

STATE OF MINNESOTA
Byrne Justice Assistance Grant (JAG) Application
FFY2018

Program Narrative

Overview

The Minnesota Department of Public Safety, Office of Justice Programs (OJP) is the State Administering Agency for the Byrne Justice Assistance Grant (JAG) Program. Over the last twenty years, OJP has implemented a multi-faceted strategy, informed by data and criminal justice and community input to prevent and reduce drug abuse and violent crime with JAG funds. Together with state, local and tribal partners, we have successfully improved the state's criminal and juvenile justice systems and with a focus on implementing best practice programming, we have enhanced public safety throughout the state.

**A. Statement of the Problem:
State Strategy/Funding Priorities for FFY 2018
Sub-Grant Award Process and Program Description**

Minnesota's Office of Justice Programs (OJP) has, over the years, distributed JAG funding across all JAG purpose areas, allowing the state to test innovative criminal justice practices and implement effective programming. Like most states across the country, Minnesota has seen a decrease in the amount of funding provided, from a high of approximately \$9 million to the current level of approximately \$2.5 million. While the funds have decreased, the need for this funding and the stress on the criminal justice system has increased.

The goal of the Minnesota 2018 JAG Program is to improve public safety. Based on our most recent strategic planning activity, the FFY 2018 JAG grant will address this goal through the Prevention and Intervention JAG purpose area by awarding funds to sub recipients for criminal and juvenile justice intervention grants that are evidence based and fill a criminal or juvenile justice system gap. The target population will be adults and juveniles with initial or deeper involvement in the criminal and juvenile justice system. See separate strategic plan attachment for details.

Minnesota is NIBRS compliant. We are currently transitioning law enforcement agencies from their current summary reporting method to NIBRS to align with the goal of transitioning all agencies by January 1, 20121.

FFY 2018 JAG funds will be allocated through a competitive Request for Proposal (RFP) process. While we plan to fund programs using evidence-based practices, we also recognize the challenges of funding grants that are strictly implementing evidence-based programs, we will support programs that include key characteristics of those that are; that is, those that incorporate features of programs that research shows are highly effective. The RFP will list the following resources on evidence-based and best practices:

- 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](#)
- [Center for Evidence-Based Crime Policy](#)
- [BJA Smart Suite or Programs](#)

In order to build capacity of potential applicants to develop successful proposals and implement programming using best practices, we may offer RFP information sessions to provide additional training on the use of best and promising practices.

The RFP will be published in the Minnesota State Register, posted on the OJP web-site and sent out to the agency’s extensive contact list. A Frequently Asked Questions webpage will be updated weekly. All applications will be submitted via the OJP web-based grants management system (e-grants).

Applications will be reviewed and scored according to a standardized scoring process by external reviewers with expertise and interest in the program area. They will be scored on the following areas:

- Organizational Overview
- Planning Process
- Project Description
- Evaluation
- Work plan/Outcomes
- Budget

OJP will ensure that all sub recipients provide the required certifications and ICE communications information.

Conflict of interest statements will be reviewed and signed by each reviewer. Review groups, having read and scored the same proposals, will meet to discuss each application and develop funding priorities. Reviewers and OJP staff will use the applications, past performance, CrimeSolutions.gov and other best practice and/or research resources to guide funding recommendations. Funding recommendations will be submitted to the Executive Director of the Minnesota Office of Justice Programs for final approval.

Agencies recommended for funding undergo a Pre Award Risk Assessment prior to final grant execution. This ensures compliance with MN Office of Grants Management and Office of Management and Budget (OMB) Uniform Grant Guidance (200.331(b)) policies which require a pre-award financial review and evaluation of each sub recipient’s risk of non-compliance for purposes of monitoring. The pre-award financial review will ensure the fiscal control and accounting procedures are sufficient to prepare required reports and allow for tracking of funds that ensures funds have been used in conformance with applicable laws, rules, and regulations.

Sub recipients will then attend a mandatory grantee orientation. This covers general grants administration including highlights of Federal Financial Guide and the MN OJP Grant Manual, sub recipient monitoring and reporting, and program evaluation and data collection.

