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

2022 AMERICAN RESCUE PLAN ACT (ARPA) INNOVATION IN COMMUNITY SAFETY GRANTS

REQUEST FOR PROPOSALS (RFP)
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Request for Proposals Part 1: Overview

1.1 General Information
- $5,000,000 of one-time funding is provided by the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) under the American Rescue Plan Act (ARPA) signed into law on March 11, 2021.
- Assistance Listing Number (Former CFDA) is 21.027.
- Awards will be SLFRF subawards and must follow all compliance and reporting requirements of SLFRF funds.
- Minnesota Office of Justice Programs Website
- Open for Applications: May 17, 2022
- Application Due Date: June 14, 2022

1.2 Program Description
The ARPA funding is companion funding to the State Innovation in Community Safety funding and is intended to provide support in responding to the economic and public health impacts of COVID-19 and efforts to contain impacts on communities, residents, and businesses and to reduce and respond to increased violence due to the pandemic. This grant fits into ARPA category of services to disproportionately impacted communities, category 3.16 Social Determinants of Health: Community Violence Interventions.

The intention of this funding is to address violence and promote community healing and recovery. Community grant advisory boards will review grant applications and make funding recommendations to the Commissioner of Public Safety.

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
Funding
$5,000,000 is available for grant awards. There is no minimum grant amount. Maximum grant amount is $1,000,000. These are cost reimbursement grants; federal requirements prohibit advancing grant funds up front.

Two-thirds of the funds will be awarded in qualified census tracks of Hennepin and Ramsey Counties, one-third to qualified census tracks in Beltrami and St. Louis counties.

See eligible census tracts here: OJP Target Areas
Project Dates
These projects have an 11 month grant period, from June 1, 2022 through April 30, 2023. Projects will need to begin operating within 90 days of award notice.

1.5 Eligible Applicants and Target Populations
Nonprofit agencies; local units of government including cities, counties, townships; and tribal governments that are located in or serve the identified Qualified Census Tracts are eligible to apply. Agencies working together need to identify one agency as applicant and official grant recipient; budgets can include contracts with partner agencies.

These eligible Qualified Census Tracts have a poverty rate of at least 25% and experience a disproportionately high rate of violent crime and are located within Hennepin, Ramsey, Beltrami, and St. Louis Counties.

View the eligible census tracts on this map: OJP Target Areas

1.6 Questions, Technical Assistance and Information Sessions
Please submit any questions regarding this RFP by email to Rachel Peterson at Rachel.peterson@state.mn.us. Within seven business days, all answers will be posted on the RFP Questions and Answers page on the grants page of the OJP website.

Information Sessions
OJP will offer two online webinars with questions and answers sessions. In the webinars, staff will provide background on the State and ARPA RFPs, walk through the RFP and application requirements and give an overview of the application review process. At the end of each session, staff will open it up for questions. Participation in these sessions is not required. Go to the OJP website to find, time and date information for the webinars as well as the post-webinar questions and answers.

RFP Part 2: Evidence-Based Interventions & Eligible Activities

2.1 Evidence-Based Interventions
The ARPA funds require use of evidence-based interventions:

Applicants are encouraged to use relevant evidence Clearinghouses, among other sources, to assess the level of evidence for their interventions and identify evidence-based models that could be applied in their jurisdiction; such evidence clearinghouses include:

Cities United Report
Models for Change Evidence-based Practices
Promising strategies will also be considered and 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.

2.2 Eligible Activities
As identified in State of Minnesota guidance, a range of activities are eligible to respond to this pandemic-related violence, including:

1. **Youth, young adult, and family antiviolence outreach programs** that may work with other organizations, nonprofit organizations, African immigrant and/or African American community organizations and stakeholders, may focus on African immigrant and/or African American youth and young adults, must:
   a. Identify behaviors indicating that an individual is vulnerable to committing or being the victim of bullying or interfamily, community, or domestic abuse;
   b. Identify and assess factors and influences, including but not limited to family dysfunction and cultural disengagement that make youth and young adults vulnerable to recruitment by violent organizations;
   c. Develop strategies to reduce and eliminate abusive and bullying behaviors among youth and adults;
   d. Develop and implement strategies to reduce and eliminate the factors and influences that make youth and young adults vulnerable to recruitment by violent organizations;
   e. Develop strategies, programs, and services to educate parents and other family members to recognize and address behaviors indicating that youth are being recruited by violent organizations; and
   f. In collaboration with public entities and other community and private organizations that provide services to at-risk youth and families, develop strategies, programs, and
services to reduce and eliminate bullying, abusive behavior, and the vulnerability of youth to recruitment by violent organizations, including but not limited to:

