

**Minnesota Department of Public Safety  
Office of Justice Programs**

**REQUEST FOR PROPOSALS  
COMMUNITY JUSTICE REINVESTMENT GRANTS**

**Due 4:00 p.m. Monday, October 31, 2016**

**INTRODUCTION**

The Minnesota 2016 legislature established the Community Justice Reinvestment Account. This stems from sentencing guidelines revisions which are intended to result in correctional cost savings to the state. These savings are intended to be transferred from the general fund to this account to support services that will reduce further involvement in the criminal justice system. In fiscal year 2017 this account is established with an appropriation of \$488,000 from the special revenue fund. As stated in the legislation, these funds are to support:

- Chemical dependency and mental health treatment programs,
- Programs that improve supervision,
- Pretrial and precharge supervision programs,
- Programs to reduce recidivism of controlled substances offenders on probation or supervised release or participating in drug courts,
- Support local participation in drug court initiatives approved by the Judicial Council.

Use of best and promising practices allows states to improve the efficiency of their criminal justice system and allocate limited resources effectively. Many resources are available on this topic; examples are listed below. Successful applicants will propose projects based on effective practices such as:

- Use of risk/needs assessments to prioritize programming for people with the highest risk of reoffending.
- Targeting interventions to address identified risks/needs.
- Use of cognitive-behavioral strategies that promote critical thinking and healthy decision-making.

Due to the limited amount of funding available, priority for this round of funding is to address gaps in services and program enhancements for existing programs working with correctional populations rather than to start new programs.

**ELIGIBLE APPLICANTS**

Nonprofit agencies and 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.

**FUNDS AVAILABLE**

\$475,800 (\$488,000 minus OJP 2.5% administration percentage) is available for one-year grant awards ranging from approximately \$75,000-\$100,000.

It is anticipated that \$898,950 will be made available for two-year grants through another competitive RFP process in the fall of 2017.

## **PROJECT DATES**

Projects will be funded for a one-year period, with start date of approximately January 1, 2017.

## **SOURCE OF FUNDS**

Funds authorized by MN Laws, Chapter 160, Section 14 & 19.

## **APPLICATION DEADLINE**

Applications must be submitted using the e-grants web-based system by 4:00 p.m. on Monday, October 31, 2016. Applications cannot be submitted after this time. **No paper submissions will be accepted.**

## **RESOURCES**

- National Institute of Justice
  - Crime Solutions: <http://www.crimesolutions.gov/TopicDetails.aspx?ID=35>
  - Cognitive Behavioral Therapy: <http://www.nij.gov/journals/265/Pages/therapy.aspx>
- National Criminal Justice Reference Service:  
<https://www.ncjrs.gov/App/Topics/Topic.aspx?TopicID=1>
- Models for Change Evidence-based Practices: <http://modelsforchange.net/index.html>
- Oregon Knowledge Bank: <http://okb.oregon.gov/>
- Bureau of Justice Assistance, Justice Reinvestment Initiative:  
[https://www.bja.gov/programs/justicereinvestment/evidence\\_based\\_practice.html](https://www.bja.gov/programs/justicereinvestment/evidence_based_practice.html)
- National Institute of Corrections: <http://nicic.gov/theprinciplesofeffectiveinterventions>
- Center for Court Innovation: <http://www.courtinnovation.org/topic/bail-reform>
- SAMHSA
  - Screening and Assessment: <http://media.samhsa.gov/co-occurring/topics/screening-and-assessment/index.aspx>
  - Evidence-Based Practices Web Guide: <http://www.samhsa.gov/ebpWebguide/>
- Transition from Jail to Community : <http://tjctoolkit.urban.org/>

## **APPLICATION PROCESS**

All applications must be submitted via e-grants, the Office of Justice Programs (OJP) online grants management system, at <https://app.dps.mn.gov/egrants/> e-grants can also be accessed via the Office of Justice Programs website at <https://dps.mn.gov/divisions/ojp/grants/Pages/default.aspx> If you have never applied for a grant with the Office of Justice Programs, you must 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.

## **TERMS AND CONDITIONS, GRANT PROGRAM GUIDELINES, OJP GRANT MANUAL**

As part of submitting this application in e-grants the applicant agency agrees to the Terms and Conditions of OJP Grantees for non-state applicants as well as the Program Guidelines. These address Federal and State requirements such as worker’s compensation, civil rights, affirmative action, and data privacy. By agreeing to these in e-grants the applicant is certifying that they have the authority to make these commitments. Applicants are encouraged to print and review these documents with the appropriate agency staff prior to submitting the application in e-grants. If selected

for funding, the grantee will need to submit required certifications. These documents become, by reference, part of the formal grant contract agreement. In addition, by agreeing to follow the Program Guidelines you agree to follow the OJP Grant Manual, which provides basic information on policies and procedures for grant administration see link on page 5).

## **APPLICATION CONTENT**

The application will consist of the following elements. Applications that do not include all elements will not score well in the review process.

