

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
Statewide Coalition Grants
Due Tuesday, August 9

Description

Purpose

The purpose of this Request for Proposals (RFP) is to solicit applications for funding for statewide crime victim coalitions in Minnesota.

Grant Term

Applicants may apply for the 12-month grant period of October 1, 2016 to September 30, 2017. It is anticipated successful applicants may apply for renewal applications in the subsequent 3-4 years until the next competitive grant process.

Eligible Applicants

Private non-profit community-based organizations are eligible to apply for these funds. Federal 501(c)3 tax exempt status is not required. To be eligible, an applicant must be legally incorporated as a non-profit in Minnesota and possess state and federal identification numbers. Community-based groups that are not yet incorporated are eligible to apply if using fiscal agents with non-profit status.

These funds are NOT intended for new start-up coalitions.

Funds Available

Approximately \$1,000,000 is available in state and Federal funding to address the needs of direct service providers serving crime victims. Grant awards will cover a range of funding levels. A significant portion of the awarded funds will be U.S. Dept. of Justice, Victims of Crime Act (VOCA) funding which has specific requirements outlined further in this RFP.

Program Activities

Applicants must adhere to the *General and Administrative Standards* and the *Statewide Coalition Standards*.

Match Requirements

Applicants must provide a matching amount that is 13% of the total request amount. For example, a \$100,000 request would need to provide a \$13,000 match ($\$100,000 \times .13$). Match may be in the form of cash (hard match) or in-kind (soft match) and will be reported on financial status reports (FSRs), and must be fully met by the end of the grant period. Match must be **expenses related to providing direct services to crime victims** and are categorized as “VOCA-eligible” on the budget allocation guide: <https://dps.mn.gov/divisions/ojp/forms-documents/Documents/CVS/BudgetAllocationGuideVOCA.pdf>

Cash Match:

Cash from local units of government, private sources, or program income may be used. Federal funding may not be used. State funding from OJP cannot be used for cash match.

In-Kind Match:

In-kind match may include the monetary value of time contributed by people providing services necessary for crime victim service provision and the value of donated goods, services, meeting space, etc.

Grantees must maintain records that clearly show the source, the amount, and the period during which the match was allocated. The basis for determining the value of personal services, materials and equipment must be documented and to the extent feasible, supported by the same methods used by the grantee for its own paid employees. For further guidance on volunteer time, go to http://www.independentsector.org/volunteer_time.

Match Waiver:

Applicants may request a waiver for a portion of the match or for the entire match. Requesting a match waiver will not positively or negatively affect the review of your application. To request a partial or full match waiver, detail, on agency letterhead:

- 1) The amount of match you anticipate providing (not the amount of waiver needed);
AND
- 2) The compelling need(s) your agency has for a waiver.

Waiver requests will be submitted by OJP to the Office for Victims of Crime (OVC) for approval. If a waiver request is denied by OVC, the awarded applicant will need to come up with match or negotiate a reduced award amount. Successful applicants may need to resubmit the waiver request to OJP if their award differs from their application budget.

Supplanting

Funds may not be used to replace state, local or other public funds that would otherwise be available for the same purpose. Grant funds must be used to increase the total amount of public funds used to support services to crime victims. In other words, if applicants are

currently providing services to crime victims that are paid for by another funding source, funds cannot be used to pay for these same services UNLESS the current funding source is ending.

Use of Volunteers

VOCA funds require grantees to use volunteers. Volunteers may be trained to provide direct services or to perform other administrative duties that contribute to the program's ability to serve crime victims. A victim service related volunteer job description(s) is requested in this RFP (see Application Component F-3 for more information).

Application Deadline

Applications must be submitted using the web-based E-grants system by **4:00 p.m. on Tuesday, August 9, 2016**. No paper submissions will be accepted. Applications will not be received after this time.

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/>. 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 or 651-201-7302.

