

Minnesota Department of Public Safety  
Office of Justice Programs (OJP)  
Crime Victim Services  
445 Minnesota Street, Suite 2300  
St. Paul, Minnesota 55101-1515  
1-888-622-8799

**Request for Proposals**  
**Child Advocacy Centers**  
Due August 20, 2015

**Description**

**Purpose**

The purpose of this Request for Proposals (RFP) is to solicit applications for funding for start-up activities and/or expansion of established Child Advocacy Centers.

**Grant Term**

The term of the grant will be 12-month period of October 1, 2015 to September 30, 2016.

**Eligible Applicants**

Eligible applicants must already be accredited, OR have a plan to work towards accreditation (through adherence to the *National Children's Alliance Accreditation Standards*).

Eligible applicants must contact and work closely with the Minnesota Children's Alliance (MCA) during the application process, and obtain a letter of support from MCA to include in their application. (See section H. below for contact info.)

**Funds Available**

\$400,000 is available in state funding for the 12-month grant period. No match is required.

**Program Activities**

The applicant will be responsible for planning and implementing services according to the *General and Administrative Standards*. Program activities and projected outcomes should be guided by the *Best Practices Guidelines* for crime victim services:

<https://dps.mn.gov/divisions/ojp/forms-documents/Documents/CVS/BestPracticesGuidelinesCurrent.pdf>.

**Application Deadline**

The application must be submitted using the web-based E-grants system by **4:00 p.m. on Thursday, August 20, 2015**.

## **Application Process**

The application must be submitted via E-grants, the Office of Justice Program (OJP) online grants management system, at <https://app.dps.mn.gov/egrants/>. E-grants can also be accessed via the OJP website at <https://dps.mn.gov/divisions/ojp/grants/Pages/default.aspx>. To establish a user account if you do not already have one, click 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.

## **TECHICAL ASSISTANCE**

- **For questions regarding the application, please contact:**  
Chris Anderson, Office of Justice Programs, Minnesota Department of Public Safety:  
[chris.anderson@state.mn.us](mailto:chris.anderson@state.mn.us) or 651-201-7302.

## **Application Components**

The following will be addressed in the E-grants application:

- A. Applicant Form
- B. Terms and Conditions
- C. Grant Program Guidelines
- D. General and Administrative Standards
- E. Program Standards
- F. Narrative
- G. Work Plan
- H. Letter of Support
- I. Budget

### **A. Applicant Form**

Complete every field of the form provided. This form lists the authorized representatives for the program and other identifying information.

### **B. Terms and Conditions**

As part of submitting this application in E-grants the applicant agency agrees to the Terms and Conditions of OJP Grantees for non-state applicants. These address State requirements such as worker’s compensation and data privacy. By agreeing to these in E-grants the applicant is certifying that they have the authority 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. This document becomes, by reference, part of the formal grant contract agreement.

### **C. Grant Program Guidelines**

As part of submitting this application in E-grants the applicant agency agrees to the Grant Program Guidelines. These address requirements such as complying with the OJP Grant

Manual which provides basic information on policies and procedures for grant administration. By agreeing to these in E-grants the applicant is certifying that they have the authority 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. This document becomes, by reference, part of the formal grant contract agreement.

**D. General and Administrative Standards**

Applicants must demonstrate that their organization meets or has a plan for meeting all *General and Administrative Standards* by September 30, 2016.

**E. Program Standards**

Applicants must indicate that they already are, or have a plan to work towards, adhering to the *National Children's Alliance Accreditation Standards*.

**F. Narrative**

Applicants need to address the following in a document (4 pages maximum) with 1 inch margins, single spaced, with a 12 point font size comparable to "Times New Roman." When ready to submit, the narrative will be uploaded in E-grants. Please use the numbered headings and sub-headings (in bold).

**1. Task Force** (answer either A or B)

Developing a CAC in a community requires forming a community task force. Task force membership needs to include law enforcement, prosecution, child protective services, mental health, medical, sexual assault victim service program, domestic violence victim service program, adult protective services, representation from diverse cultural communities in the service area, and additional appropriate community representation.