Effective program implementation and evaluation is a priority. Administrative funds will support some staff time from the MN Statistical Analysis Center (SAC) to provide training and technical assistance to OJP staff and the selected grantees. The SAC Director will be involved with the development of the solicitation, the application scoring document, and development of best practices resources made available to applicants. For the most recent group of grantees, the SAC provided training and technical assistance covering such topics as logic model development, identification of realistic goals and objectives, realistic methods for measuring, evaluation plan development, working effectively with external evaluators, etc. SAC staff will stay involved with these grantees throughout the grant period to provide continued technical assistance to ensure evaluation plans are being implemented, address solutions for data collection challenges, effective reporting of outcomes, and using outcomes to improve program performance. The technical assistance support will enable SAC staff to provide one-on-one assistance to grantees tailored to their specific needs.

The timeline for the JAG 18 subrecipient RFP process is anticipated to begin in the summer of 2019 with applicant information and training sessions, followed by an RFP release in the fall of 2019 with programming beginning in early 2020.

B. Project Design and Implementation - State Strategic Planning Process

OJP has employed a number of planning strategies in the past to gather input to guide Byrne JAG funding. In 2010 we conducted a planning process that included the development and dissemination of an e-mail survey to solicit feedback on the most urgent public safety concerns, gaps in funding, and how best to distribute JAG funds in the state. In 2013, OJP staff and the Director of the Minnesota Statistical Analysis Center convened a meeting of criminal and juvenile justice practitioners and community stakeholders to review and analyze data, and engage in an informed, a targeted discussion about funding priorities.

In the spring of 2017 we again conducted a survey. The survey was sent to current OJP sub recipients, law enforcement agencies, county attorneys, court administrators, state partners and community members. Participants were asked to forward the survey to their professional and personal contact lists to ensure maximum participation across the state from a wide variety of stakeholders. Respondents included current grantees, law enforcement agencies, county attorneys, court administrators, victim service providers, state partners, and others. A total of 952 people responded, with 793 responses complete enough to use for analysis.

The survey identified the following priorities:

- Fund evidence-based programs that can demonstrate outcomes.
- Fund intervention programs.

- Fund programs that fill a criminal or juvenile justice system gap.

Survey results, in conjunction with information gathered through OJP staff involvement in the numerous multi-disciplinary justice related planning, policy groups, and community groups listed below, form the basis of our decision to focus FFY 2017 JAG funds on intervention programming. 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.

Please see the separate 2017 Minnesota JAG Strategic Plan for more information on this year's survey.

C. Capabilities and Competencies - Additional Planning and Coordination

In an effort to increase coordination and improve the effectiveness of the state's criminal justice planning and grants activities, Governor Tim Pawlenty created the OJP in 2003. The agency merged the Office of Drug Policy and Violence Prevention and the Minnesota Center for Crime Victims from the Department of Public Safety with programs from four other state agencies: the Statistical Analysis Center (SAC) from Minnesota Planning, the Office of Crime Victim Ombudsman, the Abused Children's Program from the Department of Education and the Juvenile Justice and Juvenile Accountability Block Grant (JAIBG) grant programs from the Department of Economic Security. The structure has provided opportunities to streamline grant processes, conduct joint planning and training, and coordination of resources and efforts to reduce crime and assist victims.

OJP administers federal grant funds including: JAG, JAG PREA and JAG SORNA, Residential Substance Abuse Treatment, Juvenile Justice Delinquency Prevention Title II, Coverdell, Violence against Women STOP, Sexual Assault Services Program, Family Violence Prevention Services, Victims of Crime Act Compensation and Direct Services and State Automated Victim Information Systems. OJP also administers state grant programs including funds for multi-jurisdictional law enforcement efforts, sex trafficking investigations and training, youth and community prevention and intervention, community justice reinvestment and crime victim services. OJP works to coordinate grant making across these funding areas and with other federal, state and local entities dedicated to preventing crime, improving the criminal and juvenile justice systems and serving victims of crime.

OJP staff continuously seeks input from stakeholders around the state to inform and coordinate activities to ensure that criminal and juvenile justice related planning outcomes are coordinated, complementary and non-duplicative.

