Department of Public Safety

Minnesota Office of Justice Programs

2022 COMMUNITY JUSTICE REINVESTMENT GRANTS

GRANT REQUEST FOR PROPOSALS (RFP)

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Request for Proposals (RFP) Part 1: Overview

1.1 General Information

- Grant Name: The Community Justice Reinvestment Grant Program
- [Minnesota Office of Justice Programs (OJP) Website](#)
- Open for Applications: September 15, 2021
- Application Due Date: October 27, 2021

1.2 Program Description

The Minnesota 2016 legislature established the Community Justice Reinvestment Account. This stems from sentencing guidelines revisions which are intended to result in correctional cost savings to the state. This account is established in the special revenue fund to support the following services focusing on reduction of further involvement in the criminal justice system:

- Chemical dependency and mental health treatment programs,
- Programs that improve supervision,
- Pretrial and precharge supervision programs,
- Programs to reduce recidivism of controlled substances offenders on probation or supervised release or participating in drug courts,
- Support local participation in drug court initiatives approved by the Judicial Council.

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 authorized by MN Laws, Chapter 160, Section 14 & 19

$ 969,483 is available for two-year grant awards ranging from approximately $150,000-$200,000.

Project Dates
These projects have a two-year grant period, with a start date of approximately January 1, 2022. Projects will need to begin operating within 90 days of award notice.

1.5 Eligible Applicants

Nonprofit agencies; local units of government including cities, counties, townships; and tribal governments are eligible to apply. Agencies working together need to identify one agency as applicant

and official grant recipient; budgets can include contracts with partner agencies.

1.5 Questions, Technical Assistance and Information Sessions

Please submit any questions regarding this RFP by email to Claire.cambridge@state.mn.us . Within seven business days, all answers will be posted on the CJR RFP Questions and Answers page on the grants page of the OJP website.

RFP Information Sessions

OJP will offer two online webinars with Questions and Answers sessions. In the webinars staff will provide background on the CJR, 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. However, not required, prospective applicants are encouraged to participate in at least one information session. Questions and answers from all of the webinars will be posted on the Frequently Asked Questions' page on the OJP Website.

CRJ RFP Zoom Information Session #1- September 22, 10:00 AM- 11:30 AM- Register Here
CJR RFP Zoom Information Session #2- September 30, 1:00 PM- 2:20 PM- Register Here

RFP Part 2: Background Information and Resources

2.1 Background Information

Use of best and promising practices allows states to improve the efficiency of their criminal justice system and allocate limited resources effectively. Many resources are available on this topic; examples are listed below. Successful applicants will propose projects based on effective practices such as:

- Use of risk/needs assessments to prioritize programming for people with the highest risk of reoffending.
- Targeting interventions to address identified risks/needs.
- Use of cognitive-behavioral strategies that promote critical thinking and healthy decision-making.

2.5 Resources
- National Institute of Justice
    - Crime Solutions
    - Cognitive Behavioral Therapy
- National Criminal Justice Reference Service
- Models for Change Evidence-based Practices
- Oregon Knowledge Bank
- Bureau of Justice Assistance, Justice Reinvestment Initiative
- National Institute of Corrections
- Center for Court Innovation

- SAMHSA
  - [Screening and Assessment](#)
  - [Evidence-Based Practices Web Guide](#)
- [Transition from Jail to Community](#)

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 October 27, 2021. 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 CRF 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.

3.5 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. 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
- Identification of which service listed on page one will be addressed.
- Brief project description and project's geographic information

B. Narrative (65 points):

Address the following in a six page maximum Word document with ¾" 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 issues (please number responses):

1. **Organizational Overview (10 Points):**

   - Brief description of agency's mission and history. How does the proposed project fit within the mission?
   - Total annual agency budget and how this request fits in the overall organization.
   - Past experience in grant management.
   - What experience does the applicant agency have with the specific population to be served?
   - How well do staff for the proposed project reflect the population you plan to serve?

2. **Planning Process (10 Points):**

   - What is the need for your project? State the problem your project is addressing. Include relevant data (such as neighborhood crime data, local historical practices, etc.) to support the statement.
   - What is the target population and how was it identified?
   - Describe how the grant will serve diverse populations, especially populations experiencing inequities and/or disparities.
   - Describe the current response to the problem: what is working, what is not, identify existing gaps.
   - Explain what training staff has received in the best/promising practices your project will employ.

3. **Project Description (30 Points):**

   - Proposed goals, activities, and projected outcomes of the project as they relate to the identified service area from list on page one.
   - If continuing or enhancing a current project, include current outputs and outcomes.
   - Describe the referral/outreach and admissions process, program requirements, completion and termination considerations.
   - State which validated risk/needs assessments, curricula, etc. will be used.
   - How many people will be served through these grant activities?
   - Cite research on best or promising practices that supports your plan.
   - Describe how the proposed activities value cultural knowledge and wisdom and build on community resilience, including why you think these activities will be effective with the

population to be served (may include lived experiences, organizational experience, research, etc.

- Roles and responsibilities of key staff assigned to the project; key partner agencies and their contributions.
- Project design should mirror work plan elements and reference all key expenditures in the budget.

