

MN OFFICE OF JUSTICE PROGRAMS
2020 MN Byrne Justice Assistance Grants (JAG) RFP
FREQUENTLY ASKED QUESTIONS (FAQ)

Updated: November 18, 2020

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1. General Questions

1.1 Can an organization submit more than one application?

Yes, but it is unlikely an organization will be awarded more than one grant.

1.2 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 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.*

1.3 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. But since all ages are eligible for these funds, a specific age range is not required.

1.4 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.

1.5 Is addressing/preventing parole violations not a priority for this funding opportunity?

While not a priority it is certainly an allowable activity.

1.6 How will total agency budget be determined?

It will be based on your most recent agency's annual financials (audit, 990 etc.)

1.7 If you are a non-profit partnering with a city, you're calculating budget this based on the non-profit budget only?

The funding group determination will be based on one lead agency's budget, if you are not the

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fiscal but you are receiving over 90% of the grant funds then it will be based on your agency's annual budget.

1.8 Does the question regarding BIPOC staff make-up refer to the fiscal agent or the lead agency?

Although the RFP doesn't specify, the BIPOC staff make up refers to the applicant or if there's a fiscal agent and a lead agency, it would be the lead agency's staff makeup.

1.9 We have a fiscal agent and a lead agency, when it comes to the questions in the organizational overview section in the RFP, who should we discuss?

Overall, the organization overview questions, except for the grant management questions would mostly apply to a lead agency implementing the work. So feel free to answer the other organizational (except the BIPOC staff question) questions for whichever agency (fiscal or lead) that makes the most sense.

1.10 Speaking of partners, is a letter of support/commitment/MOU for key partners?

Not with your application but if they are receiving grant funds, a signed subcontract will be expected.

1.11 Is the work plan pages additional to the 7 narrative pages?

Yes, the work plan is in additional and its own file.

1.12 Do you have to name prospective partners and/or service providers. What if someone you intend to work with withdraws or cannot provide the service.

Reviewers typically score lower when partners/providers are not named in the application. We would address changes to those partners later if chosen for funding.

1.13 Is there support in completing the application? Is there a contact person(s) assigned to applicants.

Claire is the contact for all questions; but we can only assist with questions that apply to all applicants; we cannot provide individualized assistance.

1.14 We are a small non-profit with a \$125,000 budget. Are applications for funds less than \$150,000 considered or are we too small?

Yes, applications under \$150,000 are still eligible. There is no minimum request.

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1.15 Is there a maximum request?

Yes, \$300,000 for the two years is the maximum request.

1.16 Are African Immigrants considered the priority population?

Historically and currently, the research shows the biggest disparities in the criminal and juvenile justices systems are for Black African American and American Indians populations. These are high than any other population including African Immigrant populations. African Immigrant populations are still eligible populations but they are not the priority population.

2. Allowable Expenses

2.1 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.

2.2 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.

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.

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

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

2.4 Are gift cards an allowable expense?

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

2.5 Is food an allowable expense?

No, food is not allowed as a grant expense in any budget area.

3. Federal Requirements

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

Start the DUNS and SAM.gov registrations, 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.

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

MN Byrne JAG 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.

3.3 The compliance requirement isn't applicable if the city is a partner and the nonprofit is the lead agency, correct?

Correct, if a nonprofit is applying, compliance with 1373 and 1644 and provide information on communication practices with Department of Homeland Security (DHS) and Immigration and Customs Enforcement (ICE) does not apply even if a local unit of government it a partner.