



Department of Public Safety
Minnesota Office of Justice Programs

2022 AMERICAN RESCUE PLAN ACT SURVIVOR SUPPORT AND PREVENTION GRANTS

REQUEST FOR PROPOSALS (RFP)

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Request for Proposals (RFP) 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.
- \$780,000 of one-time funding is provided by Minnesota Session Laws of 2021, 1st Special Session, Chapter 11, Article 1, Section 14, Subdivision 7
- [Minnesota Office of Justice Programs \(OJP\) Website](#)
- Open for Applications: October 12, 2021
- Application Due Date: Wednesday, November 10, 2021, 4:00 pm

1.2 Program Description

The ARPA and state funding is for 3 purposes:

- A. For crime victim service providers to provide direct financial support to victims/survivors. Funding is for victims/survivors who have experienced domestic violence, sexual assault, child abuse or other violent crime, with funding priority based on economic need, those representing a traditionally underserved population, and juveniles. (At least 30% of the funding will be awarded for “A.”)
- B. For crime victim service providers working to stop the cycle of violence through meeting emerging or unmet crime victim needs. Funding priority is for programs seeking to establish, maintain or expand services to traditionally underserved populations. (Training to providers on meeting emerging or unmet needs is included.)
- C. For crime victim service providers working to stop the cycle of violence through domestic abuse transformative justice programming (formally batterer intervention programming). Funding priority is for programs seeking to establish, maintain or expand services to traditionally underserved populations. (At least 30% of the funding will be awarded for “B & C.”)

This programming 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.

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

\$5,780,000 million is available for grant awards. There is no minimum or maximum grant amount. These are cost reimbursement grants; federal requirements prohibit advancing grant funds up front.

Project Dates

These projects have a 15 month grant period, from January 1, 2022 to March 31, 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 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 ARPA funds are intended to support services to economically disadvantaged communities. Funds count as being targeted towards economically disadvantaged communities if the project funds are spent on **at least one** of the following:

- A program or service provided at a physical location in a Qualified Census Tract, and for multi-site projects, if a majority of sites are within Qualified Census Tracts;
- A program or service where the primary intended participants live within a Qualified Census Tract;
- A program or service for which the eligibility criteria are such that the primary intended participants earn less than 60 percent of the median income for the relevant jurisdiction (e.g., State, county, metropolitan area, or other jurisdiction); or
- A program or service for which the eligibility criteria are such that over 25 percent of intended participants are below the federal poverty line.

Use these resources to see if your project area/population meets this requirement:

- This [HUD interactive map](#) can be used to locate Qualified Census Tracts (QCT). Select Minnesota, Show Tracts Outline and Color QCT Qualified Tracts (note zoom levels).
- These [Census Data Profiles](#) can be searched by Minnesota Counties, Cities or Metro Areas. Economic characteristics include family and household income.
- The [Minnesota Compass](#), a project of Wilder Research, is another local resource for economic data sorted by Minnesota counties, cities, neighborhoods.

1.6 Questions, Technical Assistance and Information Sessions

Please submit any questions regarding this RFP by email to chris.anderson@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](#).

RFP Information Sessions

OJP will offer two online webinars with Question and Answer sessions:

- Thursday, October 21, 2021: 10:00 – 11:30 a.m.
- Monday, October 25, 2021: 1:00 – 2:30 p.m.

In the webinars staff will provide background on ARPA, 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. Questions and answers from webinars will be posted on the Frequently Asked Questions' page on the OJP Website. Information on these sessions will be posted on our website.

RFP Part 2: Eligible Activities

2.1 Evidenced-based Interventions & Eligible activities

These funds require use of evidence-based interventions and must have economically disadvantaged communities who have been harmed by violence as the focus of grant activity. Applicants are strongly encouraged to review the report: "Helping Those Who Help Others: Key Findings from a Comprehensive Needs Assessment of the Crime Victims Field" from The National Resource Center for Reaching Victims, June 2020: <https://reachingvictims.org/wp-content/uploads/2020/06/ACCESS-2020-NRCRV-NEEDSREPORT-6-5-20.pdf>. Applicants should use report findings to guide their application strategies for reaching and serving traditionally underserved populations in economically disadvantaged communities who have been harmed by violence including domestic violence, sexual assault, child abuse and other violent crime.

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 Black, Indigenous, and Communities of Color (BIPOC) and other traditionally underserved populations. 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.

Eligible activities:

- A. Provide direct financial support to victims/survivors in economically disadvantaged communities who have experienced domestic violence, sexual assault, child abuse or other violent crime, prioritizing:
 - victims/survivors based on economic need;

- those representing a traditionally underserved population; and
 - juveniles.
- B. Efforts to stop the cycle of violence through meeting emerging or unmet crime victim service needs for traditionally underserved populations in economically disadvantaged communities.
- C. Efforts to stop the cycle of violence by providing community-based domestic abuse transformative justice programming (formally batterer intervention programming) for traditionally underserved populations in economically disadvantaged communities.

