



Department of Public Safety  
Minnesota Office of Justice Programs

# 2023 VIOLENCE AGAINST WOMEN ACT (VAWA) 24-MONTH SPECIAL PROJECT GRANTS

REQUEST FOR PROPOSALS (RFP)

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## Request for Proposals (RFP) Part 1: Overview

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### 1.1 General Information

- Approximately \$1,300,000 of VAWA funding is available for application.
- Funds are authorized by 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.
- Awards must follow all compliance and reporting requirements of VAWA funds.
- [Minnesota Office of Justice Programs \(OJP\) Website](#)
- Open for Applications: September 1, 2022
- Application Due Date: Thursday, October 13, 2022, 4:00 pm

### 1.2 Program Description

VAWA Special Project funding is for the purpose of developing and strengthening effective law enforcement and prosecution strategies to combat violent crimes against women, including the crimes of sexual assault, domestic violence, dating violence and stalking through partnerships between law enforcement/prosecution and direct service agencies. These funds are for time-limited special projects to **create systems change by improving the criminal justice system’s response to violence against women.**

*Note: These funds are not intended for supporting on-going direct advocacy services to victims, or to sustain existing victim service programming. These funds are also not intended for start-up funding for Sexual Assault Multi-disciplinary Action Response Teams (SMART).*

### 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 \$1,300,000 is available for grant awards. There is no minimum or maximum grant amount. These are cost reimbursement grants; federal requirements prohibit advancing grant funds up front.

## Project Dates

These projects have a 24-month grant period, from January 1, 2023 to December 30, 2024. Projects will need to begin operating within 90 days of award notice.

## Match Requirements

For local unit of government applicants there is a 25% match requirement on grant funds under this RFP. (Non-profit victim service applicants are not required to provide match, but may if they choose.) An awarded grant to a government-based applicant may not cover more than 75% of the total costs of the project being funded. Therefore the match requirement is figured by taking the one-third (1/3) of the budget request amount and rounding it up to the nearest dollar. For example, for a funding request of \$50,000, the match requirement would be \$16,667 ( $\$50,000/3$ , rounded-up to the nearest dollar).

Match may be in the form of cash (hard match) or in-kind (soft match) and will be reported on financial status reports (FSRs). Match must be fully met by the end of the grant period and be for the same purpose as the proposed project.

### **Cash Match:**

Examples: state or local government appropriations, individual donations, private foundation grants, United Way, etc.

### **In-Kind Match:**

In-kind match may include the monetary value of time contributed by people involved in or supervising the special project but not paid through the project, and the value of donated goods, services, meeting space, training materials, equipment, etc.

Grantees must maintain records that clearly show the source, the amount, and the period during which the match was allocated. The basis for determining the value of personal services, materials and equipment must be documented and to the extent feasible, supported by the same methods used by the grantee for its own paid employees. For further guidance on volunteer time, go to [http://www.independentsector.org/volunteer\\_time](http://www.independentsector.org/volunteer_time).

## 1.5 Eligible Applicants and Target Populations

Nonprofit agencies and local units of government including cities, counties, or townships are eligible to apply. (Tribal governments are eligible for VAWA funding through a different application process.) Agencies working together need to identify one agency as applicant and official grant recipient; budgets can include contracts with partner agencies.

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

numbers. Community-based groups that are not yet incorporated are eligible to apply if using fiscal agents with non-profit status.

Funding priority will be given to:

1. Applications impacting historically underserved populations: Black, Indigenous, Communities of Color (BIPOC), cultural communities, GLBTQ+, youth, elderly, disabled, Deaf/Hard of Hearing, etc.); and
2. Applications addressing domestic violence homicide reduction.

## 1.6 Questions, Technical Assistance and Information Sessions

Please submit any questions regarding this RFP by email to [chris.anderson@state.mn.us](mailto:chris.anderson@state.mn.us). Within seven business days, all answers will be posted on the grants page of the [OJP website](#).

### RFP Information Sessions

OJP will offer two online webinars with Question and Answer sessions:

- [Register for Thursday, September 8, 2022: 1:00 pm – 2:00 pm](#)
- [Register for Monday, September 12, 2022: 11:00 am – 12:00 pm](#)

In the webinars staff will provide background on VAWA, walk through the RFP and application requirements, and give an overview of the application review process. At the end of each session, staff will open it up for questions. Participation in these sessions is not required. Questions and answers from webinars will be posted on the Frequently Asked Questions' page on the OJP Website. Information on these sessions will be posted on our website.

## RFP Part 2: Eligible Activities

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### 2.1 Eligible activities and Statutory Purpose Areas

Grants supported through the VAWA STOP program funds must meet one or more of the following statutory purpose areas. Not all STOP purpose areas are listed – only those that pertain to special project funding to create systems change in the criminal justice system.