i. expressive and receptive communications programs, including music, art, theater, dance, and play designed to teach and develop appropriate skills for interfaith family communication;

ii. development of protective skills and positive coping skills to deal with bullying, domestic abuse and interfaith family violence, and violent confrontations in the community;

iii. Culturally appropriate individual and family counseling focusing on communication and interpersonal relations with the family and, when appropriate, the African immigrant and African American community;

iv. after-school and summer programs for youth and young adults that are structured and include components offering physical recreation, sports, mentorship, education enrichment, art, music, and social activities that are culturally appropriate;

v. individual and family-oriented financial planning and management skill building;

vi. culturally appropriate individual and family counseling focusing on education and employment counseling; and

vii. information regarding and direct links to entities that provide employment skills training, job search and placement, and employment support activities and services.

2. Implementation of Minnesota SafeStreets program must work with other organizations and persons in the community to develop community-based response to violence that:

a. Use and adapt critical incident response methods that have been identified as best practices in the field, including violence prevention, situational de-escalation, mitigation of trauma, and restorative justice;

b. provide targeted interventions to prevent the escalation of violence after the occurrence of serious incidents, such as a shooting, murder, or other violent crime;

c. de-escalate violence with the use of community-based interventions designed to prevent conflict from becoming violent;

d. provide an alternative to adjudication through a restorative justice model for persons who commit lower level offenses;

e. Develop working relationships with community providers to enable young people to care for themselves and their families in healthy and empowered ways; and

f. culminate in a collective action plan that, at a minimum, includes the following:

   i. increased educational opportunities;

   ii. meaningful workforce opportunities;

   iii. leadership-based entrepreneurial and social enterprise opportunities;
iv. expanded mental health and chemical health services; and
v. access to critically needed human and social services.

3. **Promotion of community healing programs** must provide and direct intervention to promote wellness and healing justice and may use funds for:
   a. programmatic and community care support for wellness and healing justice practitioners;
   b. the establishment and expansion of community organizations that provide wellness and healing justice services;
   c. placing wellness and healing justice practitioners in organizations that provide direct service to Black, Indigenous, and people of color communities in Minnesota;
   d. providing healing circles;
   e. establishing and expanding community coach certification programs to train community healers and establish a long-term strategy to build the infrastructure for community healers to be available during times of tragedy; or
   f. restorative justice programs, including but not limited to sentencing circles.

4. **Establish or maintain co-responder teams** that partner with local units of government or Tribal governments to build on existing mobile mental health crisis teams and identify gaps in order to do any of the following:
   a. develop and establish independent crisis response teams to de-escalate volatile situations;
   b. respond to situations involving a mental health crisis;
   c. promote community-based efforts designed to enhance community safety and wellness; or
   d. support community-based strategies to interrupt, intervene in, or respond to violence.

5. **Establish or maintain community-based mental health and social service center** must provide direct services to community members in targeted areas.

**RFP Part 3: Application Process and Instructions**

3.1 **Application Deadline**

All applications must be submitted using the e-grants web-based system by 4:00 pm on Tuesday, June 14, 2022. Applications cannot be submitted after this time. No paper submissions will be accepted.
3.2 Application Submission Instructions
Applications must be submitted via e-grants, the Office of Justice Programs 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.

3.3 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 ARPA Innovation in Community Safety 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.

3.4 Application Content
The application consists of the following required parts; any missing part will prevent the application from submission. Applications that do not answer all questions will not score well in the review process.

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:
   - Contact information for the Fiscal/Applicant Agency (this is the agency named in the grant contract and responsible for the administration of the grant)
   - Organization’s Unique Entity Identifier (EUI) Number- This number can be found in your SAM.gov Entity profile
   - The fiscal agent’s federal and state identification numbers
   - Contact information for the person/s responsible for programming, financials and contracts
   - Address to verify Qualified Census Tract
   - 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 (10 Points):**
   - Brief description of agency’s mission and history.
   - Total annual agency budget and how this request fits in the overall organization.
   - Past experience in grant management.
   - What experience does the applicant agency 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?

2. **Planning Process (10 Points):**
   - Statement of the issue to be addressed.
   - Include relevant data to support your statement.
   - List other COVID response funding you have received or applied for and what it was/will be used for.
   - Describe in detail what geographic area will be served and what people in that area will be served.
   - If currently operating, what is the demographic detail of the population served?