While Minnesota does not have an overall criminal justice governing board, OJP directly supports several multi-disciplinary justice related planning and policy groups:

1. The Violent Crime Coordinating Committee, comprised of state and local law enforcement, prosecutors, corrections and community members, charged with developing a statewide law enforcement strategy to combat violent crime;
2. The Juvenile Justice Advisory Committee, responsible for ensuring compliance with the provisions of the federal Office of Juvenile Justice and Delinquency Prevention Act;
3. The Criminal Justice Collaborative, originally formed as an advisory group for a VAWA Grants to Encourage Arrest project, includes representatives of the MN Coalition for Battered Women, MN County Attorney's Association, MN Sheriff's Association, MN Chiefs of Police Association; Tribal Court Judges Association, MN Indian Affairs Council, MN Bureau of Criminal Apprehension; MN Dept. of Corrections MN; State Court Administrator's Office, and the MN Coalition Against Sexual Assault.
4. Victim Notification Advisory Board convened to assist in the further development of Minnesota's notification systems, VINE and CHOICE.

In addition, OJP staff serves on a significant number of criminal and juvenile justice, crime victim and community groups that meet regularly to plan and coordinate activities and to gather information on emerging needs and gaps. These groups include but are not limited to:

- The statewide Human Trafficking Task Force, Safe Harbors, tasked with developing model protocols for serving victims of trafficking with an emphasis on juveniles;
- The Treatment Court Initiative Advisory Committee, the multi-disciplinary, cross-branch committee oversees and advises policy formulation and implementation as well as funding distribution for treatment court approaches in Minnesota.
- State Opioid Oversight Project
- State Juvenile Detention Alternative Initiative Statewide Advisory Board
- Minnesota Interagency Council to End Homelessness
- United Way committee on Stabilizing Families
- Department of Corrections(DOC) MN Statewide Adult Recidivism Reduction Plan Executive Planning Team
- DOC State-Interstate Compact Committee
- DOC State-Interstate Juvenile Compact Committee
- DOC Transition/Reentry Initiative
- DOC Chemical Dependency Treatment Certification Team
- Statewide Substance Abuse Strategy Team
- Strengthening Families Affected by Incarceration
- Northside Funders Group
- Statewide Homeland Security Advisory Committee

OJP staff meet regularly with representatives of professional associations including the Minnesota Chief's and Sheriff's Associations, the County Attorney's Association, the Public Defenders Association, Minnesota Battered Women's, Minnesota Sexual Assault and Minnesota General Crime Coalitions to seek input and ensure coordination of services.

OJP also houses the MN Department of Public Safety (DPS) Tribal Liaison. He provides training and consultation to OJP and DPS staff. She works to ensure that tribal public safety needs are taken into consideration in all of OJP's work.

OJP seeks input from these bodies in developing strategic plans, including the JAG strategic plan, and is able to ensure coordination among the juvenile and criminal justice and crime victim processes that we support.

D. Plan for Collecting Required Data for Performance Measurement

All OJP grantees are required to attend an annual training to review the OJP Grant Manual, program evaluation requirements and performance reporting protocols. OJP has a sophisticated web-based grants management system, e-grants, to assist in the administration and monitoring of grants from application to close out. Grantees are required to submit a request for reimbursement and a performance report via e-grants on a quarterly basis. Grants management staff work closely with grantees to ensure that data is submitted in a complete and timely manner. OJP staff ensures the submission of sub-grantee performance measurement data to the Bureau of Justice Assistance PMT system as required, either through staff submission of information provided in grantee reports to OJP or through direct submission by grantees into the federal system. Grants staff also provides monitoring services including site visits, phone monitoring, financial reconciliation reviews, training and technical assistance.

OJP uses the following PMT verification process:

- Subgrantee enters data directly into the PMT website.
- Subgrantee saves report into a PDF and uploads the PDF into the e-grants system.
- Subgrantee submits the report to the grant manager by the 20th day after the quarter ends.
- Grant managers review PMT report by;
 - Verifying information with what was planned for in their original workplan
 - Comparing it to the last quarters' PMT report, looking for outliers of information
 - Checking for continuity in the narrative progress report that is submitted for the same quarter.
- Grant manager then approves the report in e-grants.
- If the PMT report needs to be revised, the grant manager

manager opens the PMT report on the BJA site and the subgrantee makes revisions and resubmits report into e-grants.

- After all PMT reports are submitted and reviewed, **OJP** submits all reports in the PMT website

OJP is committed to working in partnership with all grantees, the SAC and the Bureau of Justice Assistance to ensure that grantees are in compliance with federal financial and administrative requirements and achieving their stated program goals.