

**Minnesota Department of Public Safety
Office of Justice Programs**

**REQUEST FOR PROPOSALS
JUSTICE ASSISTANCE GRANTS (JAG) FUNDING
Criminal and Juvenile Justice Intervention Grants
Due Tuesday, May 28, 2019 at 4:00 p.m.**

INTRODUCTION

The Minnesota JAG Criminal and Juvenile Justice Intervention grants seek to improve public safety by supporting intervention activities for adults or juveniles who have had initial involvement and/or activities that will reduce further involvement in the criminal and juvenile justice systems.

Interested in being a volunteer reviewer? Complete the [reviewer survey](#) on the MN OJP grants web page by May 24, 2019 to be considered.

ELIGIBLE APPLICANTS

Nonprofit agencies, local units of government including cities, counties, townships, and tribal governments are eligible to apply. Agencies working together will identify one agency as applicant and legal grant recipient; budgets can include subgrants or contracts with partner agencies.

NOTE: JAG requires that approximately 60% of funds be passed through to local units of government. Approximately 40% of awards may go directly to nonprofits.

There are two ways a nonprofit can increase the chances of having their proposal chosen for funding:

- 1) Have a unit of local government be the applicant agency (fiscal agent). This governmental entity could include the nonprofit agency as a subgrant.
- 2) Have all units of local government that will benefit from your programming sign a variable pass-through waiver approving your agency's application. See Appendix A for waiver form.

NOTE: Governmental applicants, if selected for funding, will have to be able to sign a certificate of compliance with 1373 and 1644 and provide information on communication practices with Department of Homeland Security (DHS) and Immigration and Customs Enforcement (ICE).

FUNDS AVAILABLE

Approximately \$4 million in JAG funds are available. Two-year grant awards may range from approximately \$100,000 - \$200,000 per year. No match is required, but evidence of community support will strengthen the application. Projects will need to begin operating within 90 days of award notice.

PROJECT DATES

Projects will be funded for a two-year period, with a start date of approximately October 1, 2019.

SOURCE OF FUNDS

Funds authorized by 42 U.S.C. §3751(a) through the Department of Justice, Office of Justice Programs, Bureau of Justice Assistance, Edward Byrne Justice Assistance Grant Program (JAG) .

APPLICATION DEADLINE

Applications must be submitted using the e-grants web-based system by 4:00 p.m. on Tuesday, May 28, 2019. Applications cannot be submitted after this time. **No paper submissions will be accepted.**

PROJECT OVERVIEW

The 2017 Minnesota Justice Assistance Grants strategic planning process identified criminal and juvenile justice intervention for adults and juveniles as a public safety funding priority. Additionally, top concerns include drug and alcohol abuse as well as addressing mental health issues, including co-occurring issues.

An intervention is a combination of program elements or strategies designed to produce behavior changes or increase safety among individuals or an entire population. Interventions may be implemented in different settings including communities, schools, corrections, detention centers, courts, or in the home. Interventions implemented in multiple settings and using multiple strategies may be the most effective because of the potential to reach a larger number of people in a variety of ways.

Priority will be given to projects based on promising strategies and/or projects that are research-based. Promising strategies include practices that come from the local community that may be based on practice-based evidence (PBE) and/or lived experiences of communities of color and American Indians. PBE includes a range of approaches that are developed over time through practice and experience. PBE approaches are often embedded in the culture, accepted as effective by local communities and support community healing from a cultural framework. Research-based projects include projects that can be tied to and/or include elements that draw from published literature, including both qualitative and quantitative studies. Projects that are research-based and projects that are promising strategies will be given equal weight in the review process.

Research has shown that interventions create change by:

- Influencing individuals' knowledge, attitudes, beliefs and skills;
- Increasing social support; and
- Creating supportive environments, policies and resources within organizations.