1. Training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women, (including the crimes of domestic violence, dating violence, sexual assault, and stalking, including the appropriate use of nonimmigrant status under subparagraphs (T) and (U) of section 101(a)(15) of the Immigration and Nationality Act (8 U.S.C. § 1101(a)(15)).

2. Developing, training, or expanding units of law enforcement officers, judges, other court personnel, and prosecutors specifically targeting violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking.
3. Developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking, as well as the appropriate treatment of victims.
4. Developing, installing, or expanding data collection and communication systems, including computerized systems, linking police, prosecutors, and courts or for the purpose of identifying, classifying, and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking.
5. Supporting formal and informal statewide, multidisciplinary efforts, to the extent not supported by state funds, to coordinate the response of state law enforcement agencies, prosecutors, courts, victim services agencies, and other state agencies and departments, to violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking.
6. Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault.
7. Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older and disabled women who are victims of domestic violence, dating violence, sexual assault, or stalking, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, and other victim services to such older and disabled individuals.
8. Developing and strengthening policies, protocols, best practices, and training for law enforcement agencies and prosecutors relating to the investigation and prosecution of sexual assault cases and the appropriate treatment of victims.
9. Developing, enlarging, or strengthening programs addressing sexual assault against men, women, and youth in correctional and detention settings.

Additionally, in 2022, the Department of Justice released updated guidance on *Improving Law Enforcement Response to Sexual Assault and Domestic Violence by Identifying and Preventing Gender Bias*. This guidance is designed to help law enforcement agencies recognize, mitigate, and prevent gender bias and other bias from compromising the response to, and investigation of, sexual assault, domestic violence, and other forms of gender-based violence. The guidance provides a set of eight basic principles that – if integrated into LEAs’ policies, trainings and practices – help ensure that gender bias, either intentionally or unintentionally, does not undermine efforts to keep survivors safe

and hold offenders accountable. The full guidance as well as a four-page summary are available at: <https://www.justice.gov/ovw/policing-guidance>.

In addition, in FY 2022, OVW is interested in supporting the priority area(s) identified below:

1. Advance racial equity as an essential component of ending sexual assault, domestic violence, dating violence, and stalking.
2. Increase access to justice for all survivors of sexual assault, domestic violence, dating violence, and stalking, including through exploration of survivor-centered criminal justice system reform.
3. Strengthen efforts to prevent and end sexual assault, including victim services and civil and criminal justice responses.
4. Expand economic justice and financial advocacy for survivors of sexual assault, domestic violence, dating violence, and stalking, including as a tool for violence prevention.
5. Improve outreach, services, civil and criminal justice responses, prevention, and support for survivors of sexual assault, domestic violence, dating violence, and stalking from underserved communities, particularly LGBTQ and immigrant communities.

### **Project Activities**

The emphasis of VAWA funding continues to be on the implementation of comprehensive strategies addressing violence against women that are sensitive to the needs and safety of victims and hold offenders accountable for their crimes. All states, including Minnesota, are being asked to carry out these strategies by forging lasting partnerships between the criminal justice system and victim advocacy organizations, and by encouraging communities to look beyond traditional resources and to look to new partners to respond more vigorously to domestic violence, sexual assault and stalking crimes, such as faith-based and community organizations. Applicants are **STRONGLY ENCOURAGED** to create special projects involving collaboration between a criminal justice entity (law enforcement and/or prosecution), and a sexual assault and/or domestic violence entity (direct service program or statewide coalition).

Special project grants funded under this RFP are intended to create permanent improvements in the criminal justice system's response to violence against women. Funded activities must add value and be efforts that are above and beyond what currently exist in the community. Funds are not intended to sustain existing programming.

### **Activities That May Compromise Victim Safety**

Ensuring victim safety is the guiding principle underlying the VAWA funding program. The following activities have been found to jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions; and therefore cannot be supported with VAWA funding:

1. Procedures or policies that exclude victims from receiving services based on their actual or perceived sex, age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, income or lack of income, or the age and/or sex of their children.
2. Procedures or policies that compromise the confidentiality of information and/or privacy of victims.
3. Procedures or policies that require victims to take certain actions (e.g., seek an order of protection; receive counseling; participate in counseling, mediation, or restorative justice/circle processes; report to law enforcement or other authorities; seek civil or criminal remedies) or penalize them for failing to do so.
4. Procedures or policies that fail to include conducting safety planning with victims.
5. Project designs, products, services, and/or budgets that fail to account for the unique needs of individuals with disabilities, with limited English proficiency, or who are Deaf or hard of hearing, including accessibility for such individuals.
6. Using technology without addressing implications for victim confidentiality, safety planning, and the need for informed consent.
7. Partnering with individuals or organizations that support/promote practices that compromise victim safety and recovery or undermine offender accountability.

