Department of Public Safety
Minnesota Office of Justice Programs
The Juvenile Justice Advisory Committee (JJAC)

2023 Title II Juvenile Justice Grants to Promote Wellness and Support for Youth Within Minnesota’s Juvenile Justice System

REQUEST FOR PROPOSALS (RFP)
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Overview

1.1 General Information

- The Juvenile Justice and Delinquency Prevention Act of 1974, Public Law 93-415 as amended and reauthorized under 34 U.S.C. §11101, et seq. provides for Minnesota's Juvenile Justice Advisory Committee (JJAC) to authorize this Request for Proposal. Pursuant to 34 U.S.C. 11131, funding provided through this RFP must facilitate compliance with section 223 and implementation of the State plan approved under section 223(c).
- Grants awarded with Title II funds must also be consistent with the Title II Program and Budget Areas established by the Office of Juvenile Justice and Delinquency Prevention (OJJDP),\(^1\) and JJAC’s Three-Year Plan.\(^2\)
- The goal of Title II funding is to provide direct services to youth and their families to prevent or divert involvement of youth in the juvenile justice system and to eliminate or to minimize racial and ethnic disparities.
- [Minnesota Office of Justice Programs (OJP) Website](https://ojjdp.ojp.gov/funding/fy2021/titleII/program-budget-areas)
- Application Due Date: Friday, July 29, 2022 at 4:00 PM

1.2 Program Description

**Target Population:**
Youth within Minnesota’s juvenile justice system or who are at risk of becoming involved in the juvenile justice system.

Grant funding will be used to support the following areas listed in 34 U.S.C. §11133(a)(9):

1. **Positive Youth Development:**
   Programs for positive youth development that assist youth involved in the juvenile justice system and other at-risk youth in achieving a;
   - sense of safety and structure;
   - sense of belonging and membership;
   - sense of self-worth and social contribution;
   - sense of independence and control over one’s life; and
   - sense of closeness in interpersonal relationships.

2. **Preventing/Reducing Re-entry:**
   Programs and services designed to reduce re-entry and that support youth involved in the juvenile justice system, their parents/caregivers, and other family members during and after detention, placement and/or supervision to strengthen families.

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1. [https://ojjdp.ojp.gov/funding/fy2021/titleII/program-budget-areas](https://ojjdp.ojp.gov/funding/fy2021/titleII/program-budget-areas)
3. **Community, Faith and/or Culturally Focused Programming:**
Community-, culturally-, and/or faith-based programs that provide youth involved in the juvenile justice system, or who are at-risk of such involvement, especially youth who have a parent/caregiver who is or was incarcerated, with positive youth development activities. Services can include mental health/behavioral health, treatment, counseling, tutoring, mentoring, and/or other educational and enrichment activities.

### 1.3 Minnesota’s Commitment to Diversity and Inclusion
It is State of Minnesota policy to ensure equity, diversity and inclusion in making competitive grant awards. See Executive Order [19.01](#).

The Policy on Rating Criteria for Competitive Grant Review establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities and/or disparities. See [OGM Policy 08-02](#).

### 1.4 Funding and Project Dates
We anticipate having a minimum of $1.6 million available for grants of up to $150,000 per grantee for a two-year period (up to $75,000 per year), with a start date of approximately September 1, 2022 and ending August 31, 2024. These will be cost reimbursement grants; federal requirements prohibit advancing grant funds up front.

### 1.5 Eligible Applicants
Private and public nonprofit agencies, local units of government including cities, counties, townships, local educational agencies, and tribal governments are eligible to apply. Agencies working together will identify one agency as applicant and official grant recipient; budgets can include contracts with partner agencies.

## RFP Part 2: Application Process and Instructions

### 2.1 Application Submission Instructions
Applications must be submitted using the [e-grants](#) online system by 4:00 PM, Friday, July 29, 2022. Applications will not be accepted after this time. No paper submissions will be accepted. Applicants will be notified of final funding decisions in August.

[e-grants](#) can 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.
2.2 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 applicants as well as the Title II 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 confirming that they have the ability 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.

2.3 Application Content

The application consists of the following required parts:

A. Project Information Form

Input this information directly into the form in e-grants and it will be used as the cover sheet for the application. You will need:

1) Contact information for the Fiscal/Applicant Agency (this is the agency named in the grant contract and responsible for the administration of the grant)
2) Organization’s Unique Entity Identifier (EUI) Number- This number can be found in your SAM.gov Entity profile
3) The fiscal agent’s federal and state identification numbers
4) Target area and/or population selection
5) Brief project description and project’s geographic information

B. Narrative

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

1) Organization Overview:
   a. Brief description of agency’s mission and history.
   b. Total agency budget and how this projects fits in the overall organization.
   c. State whether request is to fund a new project, replace funding for a current project, or to expand a current project.
   d. What experience do you have with the population to be served with this grant?
   e. Describe the demographics (race, ethnicity, etc.) of staff, leadership, and board of directors and in what ways they reflect the population to be served?
   f. If staff, leadership and board is not reflective of the population served, describe efforts to improve in this area.
g. What kinds of training on diversity, inclusion and equity are provided to staff and leadership?

h. Past experience with grant management.

i. What are your plans to sustain this project after this grant period?

