Department of Public Safety

Minnesota Office of Justice Programs

2024 CRIME VICTIM STATEWIDE COALITIONS

12-MONTH GRANTS

REQUEST FOR PROPOSALS (RFP)

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1.1 General Information

- State and VOCA 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.
- 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
    - 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)
- Awards must follow all compliance and reporting requirements of the awarded funds.
- [Minnesota Office of Justice Programs (OJP) Website](#)
- Open for Applications: May 26, 2023
- Application Due Date: Monday, June 26, 2023, 4:00 pm

1.2 Program Purpose

The purpose of this Request for Proposals (RFP) is to solicit applications for funding statewide crime victim coalition programs in Minnesota that represent the interests of crime victim programs serving victims of domestic violence, sexual assault, general crime and abused children in Minnesota. This funding supports coalitions representing the general population, and Indigenous operated coalitions supporting Indigenous domestic and sexual violence programs.

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
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

Eligible applicants are Minnesota-based, non-profit statewide crime victim coalition programs supporting the work of domestic violence, sexual assault, general crime and abused children direct service programs in Minnesota. Indigenous, Minnesota-based, non-profit coalitions supporting Indigenous serving domestic violence and sexual assault programs are also eligible to apply. This funding is not for start-up, new coalition programs.

1.6 Questions and Technical Assistance

Please submit any questions regarding this RFP by email to chris.anderson@state.mn.us.

RFP Part 2: Eligible Activities

2.1 Eligible Activities

Applicants awarded funding must show continual progress toward meeting the expectations detailed in the Statewide Crime Victim Coalition Program Standards.

Definitions of Terms Used in this RFP:

Accessible and Appropriate Services: 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.

Traditionally Underserved Populations: 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 Monday, June 26, 2023. 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)**
Upload a copy of your organization's total annual budget (from your most recent, board approved budget).

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)

E. Program Standards

By checking the box in e-grants for each set of [Statewide Crime Victim Coalition Program Standards](#) applicable to your application, you are agreeing to show continual progress in meeting the expectations and minimum services/activities in the standards.

F. Narrative

Address the following questions in a 4-6 page Word document with ¾ inch margins, single-spaced and with a 12-point font size. (Page guidance with each section is merely 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. When ready to submit, **upload the narrative as an attachment in e-grants.**

1. **Current Organizational Information: 1 page** (15 points)
   a. **Mission/History:** Provide your organization's mission statement. Describe your organization's experience working with crime victim programs and member agencies.
   b. **Current Service Location(s):** Identify the primary office location or locations (city and county) where your organization operates. If your office operates remotely, provide detail on how you manage that with multiple staff.
   c. **Service Overview:** Provide an overview of your organization's <u>current</u> activities that relate to crime victim services, policies, training for the field, addressing on-going issues, etc.

2. **Organizational Capacity: 2 pages** (15 points)
   a. **Capacity:** Describe the ways your organization has the capacity and is well suited to carry forward the work of a crime victim coalition.
   b. **Trauma-informed Approach:** Describe ways your program reflects a trauma-informed approach. 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.

3. **Funding Request: 1 page** (10 points)
   Needs Statement: Identify the primary met and unmet needs your application seeks to address. Include relevant data on requested services your coalition is able to meet or not meet.

4. **Accessibility, Diversity, Equity, and Inclusion: 1 page** (20 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.
   a. **Demographics:** Describe the demographics of staff, leadership, and board members, and in what ways they reflect the populations with whom you work. Describe efforts being made to improve in this area if improvement is needed.
   b. **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, collaboration, etc.
   a. **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)
Describe how you evaluate coalition services and activities. Include the evaluation tools you use, who is responsible for gathering and analyzing data, and how you use feedback to improve your work.

G. Work Plan (20 Points):

The purpose of the required work plan is to show your program's goals and activities for the upcoming grant period in the Work Plan Template. Please follow these steps:

1. Download the Work Plan Template from e-grants.
2. Detail your organization's planned activities to meet your goals in the grant period.
3. Throughout your plan, include time frames and positions responsible for activities, and answer all sections of the forms.
4. When complete, upload the completed Work Plan Template in your e-grants application.

There is a Work Plan Sample for additional information. The examples are for instructional purposes only and primarily relate to direct service agencies, although some of the ideas may be relevant to your organization. Be sure to include measurable outcomes and the methods you will use to measure them.

H. 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.

I. 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.

J. 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 Organization Budget

  Information if Applicable
  - ☐ Contracts Uploaded
  - ☐ Documentation of Bidding Process – Non-Government Grantees
  - ☐ Depreciation Schedule
- ☐ **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 will read and rate applications using a 100-point scale. Application 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.