



Department of Public Safety
Minnesota Office of Justice Programs

2024 – 2025 COMMUNITY CRIME INTERVENTION AND PREVENTION PROGRAM GRANTS

GRANT REQUEST FOR PROPOSALS (RFP)

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Request for Proposals (RFP) Part 1: Overview

1.1 General Information

- Grant Name: Community Crime Intervention and Prevention Program (CC)
- [Minnesota Office of Justice Programs \(OJP\) Website](#)
- Open for Applications: August 15, 2023
- Application Due Date: September 25, 2023 at 4:00 PM

1.2 Program Description

The purpose of this request for proposals is to fund community-based programs that operate crime or violence prevention and intervention programs that provide direct services to community members.

This grant program can fund a wide variety of programs such as community and faith-based organizations projects, pretrial programs, probation programs, youth intervention services, truancy programs, elder abuse prevention, neighborhood watch, resident engagement and programs of local government agencies to address the factors that contribute to a community's crime, delinquency and disorder. Community and school-based prevention programs are encouraged to be innovative and include substantial involvement by members of the community served by the program.

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

Funds are authorized by Minnesota Statute §299A.296 as modified by Minnesota Laws of 2023, Chapter 52.

Up to \$31,814,200 will be available for the two-year cycle. Final award amounts may be lower than requested. Agencies may submit more than one proposal and may be awarded more than one grant. This is a reimbursement only grant, with no funds being advanced to the grantee at time of award.

Community Crime funding will be divided into two funding groups for review:

1. Applicants or the lead¹ agency with an agency budget of \$3 million or less

¹ Lead Agency is defined as receiving over 90% of the grant funds and might not be the fiscal agent

2. Government agencies and nonprofit organizations with budgets over \$3 million

Project Dates

This is a two-year grant period, from January 1, 2024 through December 31, 2025.

1.5 Eligible Applicants

Public, non-profit agencies and tribal governments. Eligible applicants must be registered with the Minnesota Secretary of State.

1.6 Questions, Technical Assistance, and Information Sessions

Please submit any questions regarding this RFP by email to michael.hreha@state.mn.us. Answers will be posted on the Community Crime RFP Questions and Answers page of the [OJP website](#) within 7 days of receipt.

RFP Information Sessions

OJP will offer two online information sessions. Staff will provide a brief background on the Community Crime Intervention and Prevention grant program, provide an overview of the RFP and application requirements, provide an overview of the application review process, and answer questions. Prospective applicants are encouraged to participate in at least one information session. Questions and answers from all both information sessions will be posted on the Frequently Asked Questions page below.

Session I: Thursday August 24, 2023 2:00pm- [Registration Required](#) via Zoom

Session II: Thursday, September 7, 2023 2:00pm- [Registration Required](#) via Zoom

RFP Part 2: Eligible Projects, Requirements and Resources

2.1 Eligible Projects

Examples of qualifying programs include, but are not limited to, the following:

- Community-based programs designed to:
 - Provide at-risk children and youth with after-school and summer enrichment activities.
 - Discourage young people from involvement in unlawful drug or street gang activities, such as neighborhood youth centers.
 - Enrich the educational, cultural, or recreational opportunities of at-risk children and youth, including programs designed to keep at-risk youth from dropping out of school and encourage school dropouts to return to school.
 - To intervene with juvenile offenders who are identified as likely to engage in repeated criminal activity in the future unless intervention is undertaken.

- Attempt to prevent and educate on the risks of sex trafficking, ameliorate the effects of sex trafficking or both.
- Provide services for children and youth who are juvenile offenders. These programs must give priority to:
 - juvenile restitution,
 - prearrest or pretrial diversion, including through mediation,
 - probation innovation,
 - teen courts, community service; or
 - post-incarceration assistance for youth returning to their communities
- Neighborhood block clubs and innovative community-based crime prevention programs.
- Community-based programs collaboratives that coordinate multiple programs and funding sources to address the needs of at-risk children and youth, including, but not limited to, collaboratives that address the continuum of services for juvenile offenders and those who are at risk of becoming juvenile offenders.
- Programs that are proven successful at increasing the rate of school success or the rate of postsecondary education attendance for high-risk students.
- Homeless assistance programs.
- Programs designed to reduce truancy.
- Programs for mentoring at-risk youth, including youth at risk of gang involvement.
- Programs operated by community violence prevention councils.
- Programs that intervene in volatile situations to mediate disputes before they become violent.
- Programs that provide services to individuals and families harmed by gun violence.