According to the National Institute on Drug Abuse (NIDA) Prevention Principles, intervention programs addressing drug and alcohol abuse should:

- Enhance protective factors and reduce risk factors
- Address all forms of drug abuse, including underage use of legal drugs (tobacco or alcohol); use of illegal drugs; and inappropriate use of legally obtained substances, prescription medications, or over the counter drugs.
- Address the type of drug abuse problem in the local community, target modifiable risk factors, and strengthen identified protective factors.
- Should be tailored to specific population (age, gender, ethnicity)
- Elementary school programs should target improving academic and social-emotional learning and focus on the following skills:
 - Self-control and emotional awareness
 - Communication
 - Social problem-solving
 - Academic support, especially reading

- Middle/junior/high school programs should increase academic and social competence with the following skills:
 - Study habits and academic support
 - Communication
 - Peer relationships
 - Self-efficacy and assertiveness
 - Drug resistance skills and reinforcement of anti-drug attitudes
 - Strengthening of personal commitments against drug abuse

Intervention programs addressing recidivism reduction in adults, should be using the Risk-Needs-Responsivity Model:

- Risk – providing services that match an offender’s risk of reoffending, with most intensive supervision and services focused on people most likely to reoffend;
- Need - focusing treatment on the criminogenic needs of the offender;
- Responsivity - implementing services in ways that promote active participation and using methods that are effective, such as cognitive behavioral therapy

Examples of eligible activities includes, but is not limited to:

- Restorative practices (such as family group conferencing)
- Diversion options (such as diversion to behavioral health rather than justice interventions)
- Bail reform (such as moving from money-based to risk-based detention and release decision making)
- Advocacy and education around systems change
- Case management
- Mental health (such as training school staff and students)
- Pretrial services (supervision and monitoring of defendants during pretrial period)
- Reentry services
- Screening and Assessment
- Cognitive/behavioral strategies targeting primary criminogenic needs (i.e. criminal personality; antisocial attitudes, values and beliefs; criminal peers; family dysfunction; and low self-control)
- Programs that address criminal thinking, behavior and identity
- Programs that address family engagement and increased family involvement
- Address community support and transition planning
- Address substance use disorder or behavioral health care
- Address supporting a youth’s education

Program evaluation is an important component of this grant program. Established programs applicants will need to show how the program is achieving its objectives as part of the application. While the long term goal is to improve public safety, all grantees will identify short-term measurements on which you will report to show the impact of your program. Grantees will identify, track, and report on appropriate measures such as changes in skills, attitudes, or behaviors as demonstrated by pre and post tests, case plan accomplishments, etc.

RESOURCES

Model Programs & Practices

- <https://www.drugabuse.gov/>
- [National Institute of Justice](#)
- [Crime Solutions](#)
- [Cognitive Behavioral Therapy](#)
- [OJJDP Model Programs Guide](#)
- [Models for Change Evidence-based Practices](#) – Information focusing on juvenile justice reform
- [School-wide Positive Behavioral Interventions and Supports \(SWPBIS\) program](#)
- [Results First Clearinghouse Database](#) – Online resource for effective social policy programs

Evidence-Based Behavioral Health

- [Texas Christian University Institute of Behavioral Health](#)
- [Oregon Health Authority](#) – Evidence-Based Practices and Process for Addiction and Mental Health Services.
- [SAMHSA](#)
- [Screening and Assessment](#)
- [Evidence-Based Practices Web Guide](#)
- [Urban Institute Mental Health Court Evaluation](#)

APPLICATION PROCESS

Applications must be submitted via e-grants, the Office of Justice Programs (OJP) online grants management system. [e-grants](#) can also be accessed via the Office of Justice Programs [website](#). If you have never applied for a grant with the Office of Justice Programs, create a user account by clicking 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. Contact the e-grants Helpdesk at 1-800-820-1890 if you have login issues.

