from another state grantee or grant applicant with respect to the specific project covered by this RFP/project.
- An applicant, or any of its employees, has equity or a financial interest in, or partial or whole ownership of, a competing grant applicant organization.
- An applicant, or any of its employees, is an employee of MDH or is a relative of an employee of MDH.

In cases where a conflict of interest is perceived, disclosed, or discovered, the applicants or grantees will be notified and actions may be pursued, including but not limited to disqualification from eligibility for the grant award or termination of the grant agreement.

Public Data and Trade Secret Materials

All applications submitted in response to this RFP will become property of the State. In accordance with [Minn. Stat. § 13.599](#), all applications and their contents are private or nonpublic until the applications are opened.

Once the applications are opened, the name and address of each applicant and the amount requested is public. All other data in an application is private or nonpublic data until completion of the evaluation process, which is defined by statute as when MDH has completed negotiating the grant agreement with the selected applicant.

After MDH has completed the evaluation process, all remaining data in the applications is public with the exception of trade secret data as defined and classified in [Minn. Stat. § 13.37](#), subd. 1(b). A statement by an applicant that the application is copyrighted or otherwise protected does not prevent public access to the application or its contents. ([Minn. Stat. § 13.599](#), subd. 3(a)).

If an applicant submits any information in an application that it believes to be trade secret information, as defined by [Minn. Stat. § 13.37](#), the applicant must:

- Clearly mark all trade secret materials in its application at the time it is submitted,
- Include a statement attached to its application justifying the trade secret designation for each item, and
- Defend any action seeking release of the materials it believes to be trade secret and indemnify and hold harmless MDH and the State of Minnesota, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense.
- This indemnification survives MDH's award of a grant agreement. In submitting an application in response to this RFP, the applicant agrees that this indemnification survives as long as the trade secret materials are in possession of MDH. The State will not consider the prices submitted by the responder to be proprietary or trade secret materials.

MDH reserves the right to reject a claim that any particular information in an application is trade secret information if it determines the applicant has not met the burden of establishing that the information constitutes a trade secret. MDH will not consider the budgets submitted by applicants to be proprietary or trade secret materials. Use of generic trade secret language encompassing substantial portions of the application or simple assertions of trade secret without substantial explanation of the basis for that designation will be insufficient to warrant a trade secret designation.

If a grant is awarded to an applicant, MDH may use or disclose the trade secret data to the extent provided by law. Any decision by the State to disclose information determined to be trade secret information will be made consistent with the Minnesota Government Data Practices Act ([Ch. 13 MN Statutes](#)) and other relevant laws and regulations.

If certain information is found to constitute trade secret information, the remainder of the application will become public; in the event a data request is received for application information, only the trade secret data will be removed and remain nonpublic.

Audits

Per [Minn. Stat. § 16B.98](#), subd. 8, the grantee's books, records, documents, and accounting procedures and practices of the grantee or other party that are relevant to the grant or transaction are subject to examination by the granting agency and either the legislative auditor or the state auditor, as appropriate. This requirement will last for a minimum of six years from the grant agreement end date, receipt, and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

Affirmative Action and Non-Discrimination Requirements for all Grantees

The grantee agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age in regard to any position for which the employee or applicant for employment is qualified. [Minn. Stat. § 363A.02](#). The grantee agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.

The grantee must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The grantee agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Minn. Rules, part [5000.3550](#).

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

Non-Transferability

Grant funds are not transferrable to any other entity. Applicants that are aware of any upcoming mergers, acquisitions, or any other changes in their organization or legal standing, must disclose this information to MDH in their application, or as soon as they are aware of it.

2.5 Review and Selection Process

Review Process

Funding will be allocated to all eligible applicants in the order in which applications are received.

MDH will review all applications and is responsible for award decisions. **The award decisions of MDH are final and not subject to appeal.** Additionally:

- MDH reserves the right to withhold the distribution of funds in cases where proposals submitted do not meet the necessary criteria.
- The RFP does not obligate MDH to award a grant agreement or complete the project, and MDH reserves the right to cancel this RFP if it is considered to be in its best interest.
- MDH reserves the right to waive minor irregularities or request additional information to further clarify or validate information submitted in the application, provided the application, as submitted, substantially complies with the requirements of this RFP. There is, however, no guarantee MDH will look for information or clarification outside of the submitted written application. Therefore, it is important that all applicants ensure that all sections of their application are complete to avoid the possibility of failing an evaluation phase or having their score reduced for lack of information.

Selection Criteria and Weight

MDH will review each application for eligibility and completeness. All eligible and complete applications will be funded in the order which they are submitted. Applications will no longer be accepted after the April 1, 2025, deadline.

Grantee Past Performance and Due Diligence Review Process

- It is the policy of the State of Minnesota to consider a grant applicant's past performance before awarding subsequent grants to them.
- State policy requires states to conduct a pre-award risk assessment prior to a grant award. Additional information may be required for proposed budgets of \$50,000 and higher to a potential applicant in order to comply with [Policy on Pre-Award Risk Assessment for Potential Grantees](#).

Notification

MDH will notify all applicants through the online grant portal. This notification will come in the form of an email sent to the contact whose information is provided in the application. Decisions will be announced within 90 days after each application deadline.

RFP Part 3: Application and Submission Instructions

3.1 Application Deadline

All applications **must** be received by MDH no later than 11:59 p.m. Central Time, on April 1, 2025.

The application may close earlier than April 1, 2025 if all funds have been dispersed.

All applications must be submitted through the ORHPC [Online Grants Portal](#).

Late applications will not be accepted. It is the applicant's sole responsibility to allow sufficient time to address all potential delays caused by any reason whatsoever. MDH will not be responsible for delays caused by mail, delivery, computer, or technology problems.