2.2 Project Requirements

Cultural Competence

Project must be culturally competent. Culturally competence within organizations emerges from an ethical commitment to fairness and equity in service to all customers, clients, and stakeholders. Cultural competence requires staff representing the organization to have an awareness of self, a reflection on one's own cultural position, an awareness of other cultures and a person's cultural position, and the ability to interact genuinely and respectfully with others of differing cultures and communities.

Evidence and/or Promising Practices

Successful projects are based on promising strategies and/or projects that are research-based. The term evidence-based means, the use of data and information found through research. Evidence-based practice refers to the use of research findings that are demonstrably effective. While it is the goal to fund programs that are using evidence-based practices, we also recognize the challenges of funding grants that are strictly implementing evidence-based programs. We will support promising strategies that include practices that come from the local community that may be based on practice-based evidence (PBE) and/or lived experiences of communities of color or Indigenous communities. PBE includes a range of approaches that develop over time through practice and experience. PBE

approaches are often embedded in the culture, accepted as effective by local communities and support community healing from a cultural framework. Research-based projects include projects that can be tied to and/or include elements that draw from published literature, including both qualitative and quantitative studies. Projects that are research-based and projects that are promising strategies will be given equal weight in the review process.

Program Evaluation

Program evaluation is an important component of this grant program, it can help you understand, verify, or increase the effect of your program. It can also provide data to highlight your program's impact. It will also help show how the project is meeting the goals set in this application. Grantees may use funds for staff to work on evaluation or may subcontract with external evaluation partners. Evaluation may include, but is not limited to, developing an evaluation plan, developing data collection tools, collecting, and analyzing evaluation data and attending in-state evaluation training and technical assistance events. Approximately 10% of amount requested should be dedicated to project evaluation.

2.3 Resources

Model programs and resources on evidence-based and best practices

- [National Institute on Drug Abuse](#)
- [National Institute of Justice](#)
- [Crime Solutions](#)
- [Cognitive Behavioral Therapy](#)
- [OJJDP Model Programs Guide](#)
- [Models for Change Evidence-based Practices](#) – Information focusing on juvenile justice reform.
- [School-wide Positive Behavioral Interventions and Supports \(SWPBIS\) program](#)
- [Results First Clearinghouse Database](#) – Online resource for effective social policy programs.
- [Developing Culturally Responsive Approaches to Serving Diverse Populations](#)

Evidence-Based Behavioral Health

- [Texas Christian University Institute of Behavioral Health](#)
- [Oregon Health Authority](#) – Evidence-Based Practices and Process for Addiction and Mental Health Services.
- [SAMHSA](#)
- [Screening and Assessment](#)
- [Evidence-Based Practices Web Guide](#)
- [Urban Institute Mental Health Court Evaluation](#)

RFP Part 3: Application Process and Instructions

3.1 Application Deadline

Applications must be submitted using the [e-grants](#) web-based system by 4:00 pm on September 25, 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 [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.

3.3 Terms and Conditions, Grant Program Guidelines, 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 Community Crime Intervention and Prevention 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 can 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.

Project 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 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
- Contact information for the person/s responsible for programming, financials, and contracts
- Lead Agency’s (the organization receiving over 90% of grant funds and may not be the fiscal agent/applicant) annual budget amount

- Brief project description and project's geographic information
- State if this is a new, expansion or continuation of a project/program

Narrative (60 points)

Address the following questions in a seven page maximum Word document with ¼" margins, single-spaced and with a 12-point font size. Proposals are scored based on your responses to these questions. Organize your proposal by labeling and numbering responses; providing an answer for each topic and answer in the order they are asked. **Please note:** Narrative documents that do not follow this format do not score well in this review process. Any additional pages or supplemental materials (including links to websites) will not be included in your application. When ready to submit, **upload the narrative as an attachment in e-grants.**

1. Organizational Overview (5 Points)

- Provide a brief description of agency's mission and history.
- Describe how the proposed project fit within the mission.
- Share your agency's experience with past grant management.