TERMS AND CONDITIONS, GRANT PROGRAM GUIDELINES, OJP GRANT MANUAL

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 as well as the JAG Program Guidelines. These address federal and state requirements such as worker’s compensation, civil rights, affirmative action, 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. If selected for funding, the grantee will need to submit required certifications. Grantees agree to follow the OJP [Grant Manual](#) which provides basic information on policies and procedures for grant administration. These documents become, by reference, part of the formal grant contract agreement.

APPLICATION CONTENT

The application consists of the following elements. Applications that do not include all elements or answer all questions will not score well in the review process.

A) Project Information Sheet:

Input information directly into e-grants such as the authorized representatives for the project, tax identification numbers, a brief project description and other identifying information. This will be printed and used as the cover sheet of the proposal. Select whether you are attaching a Variable Pass-Through Waiver, have one in process, or are applying without a waiver.

B) Narrative:

Address the following in a seven page maximum Word document with ¾” margins, single spaced and with a 12 point font size. When ready to submit, the narrative will be uploaded as an attachment in e-grants. The narrative should address the following issues (please number responses):

1. Organizational Overview (10 points):

- Brief description of agency’s mission and history.
- Total annual agency budget and how this project fits in the overall organization.
- Past experience in grant management.
- What experience do you have with the specific population to be served?
- Describe the demographics (race, ethnicity, etc.) of staff, leadership, and board of directors and in what ways they reflect the population to be served?
- If staff, leadership and board is not reflective of the population served, describe efforts to improve in this area.
- What kinds of training on diversity, inclusion and equity are provided to staff and leadership?

2. Planning Process (15 points):

- Statement of the problem to be addressed.
- Describe how your project fills an unmet need or gap.
- Include relevant data to support your statement.
- What is the target population and how was it identified?
- If currently operating, what is the demographic detail of population?
- What planning process was used to develop the proposed activities?
- If currently operating, how long has it been operating? How many clients have you served to date? Include to date outputs and outcomes. How do you know your program is working?

3. Project Description (20 points):

- With the goal of increasing public safety through intervention, describe proposed objectives, activities, and measurable outcomes of the project.
- Describe how the proposed activities value cultural knowledge and wisdom and build on community resilience, including why you think these activities will be effective with the population to be served (may include lived experiences, organizational experience, research, etc.)
- What is the strategy for attracting program participants?
- Describe the referral and admissions process, program requirements, completion and termination considerations.
- How many total clients will your project serve in the two year period? Is this more or less than previous years?
- State whether or not your project is evidence based or best practices. If so, cite research that supports your project.

Note: Project design should mirror work plan elements and reference all key expenditures in the budget.

4. Partnerships (15 points):

- Identify the **key** partners; summarize their expertise in the program area. A key partner is a partner that is essential to meeting the goals of the grant program. Please specify for each if they are current, past or possible partners.
- Clearly state the roles and responsibilities of each partner organization in the implementation and continuation of this project.
- Name any other community agencies, correctional institution(s), probation systems, or other partners that support this initiative.
- What culturally specific partners are involved?

Note: Key partner agency tasks should be specified in the project work plan and evaluation plan.

Note: The **key partners** named in the application will need to sign off on the **Partner Verification Form**. See Appendix B and upload as part of your application. If a key partner does not sign a verification form 10 points will be automatically deducted from this category. If there are no key partners, please explain why in your narrative section.

5. Evaluation (15 points):

Program evaluation is an important component of this grant program.

- If your program is new, what is your plan to evaluate the implementation of your program?
- Provide an overview of the plan to measure the impact of the project.
- What changes do you expect to see in knowledge, attitudes, behaviors, skills, etc. of participants?
- How will these changes be measured (thinking skills tests, drug tests, etc.)?
- When and by whom will this data be collected?
- Have you previously completed a formal evaluation of this program? If so, what were the results? What is the plan for evaluation moving forward?
- Do you have an existing data collection tool? If not, how and by whom will this get done?
- Do you have current access to the data you need? If not, what is your plan to access this data?

Note: Yearly evaluation reports are required; state which staff will be responsible for writing this.

