

2022 State Innovation in
Community Safety (SICS),
American Rescue Plan Act
Innovation in Community
Safety (ARPIC), and Survivor
Support and Prevention
(SSP) Grantee Orientation



Presented by Office of Justice Programs – August 2022

Things We'll Cover Today...





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Introductions

- OJP and OJP Staff
- Grantees – please add your name and organization to the chat!



OJP Landscape

- Justice and Community Grants
- Crime Victim Services Grants
- Crime Victim Reparations
- Crime Victim Justice Unit
- Training and Research
- Juvenile Justice Advisory Committee
- Violent Crime Coordinating Council

New:

- Missing and Murdered Indigenous Relatives Office
 - Youth Justice Office

American Rescue Plan Act COVID-19 Response Grants

- Innovation in Community Safety Grants (State and Federal)
- Violence Interventions Grants
- Survivor Support Grants



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Grant Administration, Agreement, and Manual



Grant Administration Guidance

- Federal Office of Management and Budget Uniform Guidance (CFR 200)
- Minnesota Office of Grants Management policies
- GOAL: Compliance



ARPA Grant Administration

- Federal funds coming through Minnesota Management and Budget (MMB)
- ARPIC and SICS end April 30, 2023
- ARPA SSP1 ends March 31, 2023
- ARPA SSP2 ends April 30, 2023
- Currently, no extensions possible



ARPA Grant Administration – the Grant Agreement (contract)

- The grant agreement is a legal document and includes, by reference:
 - The Grant Manual (on OJP website)
 - Terms & Conditions (in e-grants)
 - Program Guidelines (in e-grants)
- The expectation is that grantees follow federal , state, and local laws, rules, regulations
- Compliance with Federal Grant Requirements



ARPA Grant Administration – the Grant Agreement cont.

- Commits you to carry out activities according to the work plan that was submitted and approved
- **If changes to work plan or budget are needed** , talk with your grant manager

Grant Manual

- A reference guide for use by grantee administrative and program staff
- The “First Stop” when you have a question
- Link to manual provided on OJP website under “Grants” tab





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Financial Management

A grantee's financial management responsibility is to conduct business so that the expenditure of public funds is made in accordance with the public trust and congressional and legislative intent.



Financial Management Standards

- Written accounting policies and procedures
- Follow generally accepted accounting principles
- Resources available to assist if needed

- Grantees are responsible for reporting any known or suspected financial irregularities
- Failure to report may result in termination of grant or other actions



Financial Management Standards

Requirements Include:

- Financial reporting
- Accounting records
- Source documentation (receipts)
- Internal controls
- Budget control
- Allowable cost(s)
- No co-mingling of funds
- Follows general accounting policy and principles



Financial Management Standards – Grant Payment Guidelines

- Reimbursement can only happen after expense is already paid
- Reimbursement only for actual - not budgeted – costs
- Detail in description box of the FSR
- Run questionable costs by GM first
- **Must be within grant period**
- Keep track of your source documents



Federal regulations require that costs be:

- In the approved budget
- Allowable
- Necessary to support grant activities
- Actual
- Reasonable
- Allocable to grant program



Federal regulations for Personnel:

- Staff must track hours worked BY funding source
 - **Timesheet** – daily record of time worked
 - **Time tracking** – daily record of time worked by funding source
 - Some timesheets function as both, but not all
 - If time is not tracked by funding source you will not receive payment.



Federal regulations for Contracts:

- Copies of contracts must be sent to Grant Manager for file
- Critical elements:
 - Need to be within grant period
 - Must include *Scope of Services & Deliverables*
 - Must include *Terms of Payment* – must be reimbursement only
 - Hourly rate – not to exceed \$81.25/hr (and must be reasonable!)
- Follow your organization contractor protocol or use the State's. Contracts over \$10,000 must have a competitive bid process of 2 or more quotes, and if over \$25,000, three or more quotes.



Grant Monitoring

- Telephone/email contact
- Financial Status Report (FSR) review
 - Follows approved budget
 - Enough detail
 - Matches amount of activity reported
- Progress report review
- Site visits: financial, administrative, program
- Financial desk review of expenditures
- Closeout form



Financial Desk Reviews (FDR)

First and foremost...

DO NOT FREAK OUT when you receive a request for a desk review!





Financial Desk Review process:

- Desk review request will be emailed
- Email will include information to assist with gathering source documentation and required organizational information
- Documentation is due three weeks from the date of request (contact us if more time is needed).



Regarding Personnel:

- Tracking daily hours worked is a federal requirement for employees paid with more than one source of funds.
- Time tracking logs must be signed and dated by both the employee and supervisor.
- Sample time tracking logs are available upon request or can be found on OJP's resource page
<https://dps.mn.gov/divisions/ojp/grants/Pages/grant-management-resources.aspx>



Regarding Payroll Taxes and Fringe Benefits:

- Tax and fringe costs must be billed to the grant proportionate to how wages are billed
- Allocating employer tax & fringe costs across your entire organization is also allowable
- We have created a worksheet to help with this process if you are interested



Regarding Contract Services:

- Need copy of fully executed contract
- A copy of the detailed invoice
- Proof of payment



Regarding Travel and Training:

- Reference our most current Commissioner's Travel Plan for current per diem and mileage rates
- We will ask for conference agendas for any expenses claimed related to conferences



Regarding Office and Program Expenses:

- Need detailed invoice/point -of- sale receipt showing items purchased
- If not claiming all items on a receipt, be clear which items are being billed to our grant
- Invoices/receipts must show form of payment
- Include proof of payment
- If purchases were paid using a credit card, need the receipt, credit card statement AND proof of credit card payment



Regarding Other Expenses:

Building Expenses

- Could include rent, utilities, snow removal, lawn maintenance
- Need copy of current rent/lease agreement
- Copies of invoices and proof of payments

Equipment Purchases

- Any purchase over \$5,000 is considered “equipment”, not office/program expense
- Best to discuss any potential purchase of \$5,000 with your grant manager
- Copies of invoices and proof of payments



Regarding State and Local Sales Tax:

- Non profits are exempt from paying state and local sales tax (on most purchases), and property taxes
- This includes utility bills such as Comcast, AT&T, etc.
- Sales tax are unallowable expenses
- Go to <https://www.irs.gov/charities-non-profits/applying-for-tax-exempt-status> for more information

Top Findings from Site Visits and Desk Reviews:

1. Personnel billed to grant are not the same positions in the grant budget
2. Missing or insufficient staff time tracking sheets
3. Personnel is billed differently than what the time tracking shows
4. Miscategorization of employees and independent contractors

Top Findings from Site Visits and Desk Reviewscont:

5. Unreasonable, ineligible or unnecessary costs
6. Items billed to the grant that are not in the budget
7. Lack of proper source documentation
8. Expenses not within the grant period



Desk Review Closeout and Adjustments

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Reporting

- Financial Status Reports (FSRs)
- Quarterly Progress Reports (PRs)
- Budget Revisions



Reporting Requirements and Deadlines

- Financial Status Report (FSR)
 - Monthly or quarterly – even if you don't have expenses, you'll still need to submit a report.
- Narrative Progress Report – due quarterly on October 20, January 20, April 20 and FINAL due May 20, 2023.



FSRs— How You Get Paid

- Completed in e-Grants (at a minimum quarterly)
- Go to your specific grant > related items > initiate FSR
- Complete the FSR form
 - FSR Line Items
 - FSR Summary Form
 - Source Documentation Upload form – if requested
 - Change status to submitted

FSR Line Item Detail

- Include details in the description box of the FSR.
Example: Office supplies (\$115.14); Phone/internet (\$101.88); Computer (\$1,388); Cultural activity supplies- drum materials (\$150,49); field trip to Science Museum - 10 admissions (\$200.00)

FINANCIAL STATUS REPORT / PAYMENT REQUEST LINE ITEMS

Please enter the expenses incurred during the current report period. (Additional blank items will appear upon saving)

Budget Item	Date	Description	Amount Requested
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Progress Report Process

1. Goto your R elated Items,
initiate Progress Report

3. Upload Narrative
Document

2. Select: View, Edit &
Complete forms

4. Save and change status to
"submitted"

Progress Report Tracking Questions: Populations Served and Grant Activities

2022 ARPA PROGRESS REPORT

1. Populations Served

Provide estimates for the following populations that your program served this past quarter. Participants should be counted in as many categories as are appropriate. For example, you would count a 15 year old served in areas 1, 2, 3 and 7.

#	<input type="text"/>	Children 0-18
#	<input type="text"/>	Families
#	<input type="text"/>	Minnesota Residents
#	<input type="text"/>	Tenants
#	<input type="text"/>	Homeowners
#	<input type="text"/>	Patients
#	<input type="text"/>	Students
#	<input type="text"/>	Teachers, Childcare Professional, Paraprofessionals
#	<input type="text"/>	Health Care Providers
#	<input type="text"/>	People in Law Enforcement
#	<input type="text"/>	Employers
#	<input type="text"/>	Employees or Job Seekers
#	<input type="text"/>	Other: <input type="text"/>

2. Grant Activities

Provide estimates for the number of grant activities (only that apply to your grant) completed this quarter.

#	<input type="text"/>	Resident Outreach Contact/s
#	<input type="text"/>	Mental Health Services Session/s
#	<input type="text"/>	Restorative Justice Conference/s
#	<input type="text"/>	Domestic Abuse and/or Sexual Assault Service Session/s
#	<input type="text"/>	Homeless Youth Service Session/s – Mental Health, Employment, Internships, etc.
#	<input type="text"/>	Employment Hours– Youth and/or Adult
#	<input type="text"/>	Employment Training Session/s
#	<input type="text"/>	Digital Café Session/s
#	<input type="text"/>	Community Outreach Engagement Contact/s
#	<input type="text"/>	Community Outreach Engagement Hours
#	<input type="text" value="34"/>	Youth Program Session/s- Physical Neighborhood Upkeep, Positive Engagement, Gaming
#	<input type="text"/>	Violence Interrupter Activities
#	<input type="text"/>	Violence Interrupter Hours
#	<input type="text"/>	Critical Incident Response Contacts
#	<input type="text"/>	Street Outreach Referrals
#	<input type="text"/>	New Navigators Hired
#	<input type="text" value="1"/>	Training Event/s
#	<input type="text"/>	Presentation/s
#	<input type="text" value="3"/>	Partnership Development Meeting/s
#	<input type="text"/>	Food Distribution Event/s
#	<input type="text"/>	Other: <input type="text"/>

Progress Report Narrative Questions:

1. **Project Implementation** – Description of activities during the quarter
2. **Project Outcomes** – Status of outcomes listed in your evaluation plan
3. **Barriers** - Description of any challenges and how they were dealt with
4. **Revisions Necessary** – List any requested revision

** Revisions must be pre-approved by your grant manager before they are implemented.



Budget Revisions

Contact your grant manager via e-mail to formally request a revision.

Revisions **MUST** be approved and finalized no later than 30 days prior to final grant contract end date.

A revision is needed if expenditures in any budget line item total exceed 10% or \$200 (whichever is greater).

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E-Grants Overview



E-Grants Overview

User Registration

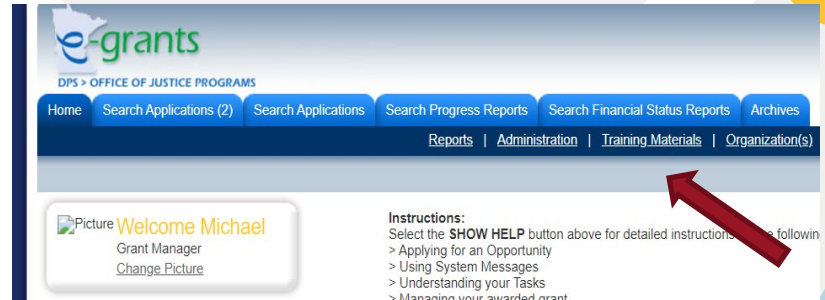
All persons working on grant reporting needs their own e-grants account.

Training

Training materials in tab located on the top of e-grants home screen.


Statuses

Reports and revisions are not submitted until the status is changed.



E-Grants Overview

Main User Screen

 **Welcome Michael**
Grant Manager
[Change Picture](#)

Instructions:
Select the **SHOW**
> Applying for ar
> Using System
> Understanding
> Managing you

Hello Michael, please choose an option below.

View My Inbox

You have **2** new messages.
Select the **Open Inbox** button below to open your system message inbox.

[OPEN INBOX](#)

View My Tasks

You have **6** new tasks.
You have **0** tasks that are critical.
Select the **Open Tasks** button below to view your active tasks.

[OPEN TASKS](#)

Main Grant Screen

OJP Grant Menu

Document Information: [A-CESF-2021-180DEG-00038](#)

[Details](#)

Info	Document Type	Organization	Role
	OJP Grant	180 Degrees	Grant Manager

View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete forms.

[VIEW FORMS](#)

Change the Status

Select the **View Status Options** button below to perform actions such as submitting

[VIEW STATUS OPTIONS](#)

Access Management Tools

Select the **View Management Tools** button below to perform actions such as adding

[VIEW MANAGEMENT TOOLS](#)

Examine Related Items

Select the **View Related Items** button below to view related items such as claims,

[VIEW RELATED ITEMS](#)

E-Grants Overview

The list of grant documents including application and supplemental reports, etc. can be found in the Grant Menu.

OJP FSR Menu

Document Information: [F-CESF-2021-180DEG-12761](#)

Parent Information: [A-CESF-2021-180DEG-00038](#)

 [Details](#)

F - Number

Denotes the title of the FSR you have initiated in the Report Menu.

A - Grant Number

Denotes the title of the identified Application, or Grant Awarded in the e-grants system. It is the identifier of the grant contract in the system.

R - Number

Denotes a quarterly progress report in the Report Menu.



Look for “View my Tasks” on your main home screen.

Then click on “Open Tasks.”

Then click on your A-number, which will get you to your OJP grant menu for that specific grant.



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Wrap-up

- We're here to help you with any grant management issues
- We want you to be successful
- Please don't hesitate to reach out with questions
- We will be sending resources



Contacts:

Tricia Hummel, Assistant Director: Tricia.hummel@state.mn.us

Kris Kvols, ARPA Survivor Support Grant Manager: Kristine.Kvols@state.mn.us

Tom Miller, ARPA Violence Intervention Grant Manager: Thomas.miller@state.mn.us

Rachel Peterson, ARPA Violence Intervention Grant Manager: Rachel.Peterson@state.mn.us

Vicky Anthony, Financial Compliance Monitor: Vicky.anthony@state.mn.us

Resources

OJP Resource Page:

<https://dps.mn.gov/divisions/ojp/grants/Pages/grant-management-resources.aspx>

Grant Manual:

<https://dps.mn.gov/divisions/ojp/grants/Documents/grant-manual.pdf>

E-Grants:

<https://app.dps.mn.gov/egrants/Login2.aspx?APPTHEME=MNDPS>