2. Planning Process (10 Points)

- State the need for your project and include the problem your project is addressing. Include relevant data (such as truancy rates, neighborhood crime data, etc.) to support the statement.
- State whom the target population is and how it was identified.
- Describe how the grant will serve diverse populations, especially populations experiencing inequities and/or disparities.
- If this is an existing program, please describe the current response to the problem: what is working, what is not, identify existing gaps.

3. Project Description (20 Points)

- With the goal of providing an intervention or the prevention of crime, describe the proposed activities.
- Describe the referral/outreach and admissions process, program requirements, completion, and termination considerations.
- State which validated risk/needs assessments, curricula, etc. will be used.
- State how many people have been or will be served through these grant activities.
- Describe the roles and responsibilities of key staff assigned to the project as well as key partner agencies and their contributions.

Note: Project design should mirror work plan elements and reference all key expenditures in the budget.

4. Cultural Competence (5 Points)

- Describe your agency's policies and practices regarding adherence to cultural considerations; with staffing and in service to BIPOC populations and other diverse community participants.
- State which culturally responsive trainings and development opportunities are offered and or required for staff.
- Describe relevant experience the lead agency has with working with the target population.
- State the percentage of leadership staff, board of directors and staff as a whole who are BIPOC. State if the percentage is proportional to the clients served by the organization.

5. Evidence or Promising Practices (5 Points)

- Provide justification for your proposed activities. This may include lived experiences, scholarly research, outcomes from past projects, and/or other sources.
- Cite research on best or promising practices that supports your plan.
- Explain what training staff has received in the best/promising practices your project will employ.

6. Evaluation (15 Points)

Program evaluation can help you understand, verify, or increase the effect of your program. It can also provide you data to highlight your program's impact. In addition, it will build your capacity to evaluate your own programs and/or projects in the future.

- If your program is new, what is your plan to evaluate the implementation of your program?
- Provide an overview of the plan to measure the impact of the project. What changes do you expect to see in knowledge, attitudes, behaviors, skills, etc. of participants?
- If the change can be measured, how will these changes be measured (thinking skills tests, drug tests, etc.)?
- When, and by whom, will this data be collected?
- If this is a current program, provide current outputs and outcomes. Describe how these outcomes support the proposed program. Describe the plan for evaluation moving forward.

Work Plan/Outcomes (30 Points)

Applicants must complete a work plan; it may not exceed 10 pages. To ensure that all applicants' work plans have a similar format and length for the review process, please use an 11-point Calibri font. If a work plan exceeds the 10-page limit, any pages over the limit will not be included in the review packet.

The work plan will be used as a roadmap throughout the life of the grant and used as the basis for quarterly project reporting. The work plan allows you to describe the day-to-day activities of a project.

Download the work plan template from the Work Plan form in e-grants and make a copy of the template for each project objective.

The plan should include detail on specific activities, purpose of the activity, number of sessions/ persons served, frequency and duration of activities and intended results or outcomes. The activities and their intended effect should expand on the goal and activities described in the narrative. You will also include how you will measure the success of the program. **Upload the completed work plan into the Work Plan form into the e-grants application.**

Budget (10 Points):

Your 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 two-year period and all expenses must be listed and directly chargeable 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.

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

Budget line items may include: Personnel, Payroll Taxes & Fringe, Contract Services, Travel, Training, Office Expenses, Program Expenses, and Other Expenses. Not all line items need to be used.

Staffing considerations:

- Staff positions identified in budget must be clearly linked to activities in the work plan.
- Grant staff funded at less than 100% FTE with Community Crime Prevention and Intervention Program funds must keep detailed time tracking records of hours worked on grant activities.

Indirect costs and Documentation

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 MTDC or federal rate request form and if using a federally approved rate upload a current copy of your indirect costs agreement.**

Organizational Financial Information Form

This Information will be entered into e-grants form.