C) Work Plan/Outcomes (15 points):

Applicants will download the Excel form provided in e-grants, complete it and upload it in e-grants. This form describes the objectives and activities that will result in the short-term intervention outcomes you have chosen as outlined in the narrative for the twenty-four month period. The plan should include detail on numbers served, frequency and duration of activities and must include measurable outcomes. This working document guides the day-to-day operations of your project. It will be used as the basis for quarterly project reporting.

D) Budget (10 points):

The budget will be entered directly into e-grants. Directions are available in the Application Guide in the Training Material section in e-grants. Budget line items include: Personnel, Payroll Taxes & Fringe, Contract Services, Travel, Training, Office Expenses, Program Expenses, and Other Expenses. Not all line items need to be used. Other budget considerations include:

- Budget will cover a two-year period.
- All expenses must be itemized and directly chargeable to the grant. Please refer to the **Budget Item Detail Requirements** in Appendix C.
- Calculations should be provided for all budget amounts.
- Approximately 10% of amount requested should be dedicated to project evaluation. **Please include specific evaluation costs and calculations in the detail box in the budget.**
- Capital expenses such as building improvements or facility remodeling are ineligible.
- Funding must supplement, not supplant state and local government funds.
- Staff positions in budget must be clearly linked to activities in the work plan.
- JAG funded staff must keep detailed time tracking records of hours worked on grant activities. Funding full time positions rather than percentages of numerous staff is preferred and will simplify your record keeping.
- All budget items must support activities listed in the work plan.
- Indirect costs may be requested in one of the following ways:
 - (a) Use the federally allowed de minimus rate of 10% of Modified Total Direct Costs (MTDC). MTDC excludes equipment, rental costs, participant support costs (Direct Client Assistance), and the portion of each sub award and subcontract in excess of \$25,000.
 - (b) Budget expenses directly in the applicable budget categories.
 - (c) Use your federally approved indirect cost rate and upload a current copy to OJP with the application.
 - (d) If the federally approved indirect cost rate has expired then indirect costs must be directly charged in appropriate budget categories.

Using the **Indirect Documentation form** in the e-grants forms, you will request and calculate the indirect costs amount to use in your application’s budget.

APPLICATION REVIEW PROCESS

This is a competitive application process. A review committee will read and rate applications according to the following scale:

10 Points	Organizational Overview
15 Points	Planning Process
20 Points	Project Description
15 Points	Partnerships
15 Points	Evaluation
15 Points	Work plan/Outcomes
10 Points	Budget
100 Points	TOTAL

A final staff review will consider geographic locations, response to high-need populations, coordination with other federal, state, and local funding and past grantee performance. Timeliness and completeness of past grant financial and progress reporting will also be considered. Final decisions will be made by the Commissioner of Public Safety and applicants will be notified of grant awards by mail. Appeals of funding decisions should be submitted in writing by September 1, 2019 to the Executive Director, Office of Justice Programs, MN Department of Public Safety, 445 Minnesota St., Suite 2300, St. Paul, MN 55101.

TECHICAL ASSISTANCE

For questions regarding the e-grants online submission process, please call:

Claire Cambridge at Claire.cambridge@state.mn.us or 651-201-7307.

For questions regarding the application, please call:

Claire Cambridge, Office of Justice Programs, MN Department of Public Safety

Claire.cambridge@state.mn.us or 651-201-7307.

A 'Frequently Asked Questions' page will be available on the grants page of the OJP website.

POST AWARD REQUIREMENTS

- **Pre Award Risk Assessment and Financial review.** In accordance with state and federal grant management policies, all 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 grantee and OJP, and once fully executed it is then a legally binding agreement. Grant agreements not signed 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. Grantees will also submit reports directly to the Federal Bureau of Justice Assistance (BJA) using the Performance Measurement Tool (PMT).
- **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.
- **OJP Grant Manual.** Grantees, grantee subgrants and contracts agree to follow the OJP Grant Manual as part of the application process. The manual is a resource for how our office manages grants and covers topics such as grant administration policies, program modification policies, general accounting requirements, etc. [OJP Grant Manual](#)

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 does not intend to award a grant contract solely on the basis of any response made to this request, or pay for information solicited or obtained.

