

## Community Solutions Advisory Council Frequently Asked Questions (FAQ)

### **What is the Community Solutions for Healthy Child Development grant program that the Community Solutions Advisory Council will advise on?**

The Community Solutions Healthy Child Development grant program will award approximately \$750,000 each year from fiscal year 2020 through fiscal year 2023.

The purposes of the grant program are to:

- Improve child development outcomes related to the well-being of children of color and American Indian children from prenatal to grade 3 and their families. This includes, but is not limited to, the goals outlined by the Minnesota Department of Human Services' early childhood systems reform effort: early learning; health and well-being; economic security; and safe, stable, nurturing relationships and environments.
- Reduce racial disparities in children's health and development, from prenatal to grade 3.
- Promote racial and geographic equity.

The grant program will advance these purposes by funding community-based solutions for challenges that are identified by affected communities.

### **What are the purpose and duties of the Community Solutions Advisory (CSA) Council?**

The Community Solutions Advisory (CSA) Council will advise the Minnesota Department of Health (MDH) on the Community Solutions for Healthy Child Development grant program. The CSA Council will:

- Guide the Minnesota Department of Health (MDH) in developing the request for proposals for the Community Solutions Healthy Child Development Grants. The Council will consider how the grants can build on communities' capacity to promote child and family well-being.
- Review applications for the Community Solutions Healthy Child Development grants and make recommendations to MDH about which applicants should be funded.
- Collaborate with MDH to create a transparent and objective accountability and evaluation process focused on the outcomes Community Solutions Healthy Child Development grantees are working to achieve.
- Advise MDH on ongoing oversight of the Community Solutions Healthy Child Development grant program.
- Support MDH on other racial equity and early childhood grant efforts as appropriate.

### **Who will comprise the CSA Council?**

As outlined in Minnesota statutes, the CSA Council will be a 12-member council with two members representing the African heritage community, two members representing the Latino / Hispanic community, two members representing the Asian-Pacific Islander community, and two members representing the American Indian community. Two members will be parents of children under 9 years of age who are American Indian or children of

color. One member will have research or academic expertise in racial equity and healthy child development. One member will represent an organization that advocates on behalf of communities of color or American Indians. At least three of the 12 CSA Council members will come from outside the seven-county Twin Cities metropolitan area.

### **What will the CSA Council application and selection process be?**

*The application is a two-part process. You MUST complete both parts to be considered.*

- **Part 1:** Interested applicants must complete an electronic application through the MN Secretary of State's (MNSOS) [Boards and Commissions Open Positions](#) portal. MNSOS applications will be open until **Friday, August 16, 2019. DEADLINE EXTENDED FOR GREATER MN APPLICANTS: FRIDAY, AUGUST 23, 2019**
- **Part 2:** Upon receipt of the Secretary of State's application, MDH will email a supplemental application form to the email address listed on the MNSOS application. This supplemental MDH application **must also be completed to be considered**. The deadline to submit the MDH supplemental application is **Friday, August 23, 2019 at 5:00 pm Central time. DEADLINE EXTENDED FOR GREATER MN APPLICANTS: WEDNESDAY, AUGUST 28 AT 5:00 PM CENTRAL**
- Once the application deadline has passed, a review committee comprised of MDH staff and external reviewers will review applications and recommend CSA Council candidates to the Commissioner of Health. The Commissioner of Health will make final decisions and appointments to the CSA Council. Council members will be appointed by October 1, 2019, and the council's first meeting will be October 8, 2019.

### **How long will the term of service on the council be?**

Members will be asked to serve a minimum of two years, and may serve up to two 2-year terms. The CSA Council is expected to meet from fiscal year 2020 through fiscal year 2024.

### **When will CSA Council meetings take place?**

The CSA Council will meet biweekly in October and November 2019, monthly in 2020, and quarterly through fiscal year 2024. Meetings will typically last 2 hours.

Here are some important dates to keep in mind: CSA Council members should be available for meetings from 3:30-5:30 pm on Tuesday October 8, Monday October 21, Thursday November 7, and Wednesday November 20, 2019. At those meetings, the council will develop the request for proposals for the Community Solutions Healthy Child Development Grants. From late January to mid-February 2020, the council will review grant applications. A grant application review meeting will be held the week of February 17, 2020.

### **Where will meetings take place?**

Meeting locations will be determined based on the geographic composition of the group. Meetings will likely take place in the Twin Cities in an accessible location, with the option of remote participation.

### **Can someone with limited English proficiency serve on the CSA Council?**

We ask that council members have sufficient English proficiency to review and provide feedback on grant applications and other documents that are written in English, as this will be a primary responsibility of the CSA Council.

**If an individual with close ties to an organization (for example, they are an employee or board member) is on the CSA Council, can their organization apply for a Community Solutions for Healthy Child Development grant? What about other MDH grants?**

Their organization would not be able to apply for a Community Solutions for Healthy Child Development grant. The CSA Council may also advise MDH on other racial equity and early childhood grants. If a council member has close ties to an organization that wishes to apply for one of those other grants, the council member may be able to recuse themselves from advising on that grant. These situations will be evaluated on a case-by-case basis to ensure that there is no conflict of interest, while allowing organizations to apply for grants as appropriate.

**Will council members receive stipends? Will they be reimbursed for travel expenses?**

CSA Council members will receive modest compensation for their time participating in the council (the current rate is \$55 per meeting). Members will be reimbursed for mileage traveled to and from meetings, parking expenses and childcare expenses incurred as a result of attending CSA Council meetings. Some additional expense reimbursement may be considered on a case-by-case basis.

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*This document can be made available in alternative formats, such as braille or audio recording, by calling the MDH Office of Inclusion at 651-201-5272 or emailing [annie.hanson@state.mn.us](mailto:annie.hanson@state.mn.us).*