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

2. Fiscal Information

- A. Accounting basis.
- B. Organization's Fiscal year time-period.
- 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. Nonprofits only: Most Recent IRS Form 990.
- G. Date and status of annual financial filing
- H. Nonprofits only: Upload evidence of good standing with the Secretary of State
- I. Allocation method document (if applicable)

3. Financial Document

Upload the financial document(s) applicable to your organization:

- Agency with annual revenue under \$50,000
 - Statement of Financial Position (Balance Sheet)
 - Statement of Activity (Income and Expense Statement)
- Agency with total annual revenue of over \$750,000, but with federal expenditures less than \$750,000
 - Certified Financial Audit
 - Certified Financial Audit Management Letter
 - Corrective Action Plan (if applicable)
- Agency that spent \$750,000 or more in federal funds during fiscal year
 - Single Audit
 - Single Audit Management Letter
 - Corrective Action Plan (if applicable)
- Audit Information
 - Name of Auditors
 - Type of Audit
 - Description of Audit Findings

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.
- Current principals (defined as a public official, a board member or staff with the authority to access funds provided by this agency or determine how funds are used) have been convicted of a felony financial crime in the last 10 years.
- 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.
- 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

- We have had more than one administrative turnover in the past 12 months (defined as anyone involved in working on or managing grants)
- Select an option that applies to your organization:
 - Monitored funding and completed reporting for non-federal and/or only federal grants
 - Monitored funding and completed reporting for only non-federal grants
 - Monitored funding and completed reporting for contracts but not grants
 - No prior experience monitoring and reporting for contracts and/or grants

Application Checklist

An application must include the following to be forwarded for review:

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

1. **Project Information form**
2. **Narrative** - Addressing questions listed above must be uploaded
3. **Work Plan** - Addressing the items requested must be uploaded
4. **Budget** - Calculations must be included
5. **Indirect Documentation Form** (if including indirect costs in budget)
6. **Organization Financial Information**

RFP Part 4: Application Review Process

This is a competitive application process. The funding will be divided into two funding groups for review:

1. Applicants or the lead agency with an agency budget of \$3 million or less
2. Government agencies and nonprofit organizations with budgets over \$3 million

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 then put forth their recommendations. A copy of the review form will be on the OJP grants page.

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.

Call for Reviewers!

The Office of Justice Programs is recruiting reviewers for this and other RFPs coming from our office. Reviewers who fully participate in the process and are eligible are eligible for a \$100 payment. Individuals that are submitting proposals are also eligible to be proposal reviewers.

OJP is interested in a broad range of individuals for grant reviews, however reviewers should possess some knowledge of criminal justice systems or services being requested in the RFP. Review teams may include but are not limited to, business members, faith community members, other community members, including youth, county attorney staff, social service workers, juvenile justice service providers, public health specialists, law enforcement representatives, evaluators and state agency representatives.

If you are interested in becoming a reviewer, please visit the [OJP website](#) to complete the reviewer application.

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 past performance before awarding subsequent grants to them. State policy requires states to conduct a financial review prior to a grant award made of \$25,000 and higher to any 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 regular narrative reports and data in a prescribed manner.
- **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.
- **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](#)
- **Expiring Grant Funds.** A portion of the total grant award will expire on June 30, 2025. See the Special Conditions page of the grant contract for details.
- **Grantee Orientation.** Grant award recipients will be required to have a representative, or representatives of the organization receiving the award, attend a future OJP grantee orientation session.

RFP Part 6: 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.

APPENDIX A

Minnesota Office of Justice Programs Budget Development Guidelines

The goal of the budget is to provide a clear and concise description of the expenses requested to support the activities in your grant application. A successful budget will show what each grant expense is, how much it costs and the calculation used to get that amount.

Use these guidelines along with the [OJP Grant Manual](#) to describe your grant budget in the application in e-grants.

