Department of Public Safety

Minnesota Office of Justice Programs

2024 CRIME VICTIM SERVICES 12-MONTH GRANTS

REQUEST FOR PROPOSALS (RFP)

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Request for Proposals (RFP) Part 1: Overview

1.1 General Information

- Approximately $43,000,000 in State, VOCA, VAWA STOP, VAWA SASP and FVPSA funding is available for application. If additional funding is allocated by the Minnesota State Legislature, applicable funding will be added and awarded through this competitive RFP process for direct services to crime victims.
- Funds are authorized by the State of Minnesota through:
    - State funding to be appropriated by the Minnesota Legislature for SFY 24 and SFY 25 42 U.S.C. 3796gg to 3796gg-5, 3796gg-8, through the Department of Justice, Office on Violence Against Women (OVW), CFDA #16.588 – Violence Against Women Formula Grants (VAWA STOP & SASP)
    - 42 USC 5630 et seq., through the Department of Justice, Office of Justice Programs, Office for Victims of Crime, CFDA number 16.575 – Crime Victim Assistance (VOCA)
    - 42 USC 5630 et seq., through the U.S. Department of Health & Human Services, CFDA number 93.671 (FVPSA)
- Awards must follow all compliance and reporting requirements of the awarded funds.
- [Minnesota Office of Justice Programs (OJP) Website](#)
- Open for Applications: February 15, 2023
- Application Due Date: Wednesday, April 12, 2023, 4:00 pm

1.2 Program Purpose

The purpose of this Request for Proposals (RFP) is to solicit applications for funding to provide direct services to crime victims in Minnesota, and assist people impacted by crime who have difficulty accessing services or may not know services exist. Various types of agencies interact with crime victims, and applicants are encouraged to think broadly about locations from which advocacy may be provided to reach more crime victims, such as: homeless shelters, family justice centers, juvenile justice agencies or detention centers serving criminal justice involved youth, college or university sexual and domestic violence centers, etc.

1.3 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](#).

1.4 Funding and Project Dates

Funding

Approximately $43 million is available for grant awards. There is no minimum or maximum grant amount. These are cost reimbursement grants only; federal requirements prohibit advancing grant funds up front.

Programming Dates

These programs have a 12-month grant period, from October 1, 2023 to September 30, 2024. Successful applicants may be eligible for annual renewal grants through September 30, 2027, if federal awards to OJP allow. Past performance with grant requirements will be considered when issuing renewal applications.

Match Requirements

As of the release of this RFP, we are in a national emergency with respect to a pandemic under the National Emergencies Act (50 U.S.S. 1601 et. seq.) and therefore match waivers are issued for all applicants. Please know that match requirements could be reinstated during the grant period if OJP receives direction to do so from federal funders. In this scenario there would be a method of requesting a match waiver, if necessary, for OJP review.

Supplanting: Funds may not be used to replace state, local or other public funds that would otherwise be available for the same purpose. Grant funds must be used to increase the total amount of public funds used to support services to crime victims. In other words, if applicants are currently providing services to crime victims that are paid for by another funding source, funds cannot be used to pay for these same services UNLESS the current funding source is ending.

Use of Volunteers: If your application is awarded VOCA funds, there will be a requirement to use volunteers or seek a waiver for that requirement. Volunteers may be trained to provide direct services or to perform other administrative duties that contribute to the program's ability to serve crime victims.

1.5 Eligible Applicants

Nonprofit agencies and local units of government including cities, counties, or townships currently providing services to crime victims to address the impact of crime are eligible to apply. This funding is not intended for new, start-up agencies or programs not currently serving victims of crime in some capacity. (Tribal governments will apply under the Tribal Nation specific RFP to be issued in several weeks.)

For nonprofits: Federal 501(c)3 tax exempt status is not required. To be eligible, an applicant must be legally incorporated as a nonprofit in Minnesota and possess state and federal identification numbers.

Community-based groups that are not yet incorporated are eligible to apply if using a fiscal agent with nonprofit status.

1.6 Questions, Technical Assistance and Information Sessions

Please submit any questions regarding this RFP by email to chris.anderson@state.mn.us. Within seven business days, all answers will be posted in the FAQ on the "grants" page of the OJP website.