### **Unallowable Activities**

The following activities are unallowable with VAWA funding: lobbying; fundraising; purchase of real property; physical modifications to building, including minor renovations (such as painting or carpeting); and construction.

### **Food and Beverage Costs**

Neither VAWA funds nor match funds can be used to purchase food and/or beverages for any meeting, conference, training, or other event, except if the following applies:

- The location of the event is not in close proximity to food establishments. (It should be a priority to try to secure a location near reasonably priced and accessible commercial food establishments.)

- Not serving food will significantly lengthen the day or necessitate extending the meeting to achieve meeting outcomes.
- A special presentation at a conference requires a plenary address where there is no other time for food to be obtained; or
- Other extenuating circumstances necessitate the provision of food.

Justification for an exception listed above must be included in your application and budget. This may or may not be approved. Include this information in the narrative, section b. Project overview, systems change & problems.

## RFP Part 3: Application Process and Instructions

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### 3.1 Application Deadline

**All applications must be submitted using the [E-grants](#) web-based system by 4:00 pm on Thursday, October 13, 2022.** 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 Office of Justice Programs [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.

**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 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, General & Administrative Standards, OJP Grant Manual

As part of submitting this application in e-grants the applicant agency agrees to the Terms and Conditions of OJP Grantees for applicants as well as the VAWA Grant Program Guidelines. These address federal and state requirements such as worker’s compensation, civil rights, affirmative action,

and data privacy. By agreeing to these in e-grants the applicant is confirming that 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. If selected for funding, the grantee will need to submit required certifications. Grantees agree to follow the OJP [Grant Manual](#), which provides basic information on policies and procedures for grant administration. These documents become, by reference, part of the formal grant contract agreement.

### 3.4 Application Content

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

#### A. Applicant Information Form

Input this information directly into the form in e-grants and it will be used as the cover sheet for the application. You will need:

- Contact information for the Fiscal/Applicant Agency (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
- Contact information for the person/s responsible for programming, financials and contracts
- Target area and/or population selection
- Brief project description and project's geographic information

#### B. Narrative

Address the following in a 5-page maximum Word document with 1 inch margins, single-spaced and with a 12-point font size. When ready to submit, **upload the narrative as an attachment in E-grants**. The narrative should address the following (please number responses):

##### 1. **Organization Overview (10 Points):**

- a. Brief description of primary applicant's agency mission and history.
- b. Describe past experience the applicant agency has with the specific population(s) to be served.
- c. If the application project is focused toward a particular underserved community or population, provide evidence of understanding the needs of women from this community who have been victims of violence.

- d. The demographics (race, ethnicity, etc.) of staff, leadership, and board of directors or government board, and the ways they reflect the population(s) to be served.

**2. Project Overview, Systems Change & Problems Being Addressed (30 Points):**

Provide, in detail:

- a. A comprehensive description of the project;
- b. Identify if your application is addressing one of the two OJP funding priorities from page 4;
- c. What system changes are being attempted;
- d. Identify the problems being addressed;
- e. An explanation of the strategies you've chosen (e.g., why do you think the strategies you've chosen will work); and
- f. How women who are victims of violence will benefit from this project. If applying to serve a particular underserved community, identify the community and address the unique needs of women representing this community.

**3. Planning and Collaborative Partners (10 Points):**

- a. Describe the planning process for your project.
- b. Describe who was involved, how collaborative partners were identified, and who was involved in key decision-making points when defining the project scope, primary activities, and project goals.
- c. List all collaborative partners and their roles in the project.

**4. Evaluation Plan (20 Points):**

Program evaluation and data collection can help you understand, verify or increase the effectiveness of your program. It can also provide data to highlight your program's impact. All collaborative partners in the project should be included in the evaluation plan.

- a. List measurable outcomes for the project;
- b. Describe how the evaluation will be developed; and
- c. Describe what evaluation methods and tools will be used.

**C. Work Plan/Outcomes (20 Points):**

Applicants must complete a work plan, which will be used as a roadmap throughout the life of the grant. The work plan allows you to describe the primary, measurable goals of your project.