2) Planning Process:
   a. Describe the problem(s) and issue(s) to be addressed.
   b. Include relevant data in support of the proposal, including demographics of the population to be served and the incidence of disproportionate over-representation of youth of color in the juvenile justice system within the applicant’s service area.
   c. Include an analysis of current activities addressing the problem; what is working and what is not, identify existing gaps.
   d. Describe the planning process for this initiative including how the community was involved.
   e. Include the number of youth (and families) to be served.

3) Project Description:
   a. Proposed goals, activities, and outcomes of the project. Describe how you will address and or all of the following criteria present in JJAC’s Disparities-Reduction Model:
      i. Creative and Culturally-Rooted
         - Open mindedness and respect for creative approaches at prevention, intervention and post-vention.
         - Prioritize community-centered responses to youth misconduct to reduce rates of system involvement.
         - Focus on culturally relevant restorative and rehabilitative strategies, led with fidelity to traditional practices, teachings and values.
         - Outcome measurement system that takes into consideration culturally-based elements of success
      ii. Community and Family Centered
         - Systems must be accountable and share decision-making power with the communities most impacted in order to reach their maximum potential toward child well-being.
         - Involvement of parents/caregivers increases the child’s likelihood of success, allowing the parent to help shape expectations and maintain accountability for expected success outcomes.
         - Develop a strategy for actively engaging and informing community about ongoing opportunities for collaboration and involvement.
      iii. Historical Competence
         - Understand and take into account the role historical trauma has played amongst communities of color as well as the impact of implicit bias amongst decision-makers.
iv. **Collect, analyze and utilize data.**
   - Systems must collect, analyze, and utilize data to reduce racial and ethnic disparities and achieve justice.

b. Describe the roles and responsibilities of key staff assigned to the project.

c. Identify any key partners, summarize their roles and responsibilities.

d. Project description should coordinate with work plan, budget, and evaluation plan.

4) **Evaluation & Data Collection:**

   a. Provide an overview of the plan to measure the impact of the project.
   
   b. What systemic changes may be expected in knowledge, processes, attitudes, behaviors, skills, environmental conditions, etc.? 
   
   c. What changes may be expected in knowledge, behaviors, skills, etc. of youth participants?
   
   d. How will changes be measured? Changes should be specific, measurable, realistic and able to be tracked.
   
   e. By whom and when will data be collected?
   
   f. How will barriers be identified and addressed? Describe how you will measure increased coordination between partners.
   
   g. Evaluation plan should coordinate with the project description, work plan, and budget.

C. **Work Plan/Outcomes**

Applicants will download the Word form provided, complete it and upload it as part of the application. This form describes the goals and activities as outlined in the narrative for the 24-month period. The plan must include measurable outcomes. Use a separate page for each of the planned project activities. Work plan should coordinate with the project description, budget, and evaluation plan.

D. **Budget**

Enter the budget directly into e-grants. Directions for entering the budget are available in the Application Guide. 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 considerations:

- Total budget request may not exceed $150,000 for a 24-month period.
- Funds cannot be used for construction.
- All expenses must be itemized and directly chargeable to the grant.
- Calculations should be provided for all budget amounts.
- Funding must supplement, not supplant state and local government funds.
- Staff positions in budget must appear in the work plan.
• Other budget items must also support program activities listed in the work plan.
• Budget must coordinate with the project description, work plan, and evaluation plan.
• Funding full time positions rather than percentages of numerous staff is preferred and will simplify your record keeping.

NOTE: If reimbursed expenses are later found to be ineligible, the grantee will be asked to repay those funds.

E. Indirect Rate Documentation (If Applicable)
Indirect costs, often referred to as overhead, are costs shared by the organization as a whole and most often are not able to be broken down within each program of the organization. Indirect costs can be requested in one of the following ways:

1. Budget expenses directly in the applicable budget categories.
2. Use the federally allowed de minimus rate of 10% of Modified Total Direct Costs (MTDC). MTDC calculation excludes equipment, rental costs, participant support costs (Direct Client Assistance), and the portion of each subcontract in excess of $25,000.
3. Use your federally approved indirect cost rate. If the federally approved indirect cost rate has expired then indirect costs must be directly charged in appropriate budget categories.

Using the Indirect Rate Documentation form in the application, you will calculate and request the indirect costs amount entered in your application’s budget. Complete either the MDTC or federal rate request form and if using a federally approved rate upload a current copy of a current indirect costs agreement.