RFP Information Sessions

OJP will offer two virtual information sessions for which registration will be required:

- o Register for Wednesday, February 22, 2023: 10:30 am – 12:00 pm
- o Register for Thursday, February 23, 2023: 11:00 am – 12:30 pm

In the session staff will provide background on the competitive RFP and crime victim services, review the RFP and application requirements, and give an overview of the application review process. At the end of each session there will be time for questions. Participation is not required for applicants. Information on these sessions will be posted on the OJP website. Questions and answers from sessions will also be posted in the FAQ on the OJP website.

RFP Part 2: Eligible Activities

2.1 Eligible Activities

Direct services for people impacted by crime are organized by type of crime victimization because services vary depending on the needs of victims of different crimes. Applicants awarded crime victim services funding must show continual progress toward meeting the expectations detailed in the Program Standards. You must choose the type(s) of crime victim programs(s) for which you are seeking funding. The application Work Plan asks for detail about services and activities from specific Program Standards.

Program Standards for the types of programs in this application:

- Child Advocacy Center (CAC) Program Standards – accredited/working toward accreditation
- Domestic Violence Community Advocacy Program Standards
- Domestic Violence Shelter Program Standards
- General Crime Victim Services Program Standards
- Legal Advocacy Program Standards
- Prosecutorial-based Crime Victim Services Program Standards
- Parenting Time Center (PTC) or Supervised Visitation Program Standards
- Sexual Assault Program Standards
- Services for Children and Youth Impacted by Crime Program Standards

The OJP Program Standards include an overview, requirements about remote work and a physical office location, and OJP expectations of funded programs regarding accessibility, diversity, equity, and inclusion, and trauma-informed services.

In addition, OJP expects grantees to strive for program policies, practices and services to victims that reflect best practices. For best practices in Direct Services; Community Partnerships; Business Practices – Governance and Leadership; and Ethics for Victim Assistance Programs and Providers, see: "*Best Practices Guidelines*"

Definitions of Terms Used in this RFP:

<u>**Accessible and Appropriate Services:**</u> Services which are welcoming, culturally inclusive, physically accessible, and appropriate to all victims seeking assistance. Those working with victims are aware of the cultural, individual and role differences including those related to race/ethnicity, language, sex, gender, age, sexual orientation, physical and/or cognitive ability, social class, economic status, education, marital status, religious affiliation, and residency, without regard to immigration status.

<u>**Traditionally Underserved Populations:**</u> Populations who face barriers in accessing and using victim services including underserved Black, Indigenous, Communities of Color (BIPOC), cultural communities; populations underserved because of geographic location, religion, sexual orientation or gender identity; and populations underserved due to language barriers, disabilities, immigration status or age.

RFP Part 3: Application Process and Instructions

3.1 Application Deadline

All applications must be submitted using the e-grants web-based system by 4:00 pm on Wednesday, April 12, 2023. Applications cannot be submitted after this time. No paper submissions will be accepted.

3.2 Application Submission Instructions

Applications must be submitted via e-grants, the Office of Justice Programs (OJP) online grants management system. E-grants can also be accessed via the OJP website. If you have never applied for a grant with the Office of Justice Programs, create a user account by clicking on the purple "New User" option in the login box in the upper right corner of the e-grants website and follow instructions to fill out the profile. Contact the E-grants Helpdesk at 1-800-820-1890 if you have login issues. See the *e-grants Application Completion Guide* for assistance navigating the application process in e-grants.

NOTE: When ready to submit the application, click on "View Status Options" from your Grant Menu and then click on "Apply Status" under the Application Submitted option. If you don't do this your application won't actually be submitted. For assistance submitting your application or navigating through the application, reference the Grantee/User Manual by clicking on the *Training Materials* link at the top of most e-grants screens.

3.3 Terms and Conditions, Grant Program Guidelines, OJP Grant Manual

As part of submitting this application the applicant agency agrees in e-grants to the Terms and Conditions of OJP Grantees.

Upon receiving an award letter with specific federal funding information, you will be required to agree to applicable Grant Program Guidelines and address other specific federal conditions during the budget revision and negotiation period. These guidelines address federal and state requirements such as worker's compensation, civil rights, affirmative action, and data privacy. By agreeing to these, the applicant is confirming they have the ability to make these commitments. Applicants are encouraged to print and review these documents with the appropriate agency staff prior to submitting the application in e-grants. These documents become, by reference, part of the formal grant contract agreement.