3. **Project Description (40 Points):**
   - State which eligible category (# 1-5) outlined on pages 4-7, you will address.
   - Describe proposed goals, activities, and projected outcomes of the project.
   - State how you will address any requirements listed under your category (for # 1-4)
   - Explain how this will reduce and respond to increased violence due to the pandemic.
   - How many people will be served through these grant activities?
   - What is the strategy for attracting program participants?
   - List the evidence based practices to be used; cite the research supporting these.
   - 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.)
   - Roles and responsibilities of key staff assigned to the project; key partner agencies and their contributions.
   - Project design should mirror work plan elements and reference all key expenditures in the budget.
4. **Evaluation & Data Collection (10 Points):**

Program evaluation and data collection can help you understand, verify or increase the effect of your program. It can also provide data to highlight your program’s impact.

- Describe how you will know if your program is successful?
- What data do you plan to collect (demographic data? Numbers served? Number of activities provided, etc.?) Funded applicants will receive additional guidance on specific data to be reported.
- How, when, and by whom will data be collected?

C. **Work Plan/Outcomes (20 Points):**

Applicants must complete a work plan, which will be used as a roadmap throughout the life of the grant and used as the basis for quarterly project reporting. The work plan allows you to describe the day-to-day activities of a project. **Download the work plan template from the Work Plan form in e-grants and make a copy of the template for each project objective.**

The plan should include detail on specific activities, purpose of the activity, number of sessions/persons served, frequency and duration of activities and intended results or outcomes. The activities and their intended effect should expand on the goal and activities described in the narrative. You will also include how you will measure the success of the program. **Upload the completed work plan into the Work Plan form in the e-grants application.**

D. **Budget (10 Points):**

**All budget items must be reasonable and critical to your proposed activities.** The budget should be consistent with your narrative and work plan, making it clear how each of the activities will be funded. The budget will cover an **eleven month period** and all expenses must be listed and directly related to the grant. When estimating costs, please show your calculations by including quantities, unit costs and other details. Only include grant funded expenses in the budget descriptions.

**Examples of unallowable expenses:**

- Anything not stemming from the COVID-19 pandemic
- Other items unallowable with federal funds
- Capital expenses such as building improvements or facility remodeling
- Prepayment for activity occurring after the grant ends
- **Contract/consultant costs must be reasonable for the services provided and cannot exceed the federal limit of $81.25/hr and $650/day**
NOTE: If reimbursed expenses are later found to be ineligible, the grantees will be asked to repay those funds.

Enter the budget directly into e-grants. Directions for entering the budget are available in the Application Guide. The Budget Detail Requirements in Appendix A will show you examples and specific requirements for each of the line items.

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.

Staffing considerations:
- Staff positions in budget must be listed with corresponding activities in the work plan.
- Staff whose salary is partially paid with these funds will need to track their time by funding source.
- Funding full-time positions rather than percentages of numerous staff is preferred and will simplify your record keeping.

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.

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
      a. Statement of Financial Position (Balance Sheet)
      b. Statement of Activity (Income and Expense Statement)
   B. Non-government agency with a total annual revenue of $50,000-$750,000
      a. IRS Form 990
   C. Agency with total annual revenue of over $750,000, but with federal expenditures less than $750,000
      a. Certified Financial Audit
      b. Certified Financial Audit Management Letter
      c. Corrective Action Plan (if applicable)
   D. Agency that spent $750,000 or more in federal funds during fiscal year
      a. Single Audit
      b. Single Audit Management Letter
      c. 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.
G. Federal Requirements

1. SAM.gov 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 (EUI) 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 EUI 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 EUI number.
   b. Enter your SAM.gov registration expiration date and EUI 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 EUI 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.

5. 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:
   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.
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)

- **Project Information form** must be completed
- **Narrative** addressing issues listed above in B, 1-4 must be uploaded
- **Work Plan/Outcomes** must be uploaded
- **Budget** with calculations included
- **Indirect Documentation Form** (if including indirect costs in budget)
- **Organization Financial Information** form
- **Federal Requirements** form

RFP Part 4: Application Review Process

This is a competitive application process. A community advisory board will read and rate applications using a 100-point scale. The board will make award recommendations to the Commissioner of Public Safety who will make final funding decisions. Award notification will be by mail and email to applicants.

RFP Part 5: 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. This includes reporting directly into an Evidence-Based Activities Reporting Tool.

• **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](#)

**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.