F. Organizational Financial Information
1. OJP Grantee Status (active grant in last 12 months or not
2. Fiscal Information
   a. Accounting basis
   b. Beginning and end dates of last completed fiscal year
   c. Total revenue last completed fiscal year
   d. Total federal expenditures (only from federal sources) last completed fiscal year
   e. How often financial document are produced
   f. Allocation method document (if applicable)
3. Financial Document
   Upload the financial document(s) applicable to your organization:
      a. Agency with annual revenue under $50,000
         i. Statement of Financial Position (Balance Sheet)
         ii. Statement of Activity (Income and Expense Statement)
      b. Non-government agency with a total annual revenue of $50,000-$750,000
         i. IRS Form 990
      c. Agency with total annual revenue of over $750,000, but with federal expenditures
less than $750,000
   i. Certified Financial Audit
   ii. Certified Financial Audit Management Letter
   iii. Corrective Action Plan (if applicable)

d. Agency that spent $750,000 or more in federal funds during fiscal year
   i. Single Audit
   ii. Single Audit Management Letter
   iii. Corrective Action Plan (if applicable)

4. Administrative Systems
   Answer yes or no to the following statements:

   • Our organization has had an instance of misuse or fraud in the past 36 months.
   • Our organization has current or pending lawsuit against the organization.
   • Our organization is currently designated as a high risk grant recipient by the federal government.
   • We have separate accounts for different programs/revenue sources to prevent co-mingling of funds.
   • Our organization uses a daily time tracking log for each position being paid using multiple sources of funding.
   • Our organization has a paid bookkeeper.
   • Our organization has an approval process that requires multiple approvals before funds can be expended.
   • Our organization has written policies and procedures for accounting, purchasing and payroll.
   • Our organization’s accounting system can identify and track grant program-related income and expenses separate from all other income and expenses.
   • The number of funding sources that account for our total revenue is less than 6.
   • We can easily retrieve original receipts for expenses that are reimbursed by the grant.
   • Our Board of Directors meets at least every month.
   • Our organization has a Conflict of Interest Policy.

G. Federal Requirements
   1) SAM.gov Activation Registration

   You are required to have an active registration at SAM.gov. This is a no-cost requirement to receive federal funding. If the website asks you to pay a fee, it is not the correct website. You will receive a Unique Entity ID (UEI) number with your registration and your SAM.gov registration needs to remain active throughout the grant period by renewing it annually.

   a. Upload a document that shows your Entity SAM.gov registration is active and identifies your UEI number. This document could be the activation email you received or a screen print from your account but it must show both an active registration and UEI number.
b. Enter your SAM.gov registration expiration date and UEI number in the “Organization Information” section of your agency profile in e-grants. This section can be accessed by clicking on your organization name link within your application. Confirm you have entered your SAM.gov registration expiration date and UEI number in the “Organization Information” section of your agency profile in e-grants by checking the box on this form.

2) Civil Rights Acknowledgement
Have the Authorized Official, download and watch the Civil Rights Training PowerPoint. After the training is complete, download the Civil Rights Training Acknowledgment Form, have the authorized official sign it and upload the form.

3) Equal Employment Opportunity Certification
You are required to submit information to the U.S. Department of Justice using the Equal Employment Opportunity Program Reporting Tool. The certification form you obtain by submitting information on this site is the ONLY form that will meet this requirement.

4) DOJ Certifications
Complete, sign and upload the USDOJ Certification Form 1 and the USDOJ Certification Form 2.

a. Employer Requirements Statements
Your grant program guidelines require you to address how you will fulfill this federal requirement. Create a Word document answering this required question and upload:
• 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.

2.4 Application Review & Scoring
AN APPLICATION MUST INCLUDE: (e-grants will not let the application be submitted if any of these are missing)
• Project Information form
• Narrative
• Work Plan/Outcomes
• Budget
• Indirect Documentation Form (if including indirect costs in budget)
• Organization Financial Information
• Federal Requirements

This is a competitive application process. JJAC will make final funding decisions. They will read and rate applications according to the following point system.
• Organizational capacity: 10 points
• Planning process: 15 points
• Project description: 30 points
• Evaluation: 15 points
• Work Plan: 25 points
• Budget: 5 points

RFP Part 3: Post Award Requirements

• **Pre Award Risk Assessment and Financial Review.** In accordance with state and federal grant management policies it is required to consider a grant applicant's risk of noncompliance with grant requirements. State policy requires states to conduct a financial review prior to a grant award made of $25,000 and higher to a nonprofit organization. The necessary information for these is provided in the financial information form in the application.

• **Minnesota’s Commitment to Diversity and Inclusion in Procurement**
The State of Minnesota is committed to diversity and inclusion in its public procurement process. The goal is to ensure that those providing goods and services to the State are representative of our Minnesota communities and include businesses owned by minorities, women, veterans, and those with substantial physical disabilities. Creating broader opportunities for historically under-represented groups provides for additional options and greater competition in the marketplace, creates stronger relationships and engagement within our communities, and fosters economic development and equality.

To further this commitment, the Department of Administration operates a program for Minnesota-based small businesses owned by minorities, women, veterans, and those with substantial physical disabilities. For additional information on this program, or to determine eligibility, please call 651-296-2600 or go to the [OEP website](#).

• **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.

• **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. 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](#)

### Technical Assistance

A Frequently Asked Questions (FAQ) document will be updated weekly with responses to questions received about this solicitation. Access the FAQ on the OJP website.

**Questions regarding the e-grants online submission process**, please contact:
Claire Cambridge at Claire.cambridge@state.mn.us or 651-334-7480

**Questions regarding the application**, please contact:
Callie Hargett, Director, Youth Justice Office at 651-201-7348 or callie.hargett@state.mn.us

### 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.