Within the applicable Grant Program Guidelines, applicants agree to follow the OJP Grant Manual, which provides basic information on policies and procedures for grant administration.

3.4 Federal Grants Application Requirements

An active entity registration on SAM.gov (System for Awards Management) is a requirement for these funds. You will receive a Unique Entity ID (UEI) number with your registration. See SAM.gov Entity Registration Resources for registration checklist and quick guide. See Section 3.5, C. 1. Below for more information.

3.5 Application Content

The application consists of the following required parts; any missing part will prevent the application from being submitted in e-grants. **Applications that do not answer all questions will not score well in the review process.**

A. Applicant Information Form

Fill out the form in e-grants. It will be used as the cover sheet for the application. You will need:

- Contact information for the Fiscal Agent (this is the agency named in the grant contract and responsible for the administration of the grant)
- The fiscal agent's federal and state identification numbers
- Fiscal agent's UEI number (see section 3.4)
- Contact information for the person(s) responsible for programming, financials and contracts

B. Organizational Financial Information

1. **OJP Grantee Status** (active grant in last 12 months or not)

2. **Fiscal Information**
   A. Accounting basis – cash or accrual
   B. Beginning and end dates of last completed fiscal year
   C. Total revenue for last completed fiscal year
   D. Total federal expenditures (only from federal sources) last completed fiscal year
   E. How often financial documents are produced
   F. Most recent IRS Form 990 (nonprofits only)
   G. Allocation method document (if applicable)

3. **Financial Document**
   Upload the financial document(s) applicable to your organization:

   A. Agency with annual revenue under $50,000:
      a. Statement of Financial Position (Balance Sheet)
      b. Statement of Activity (Income and Expense Statement)
   B. Non-government agency with a total annual revenue of $50,000-$750,000 (IRS Form 990 uploaded in 2F above):
   C. Agency with total annual revenue of over $750,000, but with federal expenditures less than $750,000:
      a. Certified Financial Audit
      b. Certified Financial Audit Management Letter
      c. Corrective Action Plan (if applicable)
   D. Agency that spent $750,000 or more in federal funds during fiscal year:
      a. Single Audit
      b. Single Audit Management Letter
      c. Corrective Action Plan (if applicable)

4. **Administrative Systems**
   Answer yes or no to the following statements:

   - Our organization has had an instance of misuse or fraud in the past 36 months.
   - Our organization has current or pending lawsuit against the organization.
   - Our organization is currently designated as a high risk grant recipient by the federal government.
   - We have separate accounts for different programs/revenue sources to prevent co-mingling of funds.
   - Our organization's accounting system can identify and track grant program-related income and expenses separate from all other income and expenses.
   - Staff within our organization who are paid by more than one source of funding keep track of their time per funding source
   - Our organization has a paid bookkeeper.

- Our organization has an approval process that requires multiple approvals before funds can be expended.
- Our organization has written policies and procedures for accounting, purchasing and payroll.
- We can easily retrieve original receipts for expenses that are reimbursed by the grant.
- Our Board of Directors meets at least every month.
- Our organization has a Conflict of Interest Policy.

5. **Grant Management Experience**

Answer yes or no to the following statement:

We have had administrative turnover within the last 12 months (defined as anyone involved in working on or managing grants).

Select only one option that applies to your organization:

A. Monitored funding and completed reporting for non-federal and/or only federal grants
B. Monitored funding and completed reporting for only non-federal grants
C. Monitored funding and completed reporting for contracts but not grants
D. No prior experience monitoring and reporting for contracts and/or grants

C. Federal Requirements

1. SAM.gov Registration

All applicants for grants supported with federal funds must have an active Entity Registration in SAM.gov (System for Awards Management). The Unique Entity ID (UEI) is assigned automatically to entities when they register on Sam.gov. This registration process can take 7-10 days or even more if you have let your registration expire; it is recommended that you start this process as soon as possible to prevent any issues with submitting your application. Please refer to the SAM.gov Entity Registration Resources for assistance with this process. **Note:** This is a no-cost requirement to receive federal funding. If the website asks you to pay a fee, it is not the correct website. Your SAM.gov registration needs to remain active throughout the grant period by renewing it annually – please track your registration expiration date and renew when needed.

a. Upload a document that shows your Entity SAM.gov registration is active and identifies your UEI number. This document could be the activation email you received or a screen print from your account but it must show both an active registration and UEI number.

b. Enter your SAM.gov registration expiration date and UEI number in the "Organization Information" section of your agency profile in e-grants. This section can be accessed by clicking on your organization name link within your application. Confirm you have entered your SAM.gov registration expiration date and UEI number in the "Organization Information" section of your agency profile in e-grants by checking the box on this form.