Acknowledgement of application receipt. The [Online Grants Portal](#) will send an automated email to the user who submitted the application to confirm the submission of your application. Additionally, the application status will change from "Draft" to "Submitted" on the Applicant Dashboard and record the date the application was submitted. If the application is still in draft status by the application deadline, you will no longer be able to edit or submit the application.

If you do not receive an automated email confirming submission, or encounter any other issues with the online application, please contact us promptly at health.orhpc.workforcegrants@state.mn.us. We encourage you to submit in advance of the deadline to allow time to address any technical issues.

3.2 Application Submission Instructions

ORHPC requires application submissions to be made through the [ORHPC Online Grants Portal](#). Please see section RFP section 3.3 below or reference the [ORHPC Grant Guide](#) for instructions.

If you have any questions, please contact: Health.ORHPC.WorkforceGrants@state.mn.us

3.3 Application Instructions

Step 1 – SWIFT Supplier ID

Applicants must obtain a Minnesota SWIFT Supplier ID number before applying for funding.

- If you already have a SWIFT Supplier ID, please use it (do not create another one).
- If you do not have a SWIFT Supplier ID, you may apply for one through the [SWIFT Supplier ID Website](#).
- If you have questions about this process, contact 651-201-8106 or efthelpline.mmb@state.mn.us
- More information can be found here: [SWIFT Vendor Resources](#)

Step 2 – Create a User Profile

ORHPC requires application submissions to be made through the [ORHPC Online Grants Portal](#).

- Existing users: If you have had a grant with ORHPC (such as a Loan Forgiveness Grant), and you already have a user account, please enter your credentials and log in. If you forgot your password, please use the “Forgot your Password?” link to reset your password.
- If you think that you may have already registered in the system, do not create a new account. Please contact our office to receive a username and password for the existing account.
- New users: If you do not already have a profile in the system, you will need to create an account. Please click on “Create New Account” to complete the registration process and create your logon credentials.
- You can find additional information in the [ORHPC Grant Guide](#).
- Once in the system, click on the “Apply” link located on the upper tool bar on the home page. You will be redirected to a list of open applications in the system. Select the appropriate program (MHCCCE Individual Opportunity) and click “Apply.”

If you have any questions, please contact: Health.ORHPC.WorkforceGrants@state.mn.us

Step 3 – Complete Online Application

You must respond to all required questions before submitting your application. Required questions are indicated with an asterisk (*).

- **Section 1: Applicant Information**
Basic information about the applicant is requested, including legal name, mailing address, and SWIFT Supplier ID. This information will be used for contracting purposes should your proposal be selected for award.
- **Section 2: Minnesota Licensure Details**
Applicants will be asked to provide professional license number(s) and educational history, including the number of required CE's that have been completed toward supervision status. This information will be used to verify eligibility for the grant program.
- **Section 3: Demographic Information**
Applicants will be asked for demographic information about themselves. This information will be used to determine eligibility for the program. Questions address gender, ethnicity, race, sexual orientation, country of birth, disability status, and other general questions about the applicant's background.
- **Section 4: Educational Plan**
Applicants must submit an educational plan that outlines the training to be completed that will meet or exceed the minimum continuing education credit requirements to become recognized as a licensing supervisor by their respective licensing boards. Applicants must provide:

- Name of the training.
 - Dates of the training.
 - Name of the trainer or educational institution.
 - Number of continuing education credits that will be earned for each of the courses.
 - Total number of continuing education credits that will be earned.
 - A short paragraph discussing their commitment to supervisory practice.
- **Section 5: Additional Supervisory Requirements**
 Applicants must provide information on the number of supervision hours that the applicable mental health board requires to be recognized as a supervisor, the number of hours the applicant has completed toward this requirement, and an estimated date of completion of all board requirements to receive recognition as a supervisor to mental health practitioners. *Please note: The number of supervision hours an applicant has completed will not be a determining factor in receiving an award.*
 - **Section 6: Attestations**
 Applicants will be required to sign an attestation within the application confirming that they:
 - will deliver at least 25% of their yearly patient encounters to state public program enrollees or patients receiving sliding fee schedule discounts through a formal sliding fee schedule meeting the standards established by the United States Department of Health and Human Services under Code of Federal Regulations, [title 42, Part 51, chapter 303](#), and
 - will continue to pursue all board requirements to become a supervisor to practitioners seeking licensure.

Applicants who serve as independent providers must upload a copy of their sliding fee discount schedule.

3.4 Attachments to the Application

Applicants will be required to complete a [Conflict of Interest Disclosure Form for Applicants](#). Applicants will not have to upload this form as it is included as part of the application.

Applications must include all required application materials. Do not provide any materials that are not requested in this RFP as such materials will not be considered nor evaluated. **MDH reserves the right to reject any application that does not meet these requirements.**

By submitting an application, each applicant warrants that the information provided is true, correct, and reliable for purposes of evaluation for potential grant award. The submission of inaccurate or misleading information may be grounds for disqualification from the award, as well as subject the applicant to suspension or debarment proceedings and other remedies available by law.

All costs incurred in responding to this RFP will be borne by the applicant.

RFP Part 4: Attachments

- Attachment A: Sample Work Plan

Attachment A: Sample Work Plan

Grantee must complete required coursework to become a licensing supervisor in the State of Minnesota, as approved in the application.

1. Grantee will be reimbursed for the continuing education tuition and associated costs of attending all training sessions, as detailed in the grant agreement. Grantee must ensure the requirements for continuing education credits are met, as set forth by the facilitator of the course(s).
2. Grantees will receive a one-time payment for the costs associated with obtaining the continuing education credits, not to exceed the approved grant amount.
3. All coursework must be completed by December 31, 2026.
4. Proof of completion for all coursework must be submitted to MDH by January 30, 2027.