

Minnesota Department of Public Safety
Office of Justice Programs (OJP)

**REQUEST FOR PROPOSALS (RFP)
SHORT-TERM CORONAVIRUS RELIEF FUND (CRF) GRANTS**

**For Youth/Young Adult Violence Intervention, Crime Victim Services and
Community COVID Response
Available for Application beginning August 25, 2020, while funds are available**

The Minnesota Office of Justice Programs is offering this Request for Proposals to provide funding to address unforeseen financial needs and risks created by the COVID-19 public health emergency. This RFP will support:

- youth/young adult services (such as youth employment, out-of-school time activities, youth focused violence prevention/intervention activities, mental health services, community healing activities);
- crime victim services (including addressing homelessness and risk of homelessness issues); and
- community COVID responses.

Funds can cover necessary expenses incurred due to the COVID-19 public health emergency from September 1, 2020 through December 30, 2020 only; expenses from before September 1, 2020 are not allowable.

Because these are federal funds, the following restrictions apply:

- Funds must be spent on activities happening through December 30, 2020 only.
- Funds will be distributed on a reimbursement basis, after receipts are submitted.
- A ten-day advance of funds may be available to grantees on a case-by-case basis.
- Staff whose salary is partially paid with these funds will need to do a time tracking log.
- If reimbursed expenses are later found to be ineligible, the grantee will be asked to repay those funds.
- Applicants need to address federal requirements as listed on the checklist on page 5.
- Applicants must agree to comply with Terms & Conditions, Program Guidelines, and OJP Grant Manual.

ELIGIBLE APPLICANTS

Nonprofit agencies, local units of government (including cities and regional governance bodies), counties, townships, and tribal governments are eligible to apply. **Agencies must be able to quickly complete final grant negotiations, required certifications, and sign grant contract.** Agencies acting as fiscal agents for other agencies are eligible to apply; with the fiscal agent being the legally responsible entity. (All federal requirements will also apply to sub-grantees of fiscal agency grantees.)

PRIORITY POPULATIONS

While everyone is feeling the impact of COVID-19, the crisis is not impacting everyone equally. Priority for funding will be for agencies serving the largest percentages of disproportionately impacted communities. This includes communities already facing racial, health, and economic disparities.

FUNDS AVAILABLE

Approximately \$8,000,000 is available. Projects will need to begin operating within 30 days of the notice their application has been awarded. This is a reimbursement grant; however if a ten-day advance in funds is approved (on a case-by-case basis) the funds will need to be spent within ten days. Reimbursements may be requested every two weeks.

To ensure smaller agencies have access to funds, \$2,000,000 is earmarked for agencies with annual budgets of \$2,000,000 or less. Funding awards of all sizes will be made, with estimated award amounts of \$50,000 - \$500,000.

PROJECT DATES

Project dates will be September 1, 2020 – December 30, 2020.

SOURCE OF FUNDS

Funds authorized by section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”).

APPLICATION DEADLINE

Applications will be accepted beginning August 25, 2020 using e-grants, OJP’s web-based grant management system. Applications may be submitted on a continual basis while funding is available, or until Monday, November 16, 2020. **No paper submissions of applications will be accepted.**

NOTE: Because these awards will be issued on a “first come, first served” basis, it is to your advantage to submit your application as soon as possible. Our staff are standing by to answer questions and provide support, as needed. Please see their contact information in the Technical Assistance section.

EXPERIENCE AND READINESS

To meet the urgent needs of this crisis, we seek to support organizations able to use their funding and deploy resources quickly to meet community needs. We seek to fund organizations that:

- Have the capacity to rapidly provide or expand services.
- Have the capacity to track grant funding revenue and expenses, and can submit copies of all receipts for grant expenses.
- Have experience in addressing the immediate needs of the target population(s).

EXPENSES MUST BE COVID-19 RELATED, INCLUDING BUT NOT LIMITED TO:

- COVID-19 related training
- Personal protective equipment and cleaning supplies
- Payroll expenses for increased staffing to work on COVID-19 related activities
- Overtime expenses
- Hazard pay

- Youth services to replace or enhance existing services that have been impacted by COVID-19
- Expenses to facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions
- Travel expenses related to the distribution of COVID-19 related resources, such as equipment or food distribution
- Technology and equipment to facilitate virtual programming
- Emergency housing costs
- Mental health services not covered by insurance
- Community healing activities
- Trauma therapy costs not covered by insurance
- Crime victim services to replace or enhance existing services that have been impacted by COVID19
- Other COVID-19 related expenses

EXAMPLES OF UNALLOWABLE EXPENSES:

- Expenses due to expected revenues that were not received due to COVID-19
- Anything not related to COVID-19
- Costs related to providing direct services that are not related to COVID-19
- Other items unallowable with federal funds (Reference in the [DOJ Financial Guide](#))
- Capital expenses such as building improvements or facility remodeling
- Prepayment for activity occurring after December 30, 2020

APPLICATION PROCESS

Applications must be submitted in e-grants, the Office of Justice Programs (OJP) online grants management system. [e-grants](#) can also be accessed through 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. 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 CRF 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 prior to receiving funds. 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

A) Project Information Sheet:

Enter 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. To receive federal funds your agency must be registered in the federal System for Award Management (SAM) system. After registering, enter your DUNS number on the Project Information Sheet.

B) Narrative:

Address the following in a two-page maximum, Microsoft Word document with $\frac{3}{4}$ " margins, single spaced and with a 12-point font size. Upload your completed narrative as an attachment in e-grants. The narrative should address the following issues (please number your responses):

1. Organization Overview:

- Describe capacity to carry out activities and spend funds by December 30, 2020.
- Describe experience in addressing the needs of the target population.

2. Project Description:

- Clearly describe the target population to be served with the funds.
- If applicable, describe how this project will serve those disproportionately affected by COVID-19. Include relevant data/statistics.
- Describe proposed activities and how this will prevent, prepare for or respond to COVID-19.

3. Timeline of Activities (can include as separate page):

- Detailed timeline of project activities.
- Include number, frequency, and duration of activities.
- Include activities to demonstrate whether goals were met, such as how many participants are served, how much equipment distributed, etc.

4. Coordination:

- Describe other COVID-19 response funding applied for and received and for what purpose.

C) Budget:

Enter the budget directly into the e-grants budget form. Directions are available in the [Application Guide](#) found on the OJP website. All budget items must be COVID-19 related. Budget line items include: Personnel, Payroll Taxes & Fringe, Contract Services, Travel, Training, Office Expenses, Program Expenses, and Indirect Expenses. Not all line items need to be used.

- All expenses must be itemized and directly chargeable to the grant. Please refer to the **Budget Development Guidelines in Appendix A.**
- Calculations should be provided for all budget amounts.
- Funding must supplement, not supplant (replace) state and local government funds.
- All budget items must support activities listed in the narrative.
- Contract/consultant costs must be reasonable for the services provided and cannot exceed the federal limit of \$81.25/hr and \$650/day.

- Indirect costs may be requested in one of the following ways:
 - (a) Budget indirect-type expenses directly in the applicable budget categories (such as accountant time)
 - (b) Use the federally allowed de minimus rate of 10% of Modified Total Direct Costs (MTDC) if the agency has never had a federally approved rate. Calculate 10% of the full budget excluding equipment, rental costs, participant support costs, and the portion of each sub award and subcontract in excess of \$25,000.
 - (c) Use your agency's federally approved indirect cost rate and upload a current copy in e-grants with the application.
 - (d) If your federally approved indirect cost rate has expired, then you may not claim indirect costs separately. Instead, any indirect-type costs must be charged within the appropriate budget categories.

NOTE: If you are doing (b) or (c) above, complete the **Indirect Documentation Form** in the e-grants forms, to calculate the indirect costs amount to use in your application budget. Then upload the completed form as part of your application.

WHAT AN APPLICATION MUST INCLUDE TO BE FORWARDED FOR REVIEW:

(e-grants will not let the application be submitted if any of these are missing)

- Completed **Project Information form**
- **Narrative** addressing issues listed above in B, 1-4
- **Budget** with calculations included
- **Indirect Documentation Form** (if including indirect costs in budget)
- **Organizational Financial Information form** that includes:
 - Upload of Articles of Incorporation or 501 (c)(3) documentation
 - Upload of financial document
 - Upload of allocation method
- **Federal Requirements for Employers form** that includes:
 - **Equal Employment Opportunity (EEO) Certification** (Go to the [EEO Certification Site](#) and complete the EEO Reporting Tool process and then upload the certification form)
 - **Civil Rights** (view the Civil Rights PowerPoint Presentation and upload a signed Civil Rights Training Acknowledgement Form)
 - **USDOJ Certifications** (two documents downloaded from e-grants application)
 - **Employer Requirements Statement (Word doc.) answering these two questions:**
 - A. How does your organization properly verify the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1) and (2)? More details on the OJP [website](#).
 - B. How does your organization determines suitability before certain individuals may interact with participating minors? The details of this requirement are posted on the OJP [website](#).