2. Civil Rights Acknowledgement
    a. Have the Authorized Official download and watch the [Civil Rights Training PowerPoint](). After the training is complete, download the *[Civil Rights Training Acknowledgment Form]()*, have the authorized official sign it and upload the form.
    b. Complete and upload the *[Civil Rights Compliance Checklist]()*.

3. Equal Employment Opportunity Certification
    You are required to submit information to the U.S. Dept. of Justice using the [Equal Employment Opportunity (EEO) Program Reporting Tool](). The certification form you obtain by submitting information on this site is the required upload. ONLY the certification form generated by the [Equal Employment Opportunity (EEO) Program Reporting Tool]() meets this requirement.

4. DOJ Certifications
    Complete, sign and upload the [USDOJ Certification Form 1]() and the [USDOJ Certification Form 2]().

5. Employer Requirements Statement
    Your grant program guidelines require you to address how you will fulfill this federal requirement. Create a Word document answering this question:

    How does your organization properly verify the employment eligibility of any individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1) and (2). The details of the requirement are [US OJP Website]().

6. Determination of Suitability to Interact with Participating Minors
    Your grant program guidelines require written determination of the suitability of an individual to interact with participating minors. See the specifics of this [condition]() for more information. If your organization has minor participants, upload your policy for determining the suitability of individuals working with minors. The policy must include:
    a. Person(s) or staff position(s) responsible for the determination
    b. The staff position(s) interacting with program participating minors
    c. The timing of the determination – how you ensure it is completed prior to the individual interacting with minors
    d. The tracking method – so determinations are completed for applicable new employees and at least every five years for other staff interacting with participating minors

D. Application Uploads

1. **Full Organization Budget (10 points)**
    For Nonprofits: Upload a copy of your organization's total annual budget (from your most recent, board approved budget). Please indicate the percentage of the total annual budget that is dedicated to crime victim services and related activities.

For Government-based applicants: Upload a copy of your agency's total annual budget for *crime victim service activities only.*

2. **Contracts Upload** (if applicable and if available at time of application submission)

3. **Documentation of Bidding Process** – Non-government applicants (if applicable and if available at time of application submission)

4. **Depreciation Schedule** (if applicable)

5. **Additional Statutory Requirements for Domestic Violence Shelter Programs**

   As required by Minnesota Statutes section 611A.32, subd. 2, if you are applying for shelter funding, upload up to 5 documents to address the following:

   - Your total domestic violence program operating budget.
   - The domestic violence program's operating reserve.
   - A list of board restrictions on the current reserve, including purpose and amount.
   - A list of all funding received in the last year and all funding anticipated for the coming year for your domestic violence program.
   - A description of your domestic violence program's ability to provide culturally and linguistically appropriate services.

E. Service Areas and Populations

On this form you are asked to identify the geographic area(s), traditionally underserved population(s) and program type(s) for which you are applying for funds. The form also requests how services are provided (staffed office or remotely). If you are proposing to provide Child Advocacy Center, Domestic Violence Shelter or Parenting Time Center services, you should only make one entry for these program types under the county in which the main physical location for the services resides.

F. Program Standards

By checking the box in e-grants for each set of Program Standards applicable to your application, you are agreeing to show continual progress in meeting the expectations and minimum services/activities in the standards.