Waiver of Variable Pass-Through (VPT) Percentage

Minnesota Public Safety- Office of Justice Programs 2020 Federal Byrne JAG Criminal and Juvenile Justice Intervention Grant Funds

The nonprofit, _____, is applying to the Minnesota Office of Justice Programs for a 2020 Byrne JAG Criminal and Juvenile Justice Intervention Grant. One requirement of the Byrne JAG grant is that states pass through a percentage of funds to local units of government.

The signers of this waiver represent governmental units eligible to apply for these funds and recognize that these funds are 1) set aside for local government use, 2) that the project being proposed by this nonprofit will provide a direct local benefit and 3) signing this allows this entity to receive funds (if awarded) set aside for local units of government.

NOTE: The waiver must be signed by the governing body and/or the highest ranking official of the local government entity.

Local Government Representative Name:	
Title:	
Department:	
Signature:	
Date:	

Local Government Representative Name:	
Title:	
Department:	
Signature:	
Date:	

Local Government Representative Name:	
Title:	
Department:	
Signature:	
Date:	

Appendix B

Partner Verification Form

**Minnesota Public Safety- Office of Justice Programs
2020 Federal Byrne JAG
Criminal and Juvenile Justice Intervention Grant Funds**

I _____, the Authorized Representative for
(Authorized Representative)

_____ acknowledge that we are named as a formal
(Organization)

partner in the 2020 Byrne JAG Criminal and Juvenile Justice Intervention Grant application

that is being submitted by _____. I have reviewed all of the
(Applicant Name)

application documents and support the submission of this application.

Signed,

Signature

Date

Appendix C

Minnesota Office of Justice Programs Justice and Community Grants

Budget Development Guidelines April 9, 2019

These guidelines should be used in conjunction with the [OJP Grant Manual](#) (for general accounting principles) when developing a grant budget in e-grants that provides sufficient (and not excessive) detail about your plan for using grant funds. The goal of the budget is to explain what the expense is, the amount of the expense and the calculation (if appropriate) that was used to get to this amount.

In an effort to simplify budget entries (which are projections), we are asking for concise detail in most budget categories. For reporting expenses during your grant, you will need to report detailed information on actual expenditures on the Financial Status Report (FSR) as outlined in the [FSR Description Box Detail Requirements](#) document.

Overall Budgeting Notes

Allocation Methods. For budget items not paid 100% with OJP grant funds and that support more than one purpose, such as rent, an allocation method should be used (see the OJP Grant Manual page 26). If allocating any costs in your budget please submit an explanation of the allocation method used and the items covered.

Budget Detail Requirements by Budget Category

Personnel

Each position's FTE and hourly/salary rate should be listed separately by line item. It is not necessary to include all the duties of each staff position. If a staff is being charged at a percentage to the grant then you should include a breakdown of duties. For example, .75 of a position is doing direct service and .25 bookkeeping. If doing a 2-year budget, remember to figure in salary increases if applicable.

Personnel Example (for a 24-month grant):

Select the appropriate Program Component for this budget item (the Purpose Area Form needs to be completed first before this can be selected):

Recidivism Reduction Program : Best Program *

Select the appropriate Budget Category for this budget item:

Personnel *

Provide a short description for this budget item (should be unique to this budget):

Case Manager *

Provide a more detailed description for this budget item:

YEAR 1: 1 FTE @ \$17/hour = \$32,640
YEAR 2: 1 FTE @ \$18/hour = \$34,560

*
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Enter the dollar amounts associated with the budget item:

Award
\$67,200.00

Appendix C cont.

