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

Crime Victim Services 2015
Renewal Application
Due July 24, 2014

Description

Purpose
The purpose of this Request for Proposals (RFP) is to solicit renewal applications for FY15 funding for crime victim services in Minnesota.

Grant Term
Applicants may apply for the 12-month grant period of October 1, 2014 to September 30, 2015.

Eligible Applicants
Organizations that were selected for funding as a result of the FY13 competitive funding process and/or the FY14 unmet needs funding process and have received a *Notice of Eligibility* for FY15 funding are eligible to apply under this RFP.

Funds Available
Each *Notice of Eligibility* details the funds available to each eligible organization.

Program Activities
Applicants will be responsible for planning and implementing services according to the *General and Administrative Standards.* Additionally, applicants must be providing the minimum standards of services as defined in the OJP *Program Standards.* Applicants will agree to the set of standards relevant to the type(s) of crime victim services for which they are eligible for funding. These documents are on E-grants with the application materials.

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
Applications must be submitted using the web-based E-grants system by **4:00 p.m. on Thursday, July 24, 2014**.

Application Process

All applications must be submitted via E-grants, the Office of Justice Program (OJP) online grants management system, at https://app.dps.mn.gov/egrants/. To establish a user account for other members of your staff, 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.

Technical Assistance

For questions regarding the application, please contact your organization's assigned OJP grant manager.

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. FY15 Best Practices Development Plan
G. Application Attachments (as applicable)
   - USDOJ Certifications
   - EEOP Certification
   - Civil Rights Training
   - Additional Statutory Requirements for Domestic Violence Shelters
   - Volunteer Job Description(s)
H. Budget

A. **Applicant Form**
Applicants need to complete every field of the form provided. This form lists the authorized representatives for the program and other identifying information.

B. **Terms and Conditions**
All applicants must acknowledge that they have read the *Terms and Conditions* and that the *Terms and Conditions* will be incorporated into their Grant Agreement if funded.

C. **Grant Program Guidelines**
All applicants must acknowledge that they have read and agree to the *Grant Program Guidelines* that are applicable to them according to their *Notice of Eligibility.* The *Grant Program Guidelines* will be incorporated into their Grant Agreement if funded.

D. **General and Administrative Standards**
All applicants must demonstrate that their organization meets all *General and Administrative Standards.*

E. **Program Standards**
Applicants must indicate that they will adhere to the applicable Program Standards for the funding for which they are eligible (i.e., *Domestic Violence Community Advocacy Program, General Crime*, *Sexual Assault, etc.)*.

F. **FY15 Best Practices Development Plan**
Select 2 or 3 areas for development from the *Best Practices Guidelines* and document your action steps for addressing those areas during FY15 in a *Best Practices Development Plan*. The *FY15 Best Practices Development Plan* form will be downloaded in E-grants. Please note: You will need to report on your *FY 15 Best Practices Development Plan* in the "outcomes" section of the form at the end of the FY15 grant period as part of your Year-End report.

G. **Application Attachments**

a. USDOJ Certifications
If your *Notice of Eligibility* indicates that your agency is a VOCA, VAWA and/or SASP grantee, you will be required to sign and upload these certifications.

b. EEOP Certification
If your *Notice of Eligibility* indicates that your agency is a VOCA, VAWA, SASP and/or FVPSA grantee, you will be required to sign and upload this certification.

c. Civil Rights Training
If your *Notice of Eligibility* indicates that your agency is a VOCA, VAWA, SASP and/or FVPSA grantee, you will be required to watch a PowerPoint presentation and upload a signed acknowledgement form. This is an annual requirement.

d. Additional Statutory Requirements for Domestic Violence Shelters
As required by Minnesota Statutes section 611A.32, subd. 2, agencies applying for shelter funding must address the following in up to 5 uploaded attachments:

- Your total domestic violence program operating budget.
- The domestic violence program's operating reserve.
- A list of board restrictions on the current reserve, including purpose and amount.
- A list of all funding received in the last year and all funding anticipated for the coming year for your domestic violence program.
- A description of your domestic violence program's ability to provide culturally and linguistically appropriate services.

e. Volunteer Job Description(s)

- If your *Notice of Eligibility* indicates your agency will be allocated VOCA funds, you will be required to upload your victim service related volunteer job description(s).

H. **Budget**

Directions are available in the E-grants Users' Guide on the OJP website. Enter all budget dollar amounts in the "Other" budget column and leave the "VOCA-Eligible" budget column blank *unless* your *Notice of Eligibility* indicates that your organization will be allocated VOCA funding. VOCA-funded organizations must budget, in accordance with the *Budget Allocation Guide (VOCA)*, as much of their award as possible under the "VOCA-eligible" budget column.

Application Review Process

Applications will be reviewed by each applicant's OJP grant manager. Applicants may be asked to revise specific portions of their application before it is moved forward for processing.

Post Award Requirements

- **Grant contract process.** After an application has been approved by the grant manager, the formal grant contract will be initiated, signed by 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.

- **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. Non-profit agencies may request a one-month's cash advance at the beginning of the grant period.

- **File Documents.** Upon receiving and executed grant contract, each applicant must submit, or already have on file at OJP, the most current version of the following applicable documents prior to the issuance of a grant contract:
  - 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.