G. Narrative

Address the following questions in a 6-7 page maximum Word document with ¾ inch margins, single-spaced and with a 12-point font size. (Page guidance with each section is suggested.) Proposals are scored based on your responses to these questions. Organize your proposal by labeling and numbering responses, using the numbered headings and sub-headings (in bold below). Provide an answer for each question and answer in the order they are asked. Note: Narrative documents that do not follow this format do not score well in this review process. Any additional pages or supplemental materials will not be included in your application when being reviewed. When ready to submit, **upload the narrative as an attachment in e-grants.**

1. **Current Organizational Information: 1.5 pages** (20 points)
   a. **Mission/History:** Provide your organization's mission statement. Describe your organization's experience working with people impacted by crime. Describe your grant management experience and include if your organization has received federal funding before.
   a. **Current Service Location(s):** Identify the primary office location or locations (city and county) where your organization provides direct services. If services are provided remotely to cover geographic areas with no office location, identify the counties or area(s) covered by remote services.
   b. **People Served:** Provide an overview of your organization's <u>current</u> services and the number of people served in the past year for crime victimization needs. Describe what crime victim services are most frequently provided (advocacy, shelter, info and referral, financial assistance, etc.). If you primarily operate to serve traditionally underserved populations, define the population(s) here and describe your organization's experience working with the population(s). (See definition, pg. 5)

2. **Organizational Capacity: 2 pages** (20 points)
   a. **Capacity:** Describe the ways your organization has the capacity and is well suited to deliver high quality services to people impacted by crime in the service area for which you seek funding. Describe any programming with unique characteristics you provide or will provide for crime victims.
   b. **Trauma-informed Approach:** Describe ways your program services reflect a trauma-informed approach. (See 1st page of Program Standards.) Include information on trauma-informed training that has been provided to staff, or will be in the upcoming grant period.
   c. **Staff Development:** Describe the orientation and training provided to new staff and volunteers. In the upcoming grant period, describe ongoing training you anticipate for staff.

3. **Funding Request: 1.5 pages** (15 points)
   a. **Needs Statement:** Identify the primary met and unmet needs your application seeks to address. (Include info on met and unmet needs impacting different types of crime victims if applying for multiple types.) Include relevant data on your service area such as local/regional crime data, population characteristics, gaps in services, etc.
   b. **Total Funding Request Breakdown by Program Type:** Identify each program type for which you are applying. Assign the percentage of your ***total funding request*** that will support each program type. For example, Child Advocacy Center – 30%, Domestic Violence CAP – 40%, General Crime – 100%, etc. The percentage(s) must equal 100% and may be approximate.

4. **Accessibility, Diversity, Equity, and Inclusion: 1.5 pages** (25 points)
   Review the definitions for "Accessible and Appropriate Services" and "Traditionally Underserved Populations" on page 5, and the 1st page of Program Standards. As OJP works to advance equity and the Governor's initiative for state government to better reflect the diversity of the people it serves, funded agencies are asked to make efforts to hire staff and recruit board members who represent their service population.
   c. **Demographics:** Describe the demographics of the people your organization plans to serve (race/ethnicity, sex, gender identity, sexual orientation, language, age, etc.). Describe the same demographics of staff, leadership, and board members, and in what ways they reflect the population you plan to serve. If staff, leadership, and board members are not reflective of the population to be served, (or minimally) describe efforts being made to improve in this area.
   d. **Diversity, Equity and Inclusion**: Describe efforts your organization has made and/or will make in this grant period to increase DEI in, for example, programming, program materials, office environment, outreach, relationship building, etc.
   e. **Accessibility:** Provide examples of how your organization has and will provide welcoming, culturally inclusive, physically accessible, and respectful services for all victims seeking assistance.

5. **Evaluation**: **.5 page** (10 points)
   Program evaluation can help you understand, verify, or increase the effectiveness of your programming. Describe how you evaluate the services you provide. Include the evaluation tools you use, who is responsible for gathering and analyzing data, and how you use feedback to improve your program and services.

   For assistance on conducting evaluation, see the [Wilder Research Program Evaluation Tip Sheets](#).

H. Work Plan (20 Points):

OJP's priority is to sustain and improve the quality of services for victims throughout the state. In an effort to increase the capacity of service providers, OJP has updated the Program Standards. The expectation is for applicants to show continual progress in meeting the minimum services/activities detailed in the standards through the grant period.