Payroll Taxes & Fringe

List all payroll taxes and fringe benefits being budgeted to the grant and the specific positions being covered. Payroll taxes and fringe can only be allocated for positions being paid for by the grant (at the corresponding FTE rate). For example, if .5 FTE for a case manager is being charged to the grant, up to half of the applicable payroll taxes and fringe designated for that position may also be charged the grant.

Payroll Taxes & Fringe Example:

Select the appropriate Program Component for this budget item (the Purpose Area Form needs to be completed first before this can be selected):
Recidivism Reduction Program : Best Program *

Select the appropriate Budget Category for this budget item:
Payroll Taxes & Fringe *

Provide a short description for this budget item (should be unique to this budget):
Payroll Taxes & Fringe *

Provide a more detailed description for this budget item:
FICA, Retirement, workers compensation, health, dental, long & short disability for 1 FTE case manager, .10 FTE executive director and .5 program manager.

155 of 1000

Enter the dollar amounts associated with the budget item:

Award
\$100,000.00

Contract Services

Each contracted service should have its own line item and the rates provided for the service. If a service is invoiced as services occur and **provided without a contract** it should be budgeted in the appropriate budget category such as Program Expenses (e.g., legal services) or Training (e.g., a trainer). Recurring & routine maintenance services (even if contracted) should be budgeted under Office Expenses (e.g., shelter linen cleaning) or Space Expenses (e.g., snow/lawn care). All contracts of \$5,000 or more require prior OJP approval. Contractor fees cannot exceed \$650/day or \$81.25/hour. All expenses must be reasonable and necessary or may be disallowed.

Contract Services Example:

Select the appropriate Program Component for this budget item (the Purpose Area Form needs to be completed first before this can be selected):
Recidivism Reduction Program : Best Program *

Select the appropriate Budget Category for this budget item:
Contract Services *

Provide a short description for this budget item (should be unique to this budget):
Interpreter *

Provide a more detailed description for this budget item:
100 Hours @ \$30/hour - \$3,000

30 of 1000

Enter the dollar amounts associated with the budget item:

Award
\$3,000.00

Appendix C cont.

Travel

Provide the anticipated mileage for the life of the grant. If there is a shared vehicle, like a van that is being used for grant activities then those costs (mileage and maintenance) can be charged using the allocated rate.

Travel Example:

Select the appropriate Program Component for this budget item (the Purpose Area Form needs to be completed first before this can be selected):
Recidivism Reduction Program : Best Program *

Select the appropriate Budget Category for this budget item:
Travel *

Provide a short description for this budget item (should be unique to this budget):
Staff Mileage *

Provide a more detailed description for this budget item:
2000 miles @ \$.58 = \$1,160

*
27 of 1000

Enter the dollar amounts associated with the budget item:
Award
\$1,160.00

Training

Training expenses can include the cost of the training, travel to training, hotel and meal per diem in accordance with the State of Minnesota travel policy.

Training Example

Select the appropriate Program Component for this budget item (the Purpose Area Form needs to be completed first before this can be selected):
Recidivism Reduction Program : Best Program *

Select the appropriate Budget Category for this budget item:
Training *

Provide a short description for this budget item (should be unique to this budget):
Yearly Staff Training *

Provide a more detailed description for this budget item:
Annual conference @ \$200 x 1.5 FTE = \$400
Hotel and meals @ \$36 x 2 x 1.5 FTE = \$108

*
85 of 1000

Enter the dollar amounts associated with the budget item:
Award
\$508.00

Appendix C cont.

Office Expenses

Office expenses should be charged by an allocation method or if the expense is only used for grant funded activities then it can be charged at 100% to the grant, for example, a new computer for a new 1 FTE grant staff.

