

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 2021**  
Due August 28, 2020

**Description**

**Purpose**

The purpose of this Request for Proposals (RFP) is to solicit applications for funding from non-accredited Child Advocacy Center (CAC) programs that are developing their programming and building their qualifications for accreditation.

**Grant Term**

The term of the grant will be the 12-month period of October 1, 2020 to September 30, 2021.

**Eligible Applicants**

Eligible applicants are nonprofit organizations, local units of government and tribal governments. Applicants must have a clear plan to work towards accreditation (through adherence to the *National Children's Alliance Accreditation Standards*). Note: Applicants who are nonprofit organizations with 501c3 status must have a Board of Directors.

Eligible applicants must contact and work closely with the Minnesota Children's Alliance (MCA) during the application process, (see section H., page 5).

**Funds Available**

\$390,000 is available in state funding. 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 **11:59 p.m. on Friday, August 28, 2020**.

## Definitions

- **Task Force:** A CAC Task Force can be a permanent or temporary group of people formed to carry out a specific mission or project, or to solve a problem that requires a multidisciplinary approach. 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.
- **Advisory Board:** An Advisory Board is a group of individuals who have been selected to help advise a Children’s Advocacy Center on protocol, procedures and policies. They can advise the board of directors and management but do not have authority to vote on organizational matters. Medically-based Children’s Advocacy Centers usually do not have a CAC Board of Directors, but use an Advisory Board to provide guidance.
- **Board of Directors:** The Board of Directors is a non-profit organization’s governing body. Non-profit organizations are required to have a Board of Directors under Minnesota Statute ([Minn. Stat. § 317A.201](#)). Individuals who sit on the board are elected or appointed. Board members are responsible for overseeing the organization’s activities and they have fiduciary responsibilities for the organization. Board members meet periodically to discuss and vote on the affairs of the organization. Board memberships are not set permanent positions; the nonprofit’s bylaws should define board member term limits and the limit on the number of terms that can be served.

## 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>. If you have never applied for a grant with the Office of Justice Programs, you must create a user account by following the “New User” option in the login box in the upper right corner of the E-grants website. Contact the E-grants helpdesk at 1-800-820-1890 if you have login issues.

It is the policy of the State of Minnesota to ensure fairness, precision, equity, and consistency in competitive grant awards. This includes implementing diversity and inclusion in grant-making. Standardized scoring follows the review criteria detailed in this request for proposals.

## 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)

## **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 from MCA
- I. Budget

### **A. Applicant Form**

Applicants will enter directly into E-grants information such as the authorized representatives for the program, tax identification numbers 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 indicate that their organization meets or has a plan for meeting all *General and Administrative Standards*:

- Part 1 – by April 30, 2021, and
- Part 2 – when provision of direct services begins.

**NOTE:** Applicants who are currently providing direct services must indicate they currently meet all *General and Administrative Standards*.

**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 (6 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 (15 points)**

Developing a CAC in a community requires forming a community task force (see Definitions section). 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.

Detail your progress in developing a task in your community. List task force members, the organizations they represent, the disciplines they represent, the traditionally underserved communities they represent (if applicable), and what you have accomplished thus far as a group.

**2. Service Area (15 points)**

Detail your CAC service area where you will provide the full array of CAC services.

Include:

- a. Counties, population, demographics on race, age, income level, crime rate, etc.;
- b. Data that supports the need for a CAC, (i.e., reported child physical and sexual abuse, etc.);
- c. The other victim service programs in your service area with whom you currently collaborate or will in this grant period;
- d. Strategies for outreach to traditionally underserved populations to expand their knowledge of and access to your available CAC services;

3. **Community Support** (10 points)

Detail the community support you have or are receiving for developing new CAC programming. Include donations, financial and in-kind support, commitments of collaboration or partnership, and publicity. Detail efforts you are making to build sustainable funding sources beyond OJP grant funds.

4. **Intended Use of Funds** (15 points)

Detail the accomplishments you hope to specifically achieve with these funds. **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** (20 points)

List the 10 standards and after each, briefly explain where you are in the process of meeting the standard. For those you've not yet accomplished, provide a brief plan for working towards the standards. See full standards document:

<https://minnesotachildrensalliance.org/wp-content/uploads/2019/05/NCA-Standards-2017-Edition.pdf>

G. **Work Plan** (15 points)

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

H. **Letter of Coordination** (5 points)

Applicants must coordinate with the Minnesota Children's Alliance (MCA) during the application process and obtain a letter from MCA for this application, simply stating they are coordinating regarding the purpose of this application. Contact Marcia Milliken at MCA (612-615-4605 or [marcia@minnesotachildrensalliance.org](mailto:marcia@minnesotachildrensalliance.org)).

I. **Budget** (5 points)

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.

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 (e.g., staff travel: 60 miles roundtrip to courthouse x 8 trips/month x 12 months x \$0.575 per mile = \$3,312).
- Round figures to the nearest dollar.
- Funding may be used to supplement but not supplant state and local government funds.
- Staff positions in budget must be clearly linked to activities in the Work Plan.

- Other budget items must also support activities listed in the Work Plan.

## **Application Review Process**

This is a competitive application process. Review teams will read and rate applications according the following scale ([See Rating Form](#)):

Task Force	15 points
Service Area	15 points
Community Support	10 points
Intended Use of Funds	15 points
Compliance with Nat'l. Standards	20 points
Work Plan	15 points
Letter of Coordination	5 points
Budget	<u>5 points</u>
TOTAL POINTS	100 points

Reviewers will be asked to rate each application based on the information provided in response to the RFP and the clarity, substance and strength of the case made for funding.

A 2<sup>nd</sup> level staff review will consider geographic locations, budget analysis, services for traditionally underserved populations, completeness of the application, and current and past grantee performance including timeliness and completeness of financial and progress reporting. Final decisions will be made by the Executive Director of the Minnesota Office of Justice Programs and applicants will be notified of grant awards by September 14, 2020.

## **Post Award Requirements**

- **Pre-award risk assessment and financial review.** In accordance with State grant management policies all nongovernmental applicants with total annual revenues of \$50,000 or more and less than \$750,000 will need to submit the most recent IRS Form 990; applicants with total annual revenue of over \$750,000 will need to submit the most recent certified annual audit.
- **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 the grantee and OJP, and once fully executed it is then a legally binding agreement. Grant agreements not signed and returned within 30 days of receipt may be canceled.

- **OJP Grant Manual.** Grantees agree to follow the OJP Grant Manual as part of the application process. The manual is a reference for how our office manages grants and covers topics such as grant administration policies, program modification policies, general accounting requirements, etc.
- **Training.** Grantees may be required to attend new OJP grantee orientation training.
- **Progress reporting.** Grantees will be required to submit regular narrative reports and data in a prescribed manner and cooperate with statewide evaluation efforts.
- **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.
- **File Documents.** The applicant must submit the most current version of the following applicable documents. 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.