The purpose of the required work plan is to focus on increasing capacity in two key areas of the Program Standards: **3 – Community Education & Outreach**; and **4 – Systems Coordination & Partnering.** Applicants must complete a Work Plan Template for these two sections from the Program Standards. Please follow these steps:

1. Download the Work Plan Template from e-grants: **3 – Community Education & Outreach**; and **4 – Systems Coordination & Partnering**.
2. Refer to the Program Standards that correspond to the types of programs for which you are applying.
3. OJP has already identified the goals in each of these areas. Detail your organization's planned activities to meet these goals in the grant period.
4. If applying for more than one type of programming, (for example, domestic violence and sexual assault), activities may be combined. If not combining activities, please note which activity applies to which type of programming.
5. Throughout your plan, include time frames and positions responsible for activities, and answer all sections of the forms.
6. When complete, upload the completed Work Plan Template in your e-grants application.

Please see the Work Plan Examples for additional information. The examples are for instructional purposes only, although the ideas may be relevant to your organization. Feel free to use the examples or create your own. Be sure to include measurable outcomes and the methods you will use to measure them.

I. Budget (10 Points):

The budget covers the 12-month grant period of Oct. 1, 2023 to Sept. 30, 2024. See the *e-grants Application Completion Guide* for assistance navigating the budget entry forms in e-grants. You **MUST** use the *Budget Allocation Guide* and *Budget Development Guidelines* in developing a budget that has allowable expenses and includes all required content. All budget items must be reasonable and for the purpose of accomplishing the programming for which you are applying. The budget should reflect activities noted in the narrative and work plan.

Budget categories include:
Personnel, Payroll Taxes & Fringe, Contract Services, Building Expenses, Equipment Purchases, Travel & Training, Office & Program Expenses, Direct Client Assistance and Indirect Costs. Not all categories need to be used.

Staffing considerations:
- Staff whose salary is partially paid with these funds must keep detailed time tracking records by funding source, (this includes tracking all sources that pay a portion of their full paycheck).
- Funding full time positions rather than percentages of numerous staff is preferred and will simplify your record keeping.

Direct Client Assistance (DCA):
Assisting crime victims with eligible Direct Client Assistance (DCA) expenses is allowable and encouraged under the *Direct Client Assistance (DCA) Guidelines*. Grantees providing DCA must use an authorization form such as the *Sample Direct Client Assistance Authorization Form*. Grantees must also be prepared to submit the *Direct Client Assistance Cover Sheet* with each FSR that is seeking reimbursement on DCA expenses.

NOTE: If reimbursed expenses are later found to be ineligible, the grantee will be asked to repay those funds.

J.   Indirect Rate Documentation (if applicable)

Indirect costs, often referred to as overhead, are costs shared by the organization as a whole and most often are not able to be broken down within each program of the organization. Indirect costs can be requested in one of the following ways:

1. Budget expenses directly in the applicable budget categories instead of using indirect costs.
2. Use the federally allowed de minimus rate of 10% of Modified Total Direct Costs (MTDC) if your organization does not have a federally approved indirect cost rate. MTDC calculation **excludes** equipment, rental costs, participant support costs (Direct Client Assistance), and the portion of each subcontract in excess of $25,000. If you request indirect costs in your application budget, you will be required to also upload the *Request to Include the 10% De Minimis Indirect Cost Rate*.
3. Use your federally approved indirect cost rate. If the federally approved indirect cost rate agreement has expired you may 1) continue to use that rate if you have an active request submitted for a new rate, or 2) you may choose to use the de minimus rate of 10% of MTDC. If you request federally-approved indirect costs in your application budget, you will be required

to also upload the *Request to Include a Federally Approved Indirect Cost Rate* and a copy of your federally-approved rate agreement.

K. Application Checklist

- ☐ **Application Information Form**
- ☐ **Terms and Conditions**
- ☐ **Grant Program Guidelines** (will be completed upon receiving an award letter with specific federal funding source; <u>not applicable at the time of application submission</u>)
  - ☐ If awarded VOCA funding in your award letter, you will be required to upload the following to your application before receiving a grant agreement:
    - *Volunteer Job Description(s) or Waiver Request* - VOCA funds require the use of volunteers as a component of crime victim services work. Upload a victim service related volunteer job description(s). This could be a paragraph describing the duties of various volunteer positions and titles if you do not have formal job descriptions. If using volunteers is prohibited in your agency due to confidentiality or entirely not possible, submit an explanation of your need for a waiver on this VOCA requirement. (Waivers are granted internally by OJP.)
    - *Job Descriptions for all positions funded with VOCA*
- **Organization Financial Information**
  - ☐ OJP Grantee Status
  - ☐ Fiscal Information
  - ☐ Financial Document
  - ☐ Administrative Systems
  - ☐ Grant Management Experience
- **Federal Requirements**
  - ☐ SAM.gov Activation Registrations
  - ☐ Civil Rights Requirements
  - ☐ Equal Employment Opportunity Certification
  - ☐ DOJ Certifications
  - ☐ Employer Requirements Statement
  - ☐ Determination of Suitability to Interact with Participating Minors
- **Application Uploads**
- **Required Information**
  - ☐ Full Crime Victim Services Budget

