



Department of Public Safety
Minnesota Office of Justice Programs

Sex Trafficking Investigation Grants 2022

REQUEST FOR PROPOSALS (RFP)

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Request for Proposals (RFP) Part 1: Overview

1.1 General Information

- Grants to support new or existing multijurisdictional entities to investigate sex trafficking crimes.
- Source of Grant funds: Minnesota Chapter 65; Article 1, Subd 6 (g)
- [Minnesota Office of Justice Programs \(OJP\) Website](#)
- Open for Applications: September 15, 2021
- Application Due Date: October 27, 2021

1.2 Program Description

The purpose of this request for proposals is to fund two-year grants with local, state and tribal governments to support new or existing multijurisdictional entities to investigate sex trafficking crimes.

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

\$2,174,000 million is available for grant awards. While there is not a cap on grant requests, previous year's awards have been around \$350,000. These are cost reimbursement grants.

Project Dates

These grants will have a two year grant period. With a start date of approximately January 1, 2022. Grants will need to begin operating within 90 days of award notice.

1.5 Eligible Applicants

State 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.

1.6 Questions, Technical Assistance

Please submit any questions regarding this RFP by email to claire.cambridge@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 Part 2: Eligible Task Forces

2.1 Multi-jurisdictional Sex Trafficking Investigations Task Forces

A Sex Trafficking Investigations Task Force (STITF) is a multi-jurisdictional entity, comprised of state, county, city and/or tribal agencies working together to identify and investigate sex trafficking crimes in their jurisdictional area. STITFs include local law enforcement and prosecutorial agencies and victim services providers partnered with tribal, state and federal investigative, enforcement, and regulatory agencies. “This multidisciplinary task force response model (i.e., of agencies from various disciplines working together) is encouraged by the U.S. Department of Justice (DOJ), and is considered a best practice in the worldwide response to human trafficking.”¹

The investigation of sex trafficking cases is a complex undertaking, having a STITF will allow for a coordinated effort to identify victims and traffickers through proactive investigations as well as a centralized source of expertise for reactive investigations. A task force provides the opportunity for information sharing and leveraging of resources across partner agencies for a more efficient and effective response to sex trafficking investigations.

A multi-jurisdictional sex trafficking investigations task force should be structured in a way that incorporates elements that have been proven to be successful. STITFs should:

1. employ a victim-centered collaborative approach that reflects patience, empathy, and compassion for victims while responding to their needs. When law enforcement, prosecution, service providers, or others are involved in a sex trafficking case, advocacy for victims must remain central in the process;
2. include at least two separate law enforcement agencies;
3. have at least two fulltime investigators assigned for at least a two year period. There can also be additional fulltime and part-time officers assigned;
4. have a designated analyst;
5. have the ability to provide demographic summary data for cases (e.g. victim and perpetrator categories). If the agency does not have the capability to provide data analysis of cases to include age, race/ethnicity and gender, the agency agrees to develop a plan to gain that capability specific to sex trafficking cases.
6. operate with an identified team leader or commander;
7. have a designated prosecutor;
8. have a crime victim’s advocate to ensure the provision of protection and delivery of specialized services to victims;

¹ [OVTAC Task Force Guide](#)

9. have a Memorandum of Understandings (MOU) in place with all partner agencies;
10. have a sufficient oversight structure that engages partner agency leadership.
11. agree to statewide coordination of best practice guidelines
12. agree to enter data into any statewide system implemented for the purpose of deconfliction, information sharing or officer safety.

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 27, 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 Sex Trafficking Investigations Grant 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.**

1. 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
- Brief project description and project's geographic information

2. Narrative (75 Points)

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):

A. Organizational Capacity (10 Points)

- Applicant agency's description, including all multi-jurisdictional partners.
- Geographic coverage - what areas of the state will your investigations cover?

B. Needs Statement (10 Points)

- Describe the needs(s) and issue(s) to be addressed; what are the investigative targets? Why did you choose these targets?
- Include relevant quantitative and qualitative data to support the need statement.
- Describe the current response to the problem: what is working, what is not, identify existing gaps.

C. Project Description (55 Points)

1) If applying as a new task force:

- Describe how you are going to address the required 10 STITF elements (please number each element).
- Describe how you have and will share intelligence/information and coordinate efforts with others who are not members of your task force in furtherance of your goals. To include: local, state and federal agencies; other task/strike forces; and community agencies and businesses.
- Describe how you will identify targets by analyzing relevant data and information and engage the community to establish criminal enforcement and prosecution priorities.

2) If you have a currently active STITF:

- Describe the highlights of the past two years for your task force.

- Describe how you have and will continue to address the required 10 STITF elements.
- Describe the lessons learned and what will change because of those lessons.
- Describe the impact your taskforce has made in the task force partners' jurisdictions, as well as statewide if applies.

3. Budget (20 Points)

All budget items must be reasonable and critical to your proposed activities. The budget should be consistent with your narrative, making it clear how each of the activities will be funded. The budget will cover a two-year 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.

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:

- 1) Staff whose salary is partially paid with these funds will need to do track their time by funding source.
- 2) Funding full time positions rather than percentages of numerous staff is preferred and will simplify your record keeping.

4. Memorandum of Understanding (MOU) (5 points)

A Memorandum of Understanding is required as part of the application. This MOU needs to describe how all partner agencies will work together to demonstrate effective collaboration in investigating sex trafficking cases. Describe each partner's role in the STITF and evidence of their willingness to leverage and redeploy existing resources and create new sources of support. (A separate Joint Powers Agreement for law enforcement agency partners will also be a post award requirement. Upload the **signed MOU** with your application.

5. 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.

Using the Indirect Rate Documentation form in the application, you will calculate and request the indirect costs amount entered in your application's budget by completing the MDTC request form.

6. Organizational Financial Information

This information will be entered into the e-grants form.

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.

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 questions listed above in B must be uploaded
- **Budget** with calculations included
- **Signed Memorandum of Understanding** must be uploaded
- **Indirect Documentation Form** (if including indirect costs in budget)
- **Organization Financial Information 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.
- **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.

APPENDIX A

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

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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.

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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

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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

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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

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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

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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