REVIEW PROCESS

Applications will be screened for completeness. A team will review complete applications every week until the fund is depleted, beginning September 14, 2020. Funding recommendations will be based on the completeness of responses to issues identified in the application narrative, the strength of response to COVID-19, geographic location and past grantee performance. Final decisions will be made by the Commissioner of Public Safety. Some applications may be held over for later funding decisions, due to

prioritizing applications intended to meet the needs of those disproportionately impacted by COVID-19, and/or geographic distribution. Applicants that are denied funding will receive a review sheet detailing the reasons and may reapply.

TECHNICAL ASSISTANCE

Navigate to [the 2021 Coronavirus Relief Funds webpage](#) to find,

- Any Updates to the Request for Proposals
- A “**Frequently Asked Questions**” page
- Other Application Resources

For questions contact:

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

Claire.cambridge@state.mn.us

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 application narrative 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 also comply with any reporting requirements set forth by the U.S. Department of the Treasury.
- **Grant Payments.** This is a cost reimbursement grant, with 10-day cash advances allowable on a case-by-case basis; requests to be submitted to OJP upon notice of funding. Advances will need to be spent and accounted for within 10 days. 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. Copies of source documentation, such as receipts, will need to be submitted in the source documentation report for each request for reimbursement. See the [Source Documentation Requirements](#) for more details.
- **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.

APPENDIX A

Minnesota Office of Justice Programs Short-Term Coronavirus Relief Funds (CRF) Grants

Budget Development Guidelines

The goal of the budget is to provide a clear and concise description of the expenses requested to support the activities in your grant application. A successful budget will show what each grant expense is, how much it costs and the calculation used to get that amount.

Use these guidelines along with the [OJP Grant Manual](#) to describe your grant budget in the application in e-grants.

KEY THINGS TO LOOK FOR WHEN REVIEWING YOUR BUDGET:

- The expense is allowed (Checked the grant manual and the RFP to verify)
- The staff are in the narrative and work plan
- The job titles in the budget match the job titles in the narrative
- Hourly wage amount and % charged to the grant are included
- The benefits are named in the fringe detail
- Contractor fees do not exceed \$650/day or \$81.25/hour
- Allocation calculations are included for expenses not charged 100% to the grant
- Mileage rate is included
- Each grant expense is clearly described with name, cost and calculation
- All expenses inside the description box add up to the award amount
- Did NOT include, "other" "etc." or "miscellaneous" in a description
- Indirect amount is used from the appropriate request form (included in e-grants application)

OVERALL BUDGET ITEMS

Allowability: Refer to the RFP for what IS and what is not IS NOT allowable. Specific to the federal COVID-19 funds, capital expenses such as building improvements and prepayments are some of the unallowed expenses.

Allocation Methods: Expenses solely tied to the grant can be charged at 100% to the grant. Charge any other shared expense (rent, maintenance, utilities etc.) by using an allocation method. For examples of the various allocation methods used, see the [OJP Grant Manual page 26](#). If using an allocation method you will upload your organization's allocation method explanation in the Organization's Financial Information form in the application.

Contract and Bidding Requirements – Non-governmental grantees: Any services and/materials using grant funds over \$10,000 require a bidding process. See [the Contract and Billing Documentation](#) for the specific requirements.

APPENDIX A

BUDGET DETAIL REQUIREMENTS BY BUDGET CATEGORY

PERSONNEL

- List all staff charged to the grant separately in their own line item
- For each staff include their job title, FTE % being charged and hourly rate
- For staff with multiple job duties include the duties and percentages charged
 - For example, Program Director-10% of time on program oversight and 20% on evaluation

Example budget line:

Select the appropriate Program Component for this budget item (the Purpose Area Form needs to be completed first before this can be selected):
COV-19 Response : HELP *

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

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

Provide a more detailed description for this budget item:
1 FTE @ \$17/hour x 4 months
160 hrs/month x 4 = 640
\$17 X 640 = 10,880
74 of 1000

Enter the dollar amounts associated with the budget item:
Award
\$10,880.00 *

PAYROLL TAXES AND FRINGE

- List the fringe benefits charged to the grant
- Include the specific positions being covered and at what rate
- Taxes and fringe charges are allowed only for staff paid with grant funds
- The amount of taxes and fringe charged to the grant needs to match the amount of the FTE that is charged to the grant
 - For example- The program director has 30% of their time charged to the grant, which means that only 30% of their taxes and fringe is allowed to be charged

Example budget line:

Select the appropriate Program Component for this budget item (the Purpose Area Form needs to be completed first before this can be selected):
COV-19 Response : HELP *

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

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

Provide a more detailed description for this budget item:
FICA, Workers Compensation and health insurance for 1 FTE outreach worker, .30 FTE program director, .10 report manager @ estimated 20% of total salaries (\$16,480)= \$3,296
171 of 1000