Information if Applicable

- ☐ Contracts Uploaded
- ☐ Documentation of Bidding Process – Non-Government Grantees
- ☐ Depreciation Schedule
- ☐ Additional Statutory Requirements for Domestic Violence Shelter Programs

- ☐ **Service Areas and Populations**
- ☐ **Program Standards**
- ☐ **Narrative**
- ☐ **Work Plan**
- ☐ **Budget**
- ☐ **Indirect Documentation Form** (if including indirect costs in budget)

RFP Part 4: Application Review Process

This is a competitive application process. A review committee made up of community and systems members will read and rate applications using a 120-point scale. The reviewers will meet virtually, discuss the proposals and put forth their recommendations. See the Rating Form. Reviews will be grouped by geographic areas, small organizations, large organizations, and population specific applications serving traditionally underserved populations.

A final staff review will consider geographic locations, coordination with other federal, state, and local funding, and past grantee performance. Timeliness and completeness of past grant financial and progress reporting is also considered. The Commissioner of Public Safety will make the final funding decisions and award notification will be by email to applicants.

RFP Part 5: Post Award Requirements

- **Pre Award Risk Assessment and Financial Review.** In accordance with state and federal grant management policies it is required to consider a grant applicant's risk of noncompliance with grant requirements. State policy requires states to conduct a financial review prior to a grant award made of $25,000 and higher to a nonprofit organization. The necessary information for these is provided in the financial information form in the application.

- **Minnesota's Commitment to Diversity and Inclusion in Procurement.** The State of Minnesota is committed to diversity and inclusion in its public procurement process. The goal is to ensure that those providing goods and services to the State are representative of our Minnesota communities and include businesses owned by minorities, women, veterans, and those with substantial physical disabilities. Creating broader opportunities for historically under-represented groups provides for additional options and greater competition in the marketplace,

creates stronger relationships and engagement within our communities, and fosters economic development and equality.

To further this commitment, the Department of Administration operates a program for Minnesota-based small businesses owned by minorities, women, veterans, and those with substantial physical disabilities. For additional information on this program, or to determine eligibility, please call 651-296- 2600 or go to the OEP website.

- **Grant Contract Process.** After being selected for funding, OJP staff will work with the applicant to negotiate a final budget. The formal grant contract consists of the Grant Agreement, the Terms and Conditions, the Program Guidelines, as well as the work plan and budget. The Grant Agreement will be initiated, signed by grantee and OJP, and once fully executed it is then a legally binding agreement. Grant agreements not signed within 30 days of receipt may be canceled.

- **Progress Reporting.** Grantees will be required to submit financial status reports, program income reports, statistical reports and an annual progress report.

- **Grant Payments.** This is a cost reimbursement grant. Grantees will only be paid for eligible expenses (after the grant contract is fully executed) that are incurred and are consistent with the negotiated budget. Copies of source documentation, such as receipts, will need to be submitted upon request for a financial desk review at some point during the grant period. See the *Source Documentation Requirements* for more details.

- **OJP Grant Manual.** Grantees, grantee subgrants and contracts agree to follow the OJP Grant Manual as part of the application process. The manual is a resource for how our office manages grants and covers topics such as grant administration policies, program modification policies, general accounting requirements, etc. *OJP Grant Manual*.

- **File Documents.** If selected to receive funding, the applicant must submit, the most current version of the following applicable documents prior to the issuance of a grant contract:
  - Current By-laws
  - Governing board roster

RIGHT OF CANCELLATION

The State reserves the right to cancel this solicitation if it is considered to be in its best interest. The State reserves the right to negotiate modifications to the application or to reject any and all applications received as a result of this Request for Proposals. The State does not intend to award a grant contract solely on the basis of any response made to this request, or pay for information solicited or obtained.