**Download the work plan template from the Work Plan form in E-grants.**

The work plan should include detail on specific activities or steps in achieving your goals and activities described in the narrative. Include time frames and positions responsible for activities. The work plan

should have measurable objectives that are well planned and will create systems change; can be accomplished within the allotted time; and will be effective in addressing the needs the applicant has identified. Reviewers look for how the proposed project intends to create systems change that will improve the criminal justice system response to victims of domestic violence, sexual assault, dating violence and/or stalking. **Upload the completed work plan into the Work Plan form in the E-grants application.**

#### D. Budget (10 Points):

All budget items must be reasonable and critical to your proposed activities. The budget should be consistent with your narrative and work plan, making it clear how each of the activities will be funded. The budget will cover a 24-month grant period and all expenses must be listed and directly related to the grant. When estimating costs, please show your calculations by including quantities, unit costs and other details. Only include grant funded expenses in the budget descriptions. Round total amounts to the nearest dollar. Your total request should be made under “VAWA” not “State”.

Examples of unallowable expenses:

- Other items unallowable with federal funds
- Capital expenses such as building improvements or facility remodeling
- Prepayment for activity occurring after the grant ends
- Contract/consultant costs must be reasonable for the services provided and cannot exceed the federal limit of \$81.25/hr. and \$650/day

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

**Enter the budget directly into E-grants.** Directions for entering the budget are available in the [Application Guide](#). The [Budget Detail Requirements](#) will show you examples and specific requirements for each of the line items.

**Budget categories include:**

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

Staffing considerations:

- Staff positions in budget must be listed with corresponding activities in the work plan.
- Staff whose salary is partially paid with these funds will need to track their time by funding source, (this include 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.

### E. 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.
2. Use the federally allowed de minimus rate of 10% of Modified Total Direct Costs (MTDC). MTDC calculation excludes equipment, rental costs, participant support costs (Direct Client Assistance), and the portion of each subcontract in excess of \$25,000.
3. Use your federally approved indirect cost rate. If the federally approved indirect cost rate has expired then indirect costs must be directly charged in appropriate budget categories.

Using the Indirect Rate Documentation form in the application, you will calculate and request the indirect costs amount entered in your application's budget. **Complete either the MDTC or federal rate request form and if using a federally approved rate upload a current copy of a current indirect costs agreement.**

### F. Organizational Financial Information

1. *OJP Grantee Status (active grant in last 12 months or not)*
2. *Fiscal Information*
  - A. Accounting basis
  - B. Beginning and end dates of last completed fiscal year
  - C. Total revenue last completed fiscal year
  - D. Total federal expenditures (only from federal sources) last completed fiscal year
  - E. How often financial document are produced
  - F. 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
  - a. IRS Form 990
- 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 uses a daily time tracking log for each position being paid using multiple sources of funding.
- 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.
- Our organization's accounting system can identify and track grant program-related income and expenses separate from all other income and expenses.
- The number of funding sources that account for our total revenue is less than 6.
- 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.
- We have had administrative turnover within the last 12 months (defined as anyone involved in working on or managing grants).

### G. **Federal Requirements**

#### 1. SAM.gov Registration

You are required to have an active registration at SAM.gov. 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. You will receive a Unique Entity ID (UEI) number with your registration and your SAM.gov registration needs to remain active throughout the grant period by renewing it annually.

- 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  
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.
3. Equal Employment Opportunity Certification  
You are required to submit information to the U.S. Department of Justice using the Equal Employment Opportunity Program Reporting Tool. The certification form you obtain by submitting information on this site is the ONLY form that will meet this requirement.
4. DOJ Certifications  
Complete, sign and upload the USDOJ Certification Form 1 and the USDOJ Certification Form 2.
5. Employer Requirements Statements  
Your grant program guidelines require you to address how you will fulfill this federal requirement. Create a Word document answering this required question and upload:  
  
A) How does your organization properly verify the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1) and (2)? For more details: <https://www.law.cornell.edu/uscode/text/8/1324a>
6. Complete, sign and upload the [Confidentiality Acknowledgement Form](#).

**WHAT AN APPLICATION MUST INCLUDE TO BE FORWARDED FOR REVIEW:**

**(E-grants will not let the application be submitted if any of these are missing)**

- **Project Information form** must be completed
- **Narrative** addressing sections listed above in B, 1-4 must be uploaded
- **Work Plan/Outcomes** must be uploaded
- **Budget** with calculations included
- **Indirect Documentation Form** (if including indirect costs in budget)
- **Organization Financial Information form**
- **Federal Requirements form**

## RFP Part 4: Application Review Process

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This is a competitive application process. A review committee made up of community and systems members will read and rate applications using a 100-point scale. The reviewers will meet and discuss the proposals and put forth their recommendations. Please see OJP website for the review sheet that reviewers will be using to score.

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

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- **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 annual VAWA reports.
- **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](#).

## RIGHT OF CANCELLATION

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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.