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 Wednesday, November 10, 2021. 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 (OJP) online grants management system. [E-grants](#) can also be accessed via the Office of Justice Programs [website](#). If you have never applied for a grant with the Office of Justice Programs, create a user account by clicking on the purple “New User” option in the login box in the upper right corner of the e-grants website and follow instructions to fill out the profile. Contact the e-grants Helpdesk at 1-800-820-1890 if you have login issues.

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 Violence Intervention 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)
- The fiscal agent's federal and state identification numbers
- Contact information for the person/s responsible for programming, financials and contracts
- Target area and/or population selection
- Brief project description and project's geographic information

B. Narrative

Address the following in a 6-page maximum Word document with 1 inch 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 managing federal and/or state grants.
- Experience the applicant agency has with the specific population(s) to be served.
- The demographics (race, ethnicity, etc.) of staff, leadership, and board of directors and the ways they reflect the population(s) to be served.

2. Planning Process (10 Points):

- Statement of the intended services/activities that will be provided. From RFP Part 1.2 – Program Description, identify if your application is addressing A, B, and/or C.
- 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 traditionally underserved people in that area will be served.
- Provide data that shows you will meet the requirement to serve economically disadvantaged communities as defined in 1.5 on page 3. Include data such as:
 - Which Qualified Census Tracts will you operate in?
 - How many intended participants earn less than 60 percent of the median income for the relevant jurisdiction (county, metropolitan area, or other jurisdiction)?
 - What percentage of intended participants are below the federal poverty line?
- If currently operating, what is the demographic detail of the population(s) currently being served?

3. Project Description (30 Points):

- Describe what outcomes you hope to accomplish with the funding
- How many people will be served through these grant activities?
- Describe why you think these activities will be effective with the population to be served (may include lived experiences, organizational experience, research, etc.)
- List roles and responsibilities of key staff assigned to the project and key partner agencies and their contributions.

4. Data Collection & Evaluation (20 Points):

Program evaluation and data collection can help you understand, verify or increase the effectiveness of your program. It can also provide data to highlight your program's impact. Answer A, B and/or C – whatever is applicable to your application.

A. For crime victim service providers providing direct financial assistance:

1. Describe how you will know if your program services are successful.
2. Describe how, when and by whom the following required quarterly data will be collected:
 - The average amount of direct financial assistance provided to individual victims/survivors. For each individual, also collect:
 - demographic info (age, sex, race)
 - the crimes for which they're seeking assistance
 - the county in which they live when receiving financial assistance
 - The scope of supportive services provided to these individuals

B. For crime victim service providers working to stop the cycle of violence through meeting emerging or unmet crime victim service needs for traditionally underserved populations in economically disadvantaged communities (training is included):

1. Describe how you will know if your program services for emerging or unmet needs are successful.
2. What quarterly data will you collect to help assess the effectiveness of your program activities and who was provided services? (For example, demographic data, number of participants, number of activities provided, retention of participants and program completion, types of services provided, etc.) Additional data requirements may be provided at a later date.
3. How, when, and by whom will quarterly data be collected?

- C. **For crime victim service providers working to stop the cycle of violence through providing community-based domestic abuse transformative justice programming** (formally batterer intervention programming) for traditionally underserved populations in economically disadvantaged communities, respond to the following:
1. How does your program determine and measure success?
 2. What is the role, connection or philosophy around victim/survivors and their interaction with your agency's programming?
 3. What quarterly data will you collect to help assess the effectiveness of your program activities and who was provided services? (For example, demographic data, number of participants, number of activities provided, retention of participants and program completion, types of services provided, etc.) Additional data requirements may be provided at a later date.
 4. How, when, and by whom will quarterly 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 detail each goal.**

The plan should include detail on specific activities, (number of persons served/sessions, 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. **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 a 15-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 grantee 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 categories include:

Personnel, Payroll Taxes & Fringe, Contract Services, Travel, Training, Office Expenses, Program Expenses, and Other Expenses. Not all categories 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 do track their time by funding source, (this include tracking all sources that pay a portion of their full paycheck).
- 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. 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
 - 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.
- 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 in order to receive federal funding. This registration requires a DUNS number and needs to be remain active throughout the grant period by renewing it annually.

- A) Upload a document that shows your SAM.gov registration is active and identifies your DUNS 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 DUNS number.
- B) Enter your SAM.gov registration expiration date and DUNS 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 date and DUNS 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)? For more details: <https://www.law.cornell.edu/uscode/text/8/1324a>

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 review committee made up of community and systems members will read and rate applications using a 100-point scale. The reviewers will meet and discuss the proposals and then put forth their recommendations. Please see OJP website for the review sheet that reviewers will be using to score.

A final staff review will consider geographic locations, coordination with other federal, state, and local funding and past grantee performance. Timeliness and completeness of past grant financial and progress reporting is also considered. The Commissioner of Public Safety will make the final funding decisions and 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. Additional reporting requirements will be provided later.
- **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 upon request for a financial desk review at some point during the grant period. 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.