Office Expense Example:

Select the appropriate Program Component for this budget item (the Purpose Area Form needs to be completed first before this can be selected):

Recidivism Reduction Program : Best Program *

Select the appropriate Budget Category for this budget item:

Office Expenses *

Provide a short description for this budget item (should be unique to this budget):

Office Expenses *

Provide a more detailed description for this budget item:

Best Program Allocation = 1.5 FTE grant funded staff / 10 FTE total staff in organization = 15%
Office supplies- approx. \$500/ year x 2 years= \$1000 x .15= \$150
Phone/internet- approx. \$3000/ year x 2 years = \$6000 x .15 = \$900
1 Computer - 1 FTE = \$1,500

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Enter the dollar amounts associated with the budget item:

Award
\$2,550.00

Program Expenses

Program expenses should be separated by line item by expense type i.e. (client support expenses, sober group activities, field trips etc.) For each program expense, especially client support expenses, please provide the expense type, estimated cost and calculation used to get the expense total. See the [Client Support Guidance](#) for specific information regarding these expenses.

Program Expenses Example:

Select the appropriate Program Component for this budget item (the Purpose Area Form needs to be completed first before this can be selected):

Recidivism Reduction Program : Best Program *

Select the appropriate Budget Category for this budget item:

Program Expenses *

Provide a short description for this budget item (should be unique to this budget):

Client Support Expenses *

Provide a more detailed description for this budget item:

Funds can be used for things like birth certificates, limited child care (while job searching), clothing, drug testing, health/medical costs, housing/rental assistance, ID's, personal counseling, personal hygiene items, tools, transportation/travel assistance, and work boots.
\$150/client allowance x 30 clients/year x 1.5 yrs = \$6,750.

343 of 1000

Enter the dollar amounts associated with the budget item:

Award
\$6,750.00

Appendix C cont.

Space Costs

List anticipated monthly costs for each type of building expense and the allocation amount paid for by grant funds.

Space Costs Example:

Select the appropriate Program Component for this budget item (the Purpose Area Form needs to be completed first before this can be selected):
Recidivism Reduction Program : Best Program *

Select the appropriate Budget Category for this budget item:
Space Costs *

Provide a short description for this budget item (should be unique to this budget):
Rent, Utilities and Maintenance *

Provide a more detailed description for this budget item:
Rent- \$2000/ month x .15 = \$300 x 24 months= \$7,200
Utilities (gas, electric, water and waste) - \$1000/month x .15 x 24= \$3,600
Maintenance (janitorial and grounds maintenance) - \$550/month x .15 x 24 =\$1,980
214 of 1000

Enter the dollar amounts associated with the budget item:
Award
\$12,780.00

Indirect Costs

You must provide a detailed list of the expenses that are included in the indirect cost amount, and these expenses **may not** be included elsewhere in the budget. If you have a current federally approved indirect rate then you can use that as the indirect rate for the grant. Please refer to the [Indirect Costs Overview](#) for more information. To request and assist in calculating your federally approved indirect cost amount, please use the [Federally Approved Indirect Cost Rate Request form](#).

If you have **never had** a federally approved indirect cost rate, you may use up to 10% as an indirect cost rate for costs not normally broken out by program. Your indirect cost rate applies to your [Modified Total Direct Costs](#) (MTDC). MTDC **excludes** equipment, rental costs, participant support costs (Direct Client Assistance), and the portion of each subaward and subcontract in excess of \$25,000. To request and calculate, use the [10% De Minimis Indirect Cost Rate Request Form](#).

Indirect Costs Example:

Select the appropriate Program Component for this budget item (the Purpose Area Form needs to be completed first before this can be selected):
Recidivism Reduction Program : Best Program *

Select the appropriate Budget Category for this budget item:
Indirect Costs *

Provide a short description for this budget item (should be unique to this budget):
Indirect- MTDC *

Provide a more detailed description for this budget item:
Total grant program costs= \$400,000
Excluded costs: \$30,000(direct client expenses), \$6,000(rent), \$5,000(\$30,000 evaluation contract)= \$41,000
\$400,000- \$41,000= \$359,000 x .10= \$35,900
Indirect expenses include- HR staff, tech support, payroll processing, audit, liability and building insurance and general copier usage.
332 of 1000

Enter the dollar amounts associated with the budget item:
Award
\$35,900.00