

**MN OFFICE OF JUSTICE PROGRAMS
SHORT-TERM CORONAVIRUS RELIEF FUNDS (CRF)
FREQUENTLY ASKED QUESTIONS (FAQ)**

Updated: September 3, 2020

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1. General Questions

1.1 How does the 10-day advance work?

Grantees will submit a request in e-grants; if they are approved for an advance, they will receive the funds and then submit a financial report and the receipts within 10 days. For example, if they want to purchase \$20,000 of personal protective equipment, they could request an advance for that purchase, receive the funds, purchase the equipment, and then submit the report and receipts.

1.2 The RFP says the estimated award amounts will be \$50,000 - \$500,000. Can we ask for more or less?

Yes, this is just an estimated range; applicants can ask for more or less.

1.3 Can an organization submit more than one application?

Yes and all applications will have an equal chance for funding.

1.4 How do we prove an expense/activity is COVID related?

As part of the application narrative you will have to state your case as to why your request is COVID related. The review team will then decide if it a strong enough case to qualify for COVID related funding.

1.5 Have you considered setting aside some amount of funding to services for BIPOC populations?

We have not set aside an amount but the RFP states that priority for funding will be for agencies serving the largest percentages of disproportionately impacted communities.

1.6 Do you require some proof that the Director or Board of Directors has approved the application submission?

This is not required as part of the application. If you are awarded a grant, this will be required as part of the signing of the grant contract. If this authority is part of the agency By-Laws those

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can be submitted; if not, a Board resolution authorizing the signing of the grant contract will be needed. *Helpful tip: If you need a board resolution, start that process now so it is ready for when you need it to sign the grant award.*

1.7 With all of the different sources of COVID response funding, how will you know if people are requesting funding for things they've already received funding for?

In the application, we ask about what other COVID response funds they have applied for, received, and for what. We will monitor it as best we can.

1.8 What is the age range of clients eligible to be considered a youth program?

A program serving clients between 0-24 is considered a youth program.

1.9 We are a crime victims serving agency who serves people over 24, are we eligible?

Yes you are.

1.10 Our project serves the entire community, are we eligible?

Yes you are.

1.11 We have multiple partners, does it matter who the application is submitted under in e-grants?

The fiscal agent (the partner responsible for the grant requirements) needs to be agency that applies in e-grants.

1.12 Can we use sole-source sub contracts rather than conduct a competitive bid process?

Please see the [Documentation of Bidding Process](#). To bypass a competitive process an agency can 1) use a targeted vendor, for more information see this [link](#) or 2) submit a response to this question on the Bidding Documentation form, "If you did not get multiple bids in accordance with the guidelines, explain why".

1.13 Is this funding available to charter high schools looking for additional support services for mental health costs and food distribution to families whose students are distance learning?

Yes.

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1.14 Can we be the lead agency for one Collaborative, and be the partner with another Collaborative?

Yes.

1.15 Since all Collaborative Partners have agreed to partnering in this Grant, and share the responsibilities and resources, can they serve a subaward and do not need to go through subcontracting bidding process?

If they are partners and receiving subawards, you do not need to complete a bidding process for that subaward.

1.16 Do you mean December 31, 2020 for the grant expiration date?

No, December 30, 2020 is the date that is in the federal award documents.

1.17 In the RFP it mentions that you'll start reviewing applications on September 14. Will applications be reviewed in the order they are received or will you look at all applications submitted prior to 9/14 in the same group?

Same group, anything submitted by 9/9 will be reviewed regardless of the order they came in.

1.18 When do I need to submit to get an application reviewed in the closest review group?

In most cases, the Wednesday before the review group will be the cutoff to be reviewed.

1.19 Is the timeline of activities considered part of the 2-page narrative maximum?

The timeline can be additional pages and does not count towards the 2-page narrative minimum.

2. Allowable Expenses

2.1 Is equipment an allowable expense?

Yes.

2.2 Is there an extensive list of what is eligible for reimbursement and not? How will we know if an expense we submit will be eligible or not?

If you are awarded a grant, there will be final a budget negotiation during which you will know what will or will not be eligible for reimbursement.

2.3 Is childcare an allowable expense?

As long as you can sufficiently answer the questions in the application, yes.

2.4 When paying youth stipends are we limited to a nominal fee that is not tied to productivity and does not exceed 20% of what an employee would be paid for the same activity? This is stated in the OJP Grant Manual.

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According to the Department of Labor, if someone is paid more than \$500 a year or exceeds 20% of what an employee would be paid, then they are considered an employee and submit to laws that govern employees.

2.5 Can we purchase new vehicles?

No; newer used vehicles are allowable. Vehicles purchased 100% with grant funds must be used 100% on the grant supported program. Otherwise, the cost must be allocated among the different programs using the vehicle.

2.6 Can we contract with a company from out of state?

If you want to contract with someone from out of state, that is eligible

2.7 Our understanding is that organizations that do hazard pay may do it in different ways – increasing wage, overtime, one large payment. Does the RFP have specific rules/guidance on how hazard pay is done for this grant?

If it is related to specific hours and processed like a payroll transaction, then it would be allowable. If they all get a \$500 check (for example), then it's a bonus and would not be eligible.

2.8 Our program has an application fee. For the budget, we would only include expenses that exceed the costs covered by participant enrollment fees. Is this allowed?

Yes but it would be considered program income, this means you would need to track the receiving of all fees and those fees would need to spent all during the grant period.

2.9 Are gift cards an allowable expense provided we can directly connect it with one of our activities? For example, gift cards for COVID-19 related financial assistance for families or gift cards as an allowable form of payment for youth participant stipends?

Gift cards are not allowed as a grant expense in any of the budget areas.

2.10 Is food an allowable expense?

Yes, food for clients and participants is acceptable.

3. Federal Requirements

3.1 Given the complexity of federal requirements, it seems like using an intermediary organization to serve as fiscal agent for smaller agencies would be a good idea. Is this allowable?

Yes, this is allowable. However, it may be a challenge for an organization to apply, set up a system to sub-grant the funds, and get the funds spent by December 30, 2020.

3.2 We have never had a federal grant before, do you have any helpful suggestions for this process?

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Start the SAM.gov registration and other federal requirements right away, these can take some time and require different pieces of information. Completing those early will make sure they don't hold up your application later.

3.3 What is a SAM.gov registration and what is a DUNS number?

Short-Term Coronavirus Relief Fund Grants are federal grant funds. In order to receive these grant funds, you must have a DUNS (Data Universal Numbering System) number and an active registration in SAM.gov (System for Awards Management).

Follow these [instructions](#) to register for SAM.gov and to receive a DUNS number.

3.4 What is the federal certifications process and how long does it take to be certified?

The federal certifications in this application consist of viewing a Powerpoint, reading statements about federal laws and regulations and then having the authorized representative sign forms agreeing to the statements. Then uploading the signed forms with your application.

4. Reimbursements

4.1 If an organization is serving as a fiscal agent, do they still need to require submission of receipts to get paid?

Yes.

4.2 What is the deadline for submitting receipts?

The final deadline for submitting receipts is 30 days after the grant ends. However, grantees **cannot be paid** until receipts are submitted and can submit them as often as every two weeks.

4.3 Do all the activities paid for this grant before the end of the year/contract period have to be completed by the end of the year or can they continue into the new year? For example, can a contractor who is paid in full to implement project activities in 2020 continue to implement these activities next year if needed?

All work and expenses have to be within the September 1, 2020-December 30, 2020 grant period. Therefore, that example would not be eligible.