KEY THINGS TO LOOK FOR WHEN REVIEWING YOUR BUDGET:

- ☐ The expense is allowed (Checked the grant manual and the RFP to verify)
- ☐ The staff are in the narrative and work plan
- ☐ The job titles in the budget match the job titles in the narrative
- ☐ Hourly wage amount and % charged to the grant are included
- ☐ The benefits are named in the fringe detail
- ☐ Contractor fees do not exceed \$650/day or \$81.25/hour
- ☐ Allocation calculations are included for expenses not charged 100% to the grant
- ☐ Mileage rate is included
- ☐ Each grant expense is clearly described with name, cost and calculation
- ☐ All expenses inside the description box add up to the award amount
- ☐ Did NOT include, “other” “etc.” or “miscellaneous” in a description
- ☐ Indirect amount is used from the appropriate request form (included in e-grants application)

OVERALL BUDGET ITEMS

Allowability: Refer to the RFP for what IS and what is not IS NOT allowable.

Allocation Methods: Expenses solely tied to the grant can be charged at 100% to the grant. Charge any other shared expense (rent, maintenance, utilities etc.) by using an allocation method. For examples of the various allocation methods used, see the [OJP Grant Manual page 26](#). If using an allocation method you will upload your organization’s allocation method explanation in the Organization’s Financial Information form in the application.

Contract and Bidding Requirements – Non-governmental grantees: Any services and/materials using grant funds over \$10,000 require a bidding process. See [the Contract and Billing Documentation](#) for the specific requirements.

BUDGET DETAIL REQUIREMENTS BY BUDGET CATEGORY

PERSONNEL

- List all staff charged to the grant separately in their own line item
- For each staff include their job title, FTE % being charged and hourly rate
- For staff with multiple job duties include the duties and percentages charged
 - For example, Program Director-10% of time on program oversight and 20% on evaluation

Example budget line:

Select the appropriate Program Component for this budget item (the Purpose Area Form needs to be completed first before this can be selected):
COV-19 Response : HELP *

Select the appropriate Budget Category for this budget item:
Personnel *

Provide a short description for this budget item (should be unique to this budget):
Outreach Worker *

Provide a more detailed description for this budget item:
1 FTE @ \$17/hour x 4 months
160 hrs/month x 4 = 640
\$17 X 640 = 10,880
74 of 1000

Enter the dollar amounts associated with the budget item:
Award
\$10,880.00 *

PAYROLL TAXES AND FRINGE

- List the fringe benefits charged to the grant
- Include the specific positions being covered and at what rate
- Taxes and fringe charges are allowed only for staff paid with grant funds
- The amount of taxes and fringe charged to the grant needs to match the amount of the FTE that is charged to the grant
 - For example- The program director has 30% of their time charged to the grant, which means that only 30% of their taxes and fringe is allowed to be charged

Example budget line:

Select the appropriate Program Component for this budget item (the Purpose Area Form needs to be completed first before this can be selected):
COV-19 Response : HELP *

Select the appropriate Budget Category for this budget item:
Payroll Taxes and Fringe *

Provide a short description for this budget item (should be unique to this budget):
Payroll Taxes and Fringe *

Provide a more detailed description for this budget item:
FICA, Workers Compensation and health insurance for 1 FTE outreach worker, .30 FTE program director, .10 report manager @ estimated 20% of total salaries (\$16,480)= \$3,296
171 of 1000

Enter the dollar amounts associated with the budget item:
Award
\$3,296.00 *

CONTRACT SERVICES

- A contract is required for a service to be considered a contract
- List each contracted service in its own line item and the rates provided for the service
- All contracts of \$5,000 or more require prior OJP approval
- Contractor fees cannot exceed \$650/day or \$81.25/hour

Example budget line:

Select the appropriate Program Component for this budget item (the Purpose Area Form needs to be completed first before this can be selected):
COV-19 Response : HELP *

Select the appropriate Budget Category for this budget item:
Contract Services *

Provide a short description for this budget item (should be unique to this budget):
Technology Consultant *

Provide a more detailed description for this budget item:
Contract to create technology expansion plan and implementation of plan.
40 Hours @ \$30/ hour= \$1,200

103 of 1000

Enter the dollar amounts associated with the budget item:

Award
\$1,200.00 *

TRAVEL

- Include the anticipated mileage amount and rate used for the life of the grant
- If a shared vehicle, such as a van is used for grant activities, then those costs (mileage and maintenance) can either be charged using an allocated rate or by the actual mileage used by grant program (tracked in a travel log), whichever is less.

Example budget line:

Select the appropriate Program Component for this budget item (the Purpose Area Form needs to be completed first before this can be selected):
COV-19 Response : HELP *

Select the appropriate Budget Category for this budget item:
Travel *

Provide a short description for this budget item (should be unique to this budget):
Staff Mileage *

Provide a more detailed description for this budget item:
2000 miles @ \$.575 = \$1,150

28 of 1000

Enter the dollar amounts associated with the budget item:

Award
\$1,150.00 *

TRAINING

- Include the cost of each training/s
- Include travel costs related to training/s
- Transportation, hotel and meal per diem are allowed and should be charged in accordance with the State of Minnesota [Travel Policy](#).

Example budget line:

Select the appropriate Program Component for this budget item (the Purpose Area Form needs to be completed first before this can be selected):
COV-19 Response : HELP ▾*

Select the appropriate Budget Category for this budget item:
Training ▾*

Provide a short description for this budget item (should be unique to this budget):
National Training on Youth *

Provide a more detailed description for this budget item:
Conference registration 1.3 FTE (outreach worker and director attending)- \$200 x 1.3=\$260
Meals- \$36 x 2 days x 1.3= \$93.60

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Enter the dollar amounts associated with the budget item:

Award
\$354.00 *

OFFICE EXPENSES

- Include the allocation calculation
- List each expense's estimated costs and the amount charged to the grant
- Expenses only used for grant funded activities can be charged at 100% to the grant
 - For example, the full price of a new computer for a 1 FTE grant staff

Example budget line:

Select the appropriate Program Component for this budget item (the Purpose Area Form needs to be completed first before this can be selected):
COV-19 Response : HELP ▾*

Select the appropriate Budget Category for this budget item:
Office Expenses ▾*

Provide a short description for this budget item (should be unique to this budget):
Office Expense *

Provide a more detailed description for this budget item:
HELP Program allocation= 1.4 FTE grant funded staff /10 FTE total staff= 14%
Office supplies aprx: \$100/month= \$400 x 14% = \$56
Phone/internet aprx: \$500/month= \$2000 x 14%= \$280
1 computer- 1 FTE= \$1,500

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Enter the dollar amounts associated with the budget item:

Award
\$1,836.00 *

PROGRAM EXPENSES

- List each expense type in their own line item i.e. client support expenses, curriculum materials
- For each program expense type, include the specific expenses and estimated costs with calculations

Example budget line:

Select the appropriate Program Component for this budget item (the Purpose Area Form needs to be completed first before this can be selected):
COV-19 Response : HELP *

Select the appropriate Budget Category for this budget item:
Program Expenses *

Provide a short description for this budget item (should be unique to this budget):
Individual Care Packs *

Provide a more detailed description for this budget item:
Backpacks, school supplies, hygiene items and healthy snacks- \$100/client x 90 clients = \$9,000

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Enter the dollar amounts associated with the budget item:

Award
\$9,000.00 *

INDIRECT COSTS

- Refer to the [Indirect Costs Overview](#) for more information
- Include either the federally approved indirect rate or the 10% de minimis
- Use the indirect amount from the appropriate request form
 - [Federally Approved Indirect Cost Rate Request form](#)
 - [10% De Minimis Indirect Cost Rate Request Form](#)
- Include a detailed list of expenses that are not normally broke out by program that are included in the indirect costs
- Exclude any expense that is somewhere else in the budget

Example budget line:

Select the appropriate Program Component for this budget item (the Purpose Area Form needs to be completed first before this can be selected):
COV-19 Response : HELP *

Select the appropriate Budget Category for this budget item:
Indirect Costs *

Provide a short description for this budget item (should be unique to this budget):
Indirect- MDTC Rate *

Provide a more detailed description for this budget item:
Total grant costs- 126,886.00
Excludes costs= \$99,000 client assistance
= \$27,886 direct costs x .10= \$2,888.60
Indirect costs include- HR staff, payroll processing, liability and building insurance and general copier usage.

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Enter the dollar amounts associated with the budget item:

Award
\$2,888.60 *