



Department of Public Safety
Minnesota Office of Justice Programs

2022 AMERICAN RESCUE PLAN ACT VIOLENCE INTERVENTION GRANTS

REQUEST FOR PROPOSALS (RFP)

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Request for Proposals (RFP) Part 1: Overview

1.1 General Information

- This is one-time funding 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 \(OJP\) Website](#)
- Open for Applications: September 1, 2021
- Application Due Date: October 1, 2021

1.2 Program Description

This program 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

\$2.5 million is available for grant awards. There is no minimum grant amount. Maximum grant amount is \$250,000. These are cost reimbursement grants; federal requirements prohibit advancing grant funds up front.

Project Dates

These projects have a 19 month grant period, with a start date of approximately October 1, 2021. 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 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 (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 QCTs. 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 kristin.lail@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 Questions and Answers sessions. 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: Evidence-Based Interventions & Eligible Activities

2.1 Evidence-based interventions & eligible activities

These funds require use of evidence based interventions and must have disadvantaged communities as the focus of grant activity.

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](#)

[National Criminal Justice Reference Service](#)

[U.S. Department of Education's What Works Clearinghouse](#)

[Clearinghouse for Labor Evaluation and Research](#)

[Childcare & Early Education Research Connections](#)

[Home Visiting Evidence of Effectiveness Clearinghouse](#)

[Crime Solutions](#)

[Giffords Healing Communities](#)

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.

Eligible activities:

As identified in federal guidance, a range of activities are eligible to respond to this pandemic-related violence, including:

- Community violence intervention (CVI) programs, such as:
Evidence-based practices like focused deterrence, street outreach, violence interrupters, and hospital-based violence intervention models, complete with wraparound services such as behavioral therapy, trauma recovery, job training, education, housing and relocation services, and financial assistance; and capacity-building efforts at CVI programs like funding more intervention workers, increasing their pay, providing

- training and professional development for intervention workers, and hiring and training workers to administer the programs;
- Youth focused violence intervention activities;
 - Community-based mental health and substance use disorder programs that deliver evidence-based psychotherapy, crisis support services, medications for opioid use disorder, and/or recovery support;
 - School-based social-emotional support and other mental health services;
 - Summer education and enrichment programs;
 - Out-of-school time activities;
 - Assistance programs to households or populations facing negative economic impacts of the public health emergency;
 - Hiring law enforcement officials – even above pre-pandemic levels – or paying overtime where the funds are directly focused on advancing community policing strategies in those communities experiencing an increase in gun violence associated with the pandemic;
 - Additional enforcement efforts to reduce gun violence exacerbated by the pandemic, including prosecuting gun traffickers, dealers, and other parties contributing to the supply of crime guns, as well as collaborative federal, state, and local efforts to identify and address gun trafficking channels;
 - Expenses to address COVID-related court backlogs;
 - Employment or job training services;
 - Programs that provide paid training and/or work experience targeted primarily to formerly incarcerated individuals, and/or communities experiencing high levels of violence exacerbated by the pandemic;
 - Programs that provide workforce readiness training, apprenticeship or preapprenticeship opportunities, skills development, placement services, and/or coaching and mentoring;
 - Programs that address learning loss and keep students productively engaged;
 - Enhanced services for foster youths and home visiting programs.

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 October 1, 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 six page maximum Word document with $\frac{3}{4}$ ” 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.
- Provide data that shows you will meet the requirement to serve 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)
 - Percentage of intended participants that are below the federal poverty line.
- If currently operating, what is the demographic detail of the population served?

3. Project Description (40 Points):

- Describe proposed goals, activities, and projected outcomes of the project
- 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 a **19 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 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 do 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. 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)? 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 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.
- **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.

Minnesota Office of Justice Programs Justice and Community 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 Budgeting Notes

Allowability: Refer to your specific grant program 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:

Only expenses tied directly to the grant can be charged at 100% to the grant. These expenses include, but are not limited to, 1 Full Time Equivalent (EFT) grant staff, equipment for grant staff, and program expenses specific to the grant and the clients.