Enter the dollar amounts associated with the budget item:
Award
\$3,296.00 *

APPENDIX A

CONTRACT SERVICES

- A contract is required for a service to be considered a contract
- List each contracted service in its own line item and the rates provided for the service
- All contracts of \$5,000 or more require prior OJP approval
- Contractor fees cannot exceed \$650/day or \$81.25/hour

Example budget line:

Select the appropriate Program Component for this budget item (the Purpose Area Form needs to be completed first before this can be selected):
COV-19 Response : HELP *

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):
Technology Consultant *

Provide a more detailed description for this budget item:
Contract to create technology expansion plan and implementation of plan.
40 Hours @ \$30/ hour= \$1,200

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Enter the dollar amounts associated with the budget item:

Award
\$1,200.00 *

TRAVEL

- Include the anticipated mileage amount and rate used for the life of the grant
- If a shared vehicle, such as a van is used for grant activities, then those costs (mileage and maintenance) can either be charged using an allocated rate or by the actual mileage used by grant program (tracked in a travel log), whichever is less.

Example budget line:

Select the appropriate Program Component for this budget item (the Purpose Area Form needs to be completed first before this can be selected):
COV-19 Response : HELP *

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 @ \$.575 = \$1,150

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Enter the dollar amounts associated with the budget item:

Award
\$1,150.00 *

APPENDIX A

TRAINING

- Include the cost of each training/s
- Include travel costs related to training/s
- Transportation, hotel and meal per diem are allowed and should be charged in accordance with the State of Minnesota [Travel Policy](#).

Example budget line:

Select the appropriate Program Component for this budget item (the Purpose Area Form needs to be completed first before this can be selected):
COV-19 Response : HELP ▾*

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

Provide a short description for this budget item (should be unique to this budget):
National Training on Youth *

Provide a more detailed description for this budget item:
Conference registration 1.3 FTE (outreach worker and director attending)- \$200 x 1.3=\$260
Meals- \$36 x 2 days x 1.3= \$93.60

126 of 1000

Enter the dollar amounts associated with the budget item:

Award
\$354.00 *

OFFICE EXPENSES

- Include the allocation calculation
- List each expense's estimated costs and the amount charged to the grant
- Expenses only used for grant funded activities can be charged at 100% to the grant
 - For example, the full price of a new computer for a 1 FTE grant staff

Example budget line:

Select the appropriate Program Component for this budget item (the Purpose Area Form needs to be completed first before this can be selected):
COV-19 Response : HELP ▾*

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 Expense *

Provide a more detailed description for this budget item:
HELP Program allocation= 1.4 FTE grant funded staff /10 FTE total staff= 14%
Office supplies aprx: \$100/month= \$400 x 14% = \$56
Phone/internet aprx: \$500/month= \$2000 x 14%= \$280
1 computer- 1 FTE= \$1,500

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Enter the dollar amounts associated with the budget item:

Award
\$1,836.00 *

APPENDIX A

PROGRAM EXPENSES

- List each expense type in their own line item i.e. (food shelf expenses, protective equipment, field trips)
- For each program expense type, include the specific expenses and estimated costs with calculations

Example budget line:

Select the appropriate Program Component for this budget item (the Purpose Area Form needs to be completed first before this can be selected):
COV-19 Response : HELP *

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):
Individual Care Packs *

Provide a more detailed description for this budget item:
Backpacks, school supplies, hygiene items and healthy snacks- \$100/client x 90 clients = \$9,000

95 of 1000

Enter the dollar amounts associated with the budget item:

Award
\$9,000.00 *

INDIRECT COSTS

- Refer to the [Indirect Costs Overview](#) for more information
- Include either the federally approved indirect rate or the 10% de minimis
- Use the indirect amount from the appropriate request form
 - [Federally Approved Indirect Cost Rate Request form](#)
 - [10% De Minimis Indirect Cost Rate Request Form](#)
- Include a detailed list of expenses that are not normally broke out by program that are included in the indirect costs
- Exclude any expense that is somewhere else in the budget

Example budget line:

Select the appropriate Program Component for this budget item (the Purpose Area Form needs to be completed first before this can be selected):
COV-19 Response : HELP *

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- MDTC Rate *

Provide a more detailed description for this budget item:
Total grant costs- 126,886.00
Excludes costs= \$99,000 client assistance
= \$27,886 direct costs x .10= \$2,888.60
Indirect costs include- HR staff, payroll processing, liability and building insurance and general copier usage.

230 of 1000

Enter the dollar amounts associated with the budget item:

Award
\$2,888.60 *