**A: For start-up applicants:** Detail your progress in forming a task force to develop a new CAC in your community. List task force members, the organizations they represent and what you have accomplished thus far as a group.

**B: For expanding CACs:** Detail work you have accomplished to develop a task force in addition to your multi-disciplinary team (MDT). List task force members and the disciplines they represent. If you do not have a task force, explain how you will develop one and include them in the planning process of this application.

**2. Service Area**

Describe your CAC service area, including demographic data and any information that identifies the specific need for a CAC. Include information about diversity and the presence of other victim service programs. If expanding, describe the programmatic gaps the proposed expansion is meant to fill, and provide data to support this.

### 3. **Community Support**

Detail the community support you have or are receiving for developing new CAC programming (or expanding). Include donations, in-kind support, commitments of collaboration or partnership, and publicity.

### 4. **Intended Use of Funds**

Detail the accomplishments you hope to specifically achieve with these funds to either start-up or expand CAC programming. **Note:** Grant funds may not be used for expenses related to simply pulling people together for planning purposes.

### 5. **Compliance with National Children’s Alliance Accreditation Standards**

Explain where you are in the process of meeting these 10 standards. For those you’ve not yet accomplished, provide a brief plan for working towards the standards. See full standards document: [www.minnesotachildrensalliance.org/child-abuse-information/](http://www.minnesotachildrensalliance.org/child-abuse-information/)

## G. **Work Plan**

Create a work plan document, to be uploaded into your E-grants application. In the work plan list major activities in chronological order, identifying what you plan to achieve during the grant period. Please include time frames, and person or position(s) responsible for each activity.

## H. **Letter of Support**

Applicants must be working closely with the Minnesota Children’s Alliance (MCA) during the application process and obtain a letter of support from MCA to include in their application. Contact Marcia Milliken at MCA (612-615-4605 or [Marcia.milliken@gmail.com](mailto:Marcia.milliken@gmail.com)).

## I. **Budget**

Directions are available in the E-grants Users’ Guide on the OJP website. Budget line items include: Personnel, Payroll Taxes & Fringe, Contract Services, Travel & Training, Equipment, Office & Program Expenses, and Other Expenses. (Not all line items need to be used.) Enter all budget dollar amounts in the “Other” budget column and leave the “VOCA-Eligible” budget column blank.

Budget considerations include:

- Budget covers a 12-month period.
- All expenses must be itemized and allowable to be charged to the grant.
- Calculations should be provided for all budget amounts.
- Funding may be used to supplement but not supplant state and local government funds.
- Indirect rates are only allowable if your organization has a federally approved indirect rate. Otherwise, these expenses must be broken out into appropriate budget categories.

## **Post Award Requirements**

- **Administrative capacity and risk assessment review.** Finalists for OJP grants will need to have an administrative capacity review completed before the grant becomes operational.
- **Grant contract process.** OJP staff will work with the applicant to negotiate a final budget. The formal grant contract will be initiated, signed by the grantee and OJP, and fully executed. It is then a legally binding agreement. Grant agreements not signed and returned 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 and cooperate with statewide evaluation efforts. Grantees will also submit reports directly to the federal BJA using the Performance Measurement Tool (PMT).
- **Grant payments.** This is a cost reimbursement grant. The grantee will only be paid for eligible expenses (after the grant contract is fully executed) that are incurred and are consistent with the negotiated budget. A one-month's cash advance at the beginning of the grant period may be requested, followed by quarterly (or monthly in some circumstances) reimbursements.
- **File Documents.** The applicant must submit the most current version of the following applicable documents. (Start-ups programs: if these don't yet exist, you will be asked to submit documents as they are created.)
  - By-laws
  - Articles of Incorporation
  - Two most recent IRS Form 990's
  - Mission/Philosophy Statement
  - 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 will not award a grant contract solely on the basis of an application made in response to this request, or pay for information solicited or obtained as part of this process.