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.

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
- If applicable, include a year two salary increase

Example budget line (for a 24-month grant):

Select the appropriate Program Component for this budget item (the Purpose Area Form needs to be completed first before this can be selected):
Recidivism Reduction Program : Best Program *

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

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

Provide a more detailed description for this budget item:
YEAR 1: 1 FTE @ \$17/hour = \$32,640
YEAR 2: 1 FTE @ \$18/hour = \$34,560

72 of 1000

Enter the dollar amounts associated with the budget item:
Award
\$67,200.00

Payroll Taxes & 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):
Recidivism Reduction Program : Best Program *

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

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

Provide a more detailed description for this budget item:
FICA, Retirement, workers compensation, health, dental, long & short disability for 1 FTE case manager, .10 FTE executive director and .5 program manager.

155 of 1000

Enter the dollar amounts associated with the budget item:
Award
\$100,000.00

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):

Recidivism Reduction Program : Best Program

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):

Interpreter

Provide a more detailed description for this budget item:

100 Hours @ \$30/hour - \$3,000

30 of 1000

Enter the dollar amounts associated with the budget item:

Award

\$3,000.00

Other Services: If a service is provided without a contract it should be budgeted in the appropriate budget category such as Program Expenses (e.g., legal services) or Training (e.g., a trainer). Recurring & routine maintenance services (even if contracted) should be budgeted under Office Expenses (e.g., shelter linen cleaning) or Space Expenses (e.g., snow/lawn care).

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.
- If applicable, include the estimated maintenance costs

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):

Recidivism Reduction Program : Best Program

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 @ \$.58 = \$1,160

27 of 1000

Enter the dollar amounts associated with the budget item:

Award

\$1,160.00

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):

Recidivism Reduction Program : Best Program *

Select the appropriate Budget Category for this budget item:

Training *

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

Yearly Staff Training *

Provide a more detailed description for this budget item:

Annual conference @ \$200 x 1.5 FTE = \$400
Hotel and meals @ \$36 x 2 x 1.5 FTE = \$108

85 of 1000

Enter the dollar amounts associated with the budget item:

Award

\$508.00

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):

Recidivism Reduction Program : Best Program *

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 Expenses *

Provide a more detailed description for this budget item:

Best Program Allocation = 1.5 FTE grant funded staff / 10 FTE total staff in organization = 15%
Office supplies- approx. \$500/ year x 2 years = \$1000 x .15 = \$150
Phone/internet- approx. \$3000/ year x 2 years = \$6000 x .15 = \$900
1 Computer - 1 FTE = \$1,500

274 of 1000

Enter the dollar amounts associated with the budget item:

Award

\$2,550.00

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
- See the [Client Support Guidance](#) for specific information regarding these expenses

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):
Recidivism Reduction Program : Best Program *

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):
Client Support Expenses *

Provide a more detailed description for this budget item:
Funds can be used for things like birth certificates, limited child care (while job searching), clothing, drug testing, health/medical costs, housing/rental assistance, ID's, personal counseling, personal hygiene items, tools, transportation/travel assistance, and work boots.
\$150/client allowance x 30 clients/year x 1.5 yrs = \$6,750.

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Enter the dollar amounts associated with the budget item:
Award
\$6,750.00

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 line item:

Select the appropriate Program Component for this budget item (the Purpose Area Form needs to be completed first before this can be selected):
Recidivism Reduction Program : Best Program *

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 *

Provide a more detailed description for this budget item:
Total grant program costs= \$400,000
Excluded costs: \$30,000(direct client expenses), \$6,000(rent), \$5,000(\$30,000 evaluation contract)= \$41,000
\$400,000- \$41,000= \$359,000 x .10= \$35,900
Indirect expenses include- HR staff, tech support, payroll processing, audit, liability and building insurance and general copier usage.

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Enter the dollar amounts associated with the budget item:
Award
\$35,900.00