

# Program Guidelines

## Youth Intervention Program (YIP) 2024 Minnesota Department of Public Safety (DPS) Office of Justice Programs (OJP) SFY 2024

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The Office of Justice Programs will require each grantee to abide by the following requirements in addition to those contained in the Terms and Conditions.

### Financial Requirements

1. The grantee's eligible expenditures under this grant contract must be incurred by the grantee by the expiration date of the grant agreement. The grantee will report on all expenditures, including match, pertaining to this grant contract in the Department of Public Safety's online grant management system. Final expenditure report must be received no later than 30 days after the expiration date of this grant contract.
2. The grantee shall submit a written budget revision request to their grant manager before any expenditure may be made based on the revised budget. After grant manager approval, the revision must be entered into e-grants, the Office of Justice's online grant management system. Submission of a budget revision is necessary if a) a line item will deviate by \$200 or 10%, whichever is higher, from the approved budget, or b) a new line item that was not part of the approved budget will be created.
3. The grantee shall submit source documentation on grant expenditures in a timely manner, as requested by OJP staff for a financial desk review audit.
4. The grantee's eligible expenditures under this grant contract must be incurred by the grantee by the expiration date of the grant agreement.
5. The grantee shall have until 30 days after the expiration date of the grant agreement to liquidate all unpaid obligations related to the program which were incurred on or before the last day of the grant period and to submit a report of all funds received and disbursed. If a report is not submitted within this time, expenses claimed on the report may be disallowed and OJP may request a refund of those funds from the grantee if the funding was advanced to the grantee.
6. The grantee shall retain all financial records for a minimum of six (6) years after the date of submission of the final financial status report, or until completion of an audit which has commenced before the expiration of this six-year period, or until any audit findings and/or recommendations from prior audit(s) have been resolved between the grantee and OJP, whichever is later.
7. The grantee shall comply with all provisions of the [Minnesota OJP Grant Manual](#).

### Reporting Requirements

1. *Financial Reporting:* The grantee shall submit a financial report to OJP using the Department of Public Safety's online grant management system at least quarterly within 20 days after the end of the reporting period.
2. *Quarterly Progress Reporting:* The grantee shall use