

Minnesota Department of Public Safety
Office of Justice Programs (OJP)
Crime Victim Services
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Request for Proposals
Crime Victim Services 2016
Renewal Application
Due August 31, 2015

Description

Purpose

The purpose of this Request for Proposals (RFP) is to solicit renewal applications for FY16 funding for crime victim services in Minnesota.

Grant Term

Applicants may apply for the 12-month grant period of October 1, 2015 to September 30, 2016.

Eligible Applicants

Organizations receiving a *Notice of Eligibility* for FY16 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

Applicants are encouraged to submit their applications as soon as possible but they must be submitted using the web-based E-grants system by **4:00 p.m. on Monday, August 31, 2015**.

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. New users will receive an e-mail when their new account is active.

Technical Assistance

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

Frequently Asked Questions (FAQ):

A FAQ document will be updated weekly with responses to questions received about the application, up until the due date. Access the FAQ on the OJP website: [FAQ](#)

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

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

As part of submitting this application in E-grants the applicant agency agrees to the Terms and Conditions. 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 that are applicable to them according to their *Notice of Eligibility*. These address 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 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 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. Narrative (1 page)

Applicants must summarize how they are going to budget their increased FY16 award amount.

For County Government Agencies: In this narrative applicants must additionally provide 1) the amount of funding contributed to their crime victim services program by their agency in FY15; and 2) explain how the increased award amount for FY16 will be used to supplement, and not supplant*, these agency funds in FY16.

(*To supplant is to reduce local funds for an activity specifically because federal funds are made available to fund that same activity. When supplanting is not permitted, federal funds must be used to **supplement** existing local funds for program activities and may not replace local funds that have been appropriated or allocated for the same purpose. For example, if your county contributed to your program \$10,000 for salary and benefit expenses in FY15, that \$10,000 must be made available for your program again in FY16, instead of being utilized for a different, non-victim services purpose).

G. Best Practices Development Plan

Applicants should select 2 or 3 areas for development from the *Best Practices Guidelines* and document the action steps for addressing those areas during FY16 in a *Best Practices Development Plan*. The *Best Practices Development Plan* form will be downloaded in E-grants. Please note: Applicants will need to report on their *Best Practices Development Plan* on the Mid-Year report and in the “outcomes” section of the form at the end of the

FY16 grant period as part of the Year-End report.

H. Budget

a. Victims of Crime Act (VOCA)

Applicants with a *Notice of Eligibility* that indicates their organization will be allocated VOCA funding must budget, in accordance with the *Budget Allocation Guide (VOCA)*, 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 (VOCA)* can be found on the budget entry form in E-grants.

VOCA Match Guidelines

VOCA grantees must provide a match in their FY16 crime victim services budget as specified in their *Notice of Eligibility*. This match may be in the form of cash (hard match) or in-kind (soft match) and will be reported on financial status reports (FSRs). Match must be used for VOCA-eligible expenses and be fully met by the end of the grant period.

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 is already being used to meet a portion of each VOCA grantee’s total match requirement, therefore additional OJP state funds allotted to the grantee cannot be used for the remaining match requirement.

In-Kind Match:

In-kind match may include donations of expendable equipment, office supplies, workshop or classroom materials, work space, or the monetary value of time contributed by professionals and technical personnel and other skilled and unskilled labor, if the services they provide are an integral and necessary part of a funded project. The value placed on donated services must be consistent with the rate of compensation paid for similar work in the grantee’s organization. If the required skills are not found in the grantee’s organization, the rate of compensation must be consistent with the labor market. In either case, fringe benefits may be included in the valuation. The value placed on loaned or donated equipment may not exceed its fair market value. The value of donated space may not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in privately-owned buildings in the same locality.

VOCA 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, equipment, and space must be documented. Volunteer services 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.

b. Direct Client Assistance – New Budget Line

The E-grants budget pages include a new budget line item entitled, “Direct Client Assistance.” Applicants may budget up to 10% of their award in this line for expenses incurred in assisting crime victims. Funds in this line should be entered in the “Other” column, not the “VOCA-eligible” column, as state funds are being utilized. Eligible expenses are similar to expenses for which grantees have used OJP emergency funds (see Addendum A). Expenses that would be eligible for a Crime Victim Reparations Claim (where the crime has been reported to law enforcement) should be avoided. In that case staff should assist the crime victim with filing a claim instead. (Note: Grantees will be asked to upload receipts for expenses in this budget line, with every Financial Status Report – FSR submission.)

Addendum A has further information about emergency fund type expenses. Hotel/motel expenses are included and any grantee can budget for hotel/motel costs for victims in the Direct Client Assistance line. For domestic violence grantees who have historically received Hotel/Motel/Safehome funding from OJP, this funding has been added to their domestic violence services funding on the *Notice of Eligibility* instead of standing alone.

c. Indirect Cost Rate

Federal funding now allows for a 10% indirect cost rate for any grantee that has never received a federally approved indirect cost rate. Applicants have a choice:

1. Use a 10% indirect cost rate for costs not normally broken out by program;
2. Budget expenses in the applicable budget categories; or
3. Use their federally approved indirect cost rate and submit a copy to OJP with the application.

“Indirect costs” should be entered under “Other Expenses,” in the short description box. Applicants must provide a detailed list of the expenses that are included in their indirect costs amount, and these expenses **may not be included elsewhere in the budget**. The same applies to those using their federal approved rate.

Note: If an applicant wants to budget a 10% indirect cost, and also has more than \$25,000 in the “contract services” budget line item, they must contact their grant manager because the 10% figure may need to be adjusted.

I. Application Attachments

a. USDOJ Certifications

Applicants with a *Notice of Eligibility* that indicates their agency is a VOCA, VAWA and/or

SASP grantee will be required to sign and upload these certifications.

b. EEOP Certification

Applicants with a *Notice of Eligibility* that indicates their agency is a VOCA, VAWA, SASP and/or FVPSA grantee will be required to sign and upload this certification.

c. Civil Rights Training

Applicants with a *Notice of Eligibility* that indicates their agency is a VOCA, VAWA, SASP and/or FVPSA grantee 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)

- Applicants with a *Notice of Eligibility* that indicates they will be allocated VOCA funds will be required to upload a victim service related volunteer job description(s). Applicants that were not a VOCA-funded grantee in FY15 and do not have a job description(s) to upload yet will have until November 1, 2015, to submit a volunteer job description(s) to their grant manager.

Addendums

Attached to this RFP are three addendums with additional information pertaining to this grant period.

- A. Emergency Funds vs. Reparations: A Quick-Guide in Assisting Crime Victims with Financial Needs
- B. Information on the upcoming Facility Maintenance & Repair RFP
- C. Information on the upcoming Technology Improvement RFP

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

- **Administrative capacity and risk assessment review.** All grantees will need to have an administrative capacity review completed before the grant becomes operational.
- **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. Grantees will also submit reports directly to the federal 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. Non-profit agencies may request a one-month's cash advance at the beginning of the grant period.
- **File Documents.** Upon receiving an 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.