- 1. Project Information Sheet:** Applicants will enter directly into e-grants information such as the authorized representatives for the project, tax identification numbers, project abstract, and other identifying information. This will be printed out as the cover sheet of the proposal.
- 2. Narrative (Word document):** Applicants will address the following in a 6 page maximum WORD document with  $\frac{3}{4}$ " margins, single spaced and with a 12 point font size. When ready to submit, the narrative will be submitted as an attachment to the application. The narrative should address the following issues (please number responses):

**A. Organizational Overview (5 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.

**B. Planning Process (15 points):**

- What is the target population and how was it identified?
- Statement of the problem to be addressed.
- Include relevant data to support your statement.
- Explain what training staff has received in the best/promising practices your project will employ.

**C. Project Description (30 points):**

- Proposed goals, activities, and projected outcomes of the project as they relate to reducing further involvement in the criminal justice system.
- If enhancing a current project, include current outcomes.
- Describe the referral/outreach and admissions process, program requirements, completion and termination considerations.
- How many people will be served through these grant activities?
- Cite research on best or promising practices that supports your plan.
- 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.

**E. Evaluation (15 points):**

The long-term goal of preventing further involvement in the criminal justice system may be difficult for grantees to measure. However, grantees are expected identify, track, and report on interim measures appropriate for their program such as

probation violations, rearrests, program completions, etc. and are expected to conduct other evaluation activities. Please address:

- Overview of the plan to measure the impact of the project.
- What changes do you expect to see in knowledge, attitudes, behaviors, skills, etc. of participants?
- How will these changes be measured (pre/posttests, drug tests, etc.)?
- When and by whom will this data be collected?
- How will evaluation results be used for program improvement?
- Describe the record keeping procedure (number of participants referred, declined, served, completed and terminated from programming, types and amounts of services provided to participants)

**3. Work Plan/Outcomes (25 points):** Applicants will download the Word form provided in e-grants, complete it and submit/upload it as part of the application. This form describes the goals and activities as outlined in the narrative for the twelve month period. The plan should include detail on frequency and duration of activities and must include measurable outcomes. Use as many pages of the Work Plan as necessary to describe the planned project activities. This working document guides the day-to-day operations of your project and evaluation plan. It will be used as the basis for quarterly project reporting.

**4. Budget (Input in e-grants) (10 points):** Directions are available in the e-grants Users' Guide on the OJP website. Budget line items include: Personnel, Payroll Taxes & Fringe, Contract Services, Travel, Training, Office Expenses, Program Expenses, and Other Expenses. Not all line items need to be used. Other budget considerations include:

- Budget will cover up to a one-year period.
- All expenses must be itemized and directly chargeable to the grant.
- Calculations should be provided for all budget amounts.
- A recommended 10% of amount requested should be dedicated to project evaluation.
- Capital expenses such as building improvements or facility remodeling are ineligible.
- Funding must supplement, not supplant state and local government funds.
- Staff positions in budget must be clearly linked to activities in the Work plan.
- Other budget items must also support activities listed in the Work Plan.

#### **APPLICATION REVIEW PROCESS**

This is a competitive application process. A review committee will read and rate applications according to the following scale.

Applications will be scored on the following scale:

Organizational Overview	5 points
Planning Process	15 points
Project Description	30 points
Evaluation	15 points
Work plan/Outcomes	25 points
<u>Budget</u>	<u>10 points</u>
<b>TOTAL</b>	<b>100 points</b>

A final staff review will consider geographic locations, response to high-need populations, coordination with other federal, state, and local funding, and past grantee performance. Timeliness and completeness of past grant financial and progress reporting will be considered. Final decisions will be made by the Commissioner of Public Safety. The timeline is dependent on the number of proposals submitted but we anticipate applicants will be notified of grant awards by December 1, 2016. Any appeals of funding decisions should be submitted in writing by December 12, 2016 to the Executive Director, Office of Justice Programs, MN Department of Public Safety, 445 Minnesota St., Suite 2300, St. Paul, MN 55101.

### **TECHICAL ASSISTANCE**

**For questions regarding the e-grants online submission process, please call:**

Claire Cambridge at [Claire.cambridge@state.mn.us](mailto:Claire.cambridge@state.mn.us) or 651-201-7307.

**For questions regarding the application, please call:**

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

[Claire.cambridge@state.mn.us](mailto:Claire.cambridge@state.mn.us) or 651-201-7307.

### **POST AWARD REQUIREMENTS**

- **Financial review.** Applicants with total annual revenues of \$50,000 or more and less than \$750,000 will need to submit the most recent IRS Form 990; applicants with total annual revenue of over \$750,000 will need to submit the most recent certified annual audit.
- **Grant contract process.** After being selected for funding, OJP staff will work with the applicant to negotiate a final budget. The formal grant contract consists of the Grant Agreement, the Terms and Conditions, the Program Guidelines, as well as the 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 and cooperate with statewide evaluation efforts.
- **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. Non-profit agencies may request a one-month's cash advance at the beginning of the grant period.
- **OJP Grant Manual.** Grantees 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.