4. **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, what are some current outcomes? How do these outcomes support the proposed program? What is the plan for evaluation moving forward?

C. Work Plan/Outcomes (25 Points):

Applicants must complete a work plan, which 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 in the e-grants application.**

D. 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 the budget 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 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 in budget must be clearly linked to activities in the work plan.
- Grant funded staff must keep detailed time tracking records of hours worked on grant activities.
- Funding full time positions rather than percentages of numerous staff is preferred and will simplify your record keeping.

E. 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.

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 the MDTC rate request form.**

F. 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. 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 s 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.

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 questions listed above in B must be uploaded

- **Work plan** addressing the items requested in C must be uploaded

- **Budget** with calculations included

- **Indirect Documentation Form** (if including indirect costs in budget)
- **Organization Financial Information** form

RFP Part 4: Application Review Process

This is a competitive application process. A review committee made up of community and systems members will read and rate applications using a 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.

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 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 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

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.

Minnesota Office of Justice Programs
Justice and Community Grants

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 Budgeting Notes

Allowability: Refer to your specific grant program for what IS and what is not IS NOT allowable. Specific to the federal COVID-19 funds, capital expenses such as building improvements and prepayments are some of the unallowed expenses.

Allocation Methods:

Only expenses tied directly to the grant can be charged at 100% to the grant. These expenses include, but are not limited to, 1 Full Time Equivalent (EFT) grant staff, equipment for grant staff, and program expenses specific to the grant and the clients.

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.

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
- If applicable, include a year two salary increase

Example budget line (for a 24-month grant):

Select the appropriate Program Component for this budget item (the Purpose Area Form needs to be completed first before this can be selected):
Recidivism Reduction Program : Best Program ▾ *
Select the appropriate Budget Category for this budget item:
Personnel ▾ *

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

Provide a more detailed description for this budget item:
YEAR 1: 1 FTE @ $17/hour = $32,640
YEAR 2: 1 FTE @ $18/hour = $34,560

*
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Enter the dollar amounts associated with the budget item:

Award
$67,200.00

Payroll Taxes & 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):
Recidivism Reduction Program : Best Program ▾ *
Select the appropriate Budget Category for this budget item:
Payroll Taxes & Fringe ▾ *

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

Provide a more detailed description for this budget item:
FICA, Retirement, workers compensation, health, dental, long & short disability for 1 FTE case manager, .10 FTE executive director and .5 program manager.

*
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Enter the dollar amounts associated with the budget item:

Award
$100,000.00

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:

Other Services: If a service is provided without a contract it should be budgeted in the appropriate budget category such as Program Expenses (e.g., legal services) or Training (e.g., a trainer). Recurring & routine maintenance services (even if contracted) should be budgeted under Office Expenses (e.g., shelter linen cleaning) or Space Expenses (e.g., snow/lawn care).

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.
- If applicable, include the estimated maintenance costs

Example budget line:

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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):

Recidivism Reduction Program : Best Program ∨ *

Select the appropriate Budget Category for this budget item:

Training ∨ *

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

Yearly Staff Training *

Provide a more detailed description for this budget item:

Annual conference @ $200 x 1.5 FTE = $400
Hotel and meals @ $36 x 2 x 1.5 FTE = $108

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Enter the dollar amounts associated with the budget item:

Award
$508.00

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):

Recidivism Reduction Program : Best Program ∨ *

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 Expenses *

Provide a more detailed description for this budget item:

Best Program Allocation = 1.5 FTE grant funded staff / 10 FTE total staff in organization = 15%
Office supplies- approx. $500/ year x 2 years= $1000 x .15= $150
Phone/internet- approx. $3000/ year x 2 years = $6000 x .15 = $900
1 Computer - 1 FTE = $1,500

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Enter the dollar amounts associated with the budget item:

Award
$2,550.00

Program Expenses

- List each expense type in their own line item i.e. (food shelf expenses, protective equipment, field trips)
- For each program expense type, include the specific expenses and estimated costs with calculations
- See the Client Support Guidance for specific information regarding these expenses

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):
Recidivism Reduction Program : Best Program ∨ *
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):
Client Support Expenses *

Provide a more detailed description for this budget item:

Funds can be used for things like birth certificates, limited child care (while job searching), clothing, drug testing, health/medical costs, housing/rental assistance, ID's, personal counseling, personal hygiene items, tools, transportation/travel assistance, and work boots.
$150/client allowance x 30 clients/year x 1.5 yrs = $6,750.

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Enter the dollar amounts associated with the budget item:

Award
$6,750.00

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 line item:

Select the appropriate Program Component for this budget item (the Purpose Area Form needs to be completed first before this can be selected):
Recidivism Reduction Program : Best Program ∨ *
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 *

Provide a more detailed description for this budget item:

Total grant program costs= $400,000
Excluded costs: $30,000(direct client expenses), $6,000(rent), $5,000($30,000 evaluation contract)= $41,000
$400,000- $41,000= $359,000 x .10= $35,900
Indirect expenses include- HR staff, tech support, payroll processing, audit, liability and building insurance and general copier usage.
*

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Enter the dollar amounts associated with the budget item:

Award
$35,900.00

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