Application Components

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

- A. Applicant Form
- B. Terms and Conditions / Grant Program Guidelines / OJP Grant Manual
- C. General and Administrative Standards
- D. Statewide Coalition Standards
- E. Narrative
- F. Application Attachments
 1. Full Organization Budget
 2. Certifications
 - USDOJ Certifications
 - EEOC Certification
 - Civil Rights Training

3. Volunteer Job Description(s)
4. Match Waiver (if applicable)
5. Federally Approved Indirect Cost Rate (if applicable)

G. Budget

A. **Applicant Form**

Applicants will input directly into E-grants information such as the authorized representatives, tax identification numbers and other identifying information. This will be the cover sheet of the application.

B. **Terms and Conditions / Grant Program Guidelines / OJP Grant Manual**

As part of submitting this application in E-grants you agree to the Terms and Conditions and the Grant Program Guidelines. These address State requirements such as worker's compensation and data privacy, and Federal requirements such as civil rights and affirmative action. In addition, grantees agree to follow the [OJP Grant Manual](#) which provides basic information on policies and procedures for grant administration. By agreeing to these you are certifying you have the authority to make these commitments. Please print and review these documents with the appropriate agency staff prior to submitting the application in E-grants. These documents become by reference part of the formal grant contract agreement.

C. **General and Administrative Standards**

Check off these standards in E-grants, signifying your organization meets or has a plan for meeting all *General and Administrative Standards* by September 30, 2017.

D. **Statewide Coalition Standards**

Check off in E-grants the Statewide Coalition Standards, indicating you will follow and fulfill these standards.

E. **Narrative**

Applicants need to address the following (1 through 4) in a *Microsoft Word* document 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. **Organizational Information – 10 points**

- a. **Mission & History:** Provide your organization's mission and a brief (1-2 paragraphs) history.
- b. **Staff & Volunteers:** Provide a list of staff and volunteer positions and corresponding FTEs for your full organization.
- c. **Budget:** Provide the total annual organization budget figure, (from your most recent, board approved budget). Identify your other secured funding sources and in-kind community support for your program, listing source and amount.

2. **Initiatives – 35 points**

- a. Describe your major initiatives, including the staff FTEs dedicated to each. Explain how these initiatives inform your work with member programs and the field, and how these initiatives relate to the funds you are requesting in this proposal.
- b. Provide clear examples of how current research informs your work and choice of initiatives.

3. **Statewide Coalition Standards – 30 points**

Describe primary activities you will undertake in FY17 to accomplish the following in the *Statewide Coalition Standards*:

- a. **Public Awareness**
- b. **Public Policy/System Change**
- c. **Capacity Building & Membership Support**

4. **Evaluation – 15 points**

- a. **Process:** Describe your evaluation process.
- b. **Tools:** Describe the evaluation tools you will use to gather feedback from crime victim programs and those with whom you collaborate in FY17.
- c. **Barriers:** Describe any barriers you anticipate to conducting effective evaluation.
- d. **Using Feedback:** Provide any relevant findings from recent past evaluation efforts (i.e., how you know your coalition program is having an impact). Describe your process for using feedback to improve your program.

Expansion Initiatives Addendum

This addendum is for currently funded OJP crime victim service coalition grantees applying for an expansion of services and funding. This is an optional addendum, to be included at the end of the narrative document.

Expansion Initiatives: 1-3 pages (30 points)

- a. Clearly list the expansion desired. If there's more than one item, number them and prioritize them with the most important being #1. Include geographic area and/or specific target population, if applicable. If staff, include full-time equivalent (FTE); and total budget impact that includes major expenses.

Example:

- 1. Hire 1 new full-time staff to conduct program outreach and training (salary & fringe, computer/phone, mileage, training) = \$45,000

Note: figures must correspond to figures on your proposed budget in E-grants.

- b. Describe in detail how your proposed expansion fits one or more of the bullets below. **Include data that supports and justifies the need for expansion.**

- Services for crime victim programs you currently provide for which you do not receive funding
- Something you think is critical to undertake or provide that you're unable to do because you lack resources
- Your agency is getting a demand for services for which you're not funded

c. Explain your reasoning for how the list is prioritized.

F. Application Attachments

1. Full Organization Budget

Upload a copy of your organization's total annual budget (from your most recent, board approved budget). Please indicate the percentage of the total annual budget that is dedicated to crime victim services and related activities.

2. Certifications:

Recipients of federal funding are required to sign and upload these certifications found in E-grants:

- USDOJ Certifications
- EEOP Certification
- Civil Rights Training – Awarded applicants are required to watch a PowerPoint presentation and upload a signed acknowledgment form. This is an annual requirement.

3. Volunteer Job Description(s)

VOCA funds require the use of volunteers as a component of crime victim services work. Upload a victim service related volunteer job description(s). This could be a paragraph describing the duties of various volunteer positions and titles if you do not have formal job descriptions. If using volunteers is prohibited in your agency due to confidentiality or entirely not possible, submit an explanation of your need for a waiver on this VOCA requirement. (Waivers are granted internally by OJP and are not submitted to OVC.)

4. Match Waiver (if applicable)

Match waiver requests on agency letterhead need to be uploaded into E-grants.

5. Federally Approved Indirect Cost Rate (if applicable)

A copy of your approved rate documentation needs to be uploaded into E-grants.

G. Budget (10 points)

Input budget directly into E-grants. Directions are available in the *Training Materials* link on most E-grants screens. Budget line items include: Personnel, Payroll Taxes & Fringe, Contract Services, Travel, Training, Equipment, Office Expenses, Program Expenses, Direct

Client Assistance, and Other Expenses. (Not all line items need to be used.) Applicants must budget, in accordance with the *Budget Allocation Guide*, as much of their award as possible under the “VOCA-eligible” budget column. Only the expenses that are not VOCA-eligible should be entered into the “Other” column. The *Budget Allocation Guide* can be found on the budget entry form in E-grants and at: <https://dps.mn.gov/divisions/ojp/forms-documents/Documents/CVS/BudgetAllocationGuideVOCA.pdf>

Budget considerations include:

- The budget covers a one-year period from Oct. 1, 2016 – Sep. 30, 2017.
- All expenses must be itemized and allowable.
- 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 \$0.54 per mile = \$3,110).
- Round figures to the nearest dollar.

Application Review Process

This is a competitive application process. Reviewers will read and rate applications according to the following scale for these portions of the application.

Organizational Information	10 points
Initiatives and Collaboration	35 points
Capacity as a Statewide Coalition	30 points
Evaluation	15 points
Budget	<u>10 points</u>
TOTAL	100 points

Reviewers will be asked to rate each application based on the information provided in response to the RFP and the substance and strength of the case made for funding. Consideration may be given to current and past grantee performance including timeliness and completeness of financial and progress reporting. Final decisions will be made by the Commissioner of Public Safety and applicants will be notified of grant awards by August 22, 2016.

Any appeals of funding decisions should be submitted in writing by Sept. 2, 2016 to Raeone Magnuson, Executive Director, Office of Justice Programs, Minnesota Department of Public Safety, 445 Minnesota St., Suite 2300, St. Paul, MN 55101.

Post Award Requirements

- **Grant contract process.** After being selected for funding, OJP staff will work with the applicant to negotiate a final budget. 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.

- **Administrative capacity and risk assessment review.** All awarded grantees will need to have an administrative capacity and risk assessment review completed by OJP staff before the grant becomes operational.
- **Progress Reporting.** Grantees will be required to submit 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.** If selected to receive funding, the 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:
 - Current By-laws
 - Articles of Incorporation
 - IRS Form 990 for the 2 most recent years
 - Governing board roster
- **OJP Grant Manual.** Grantees agree to follow the OJP Grant Manual as part of the application process. The manual is a resource for how OJP manages grants and covers topics such as grant administration policies, program modification policies, general accounting requirements, etc.
<https://dps.mn.gov/divisions/ojp/grants/Documents/grant%20manual%20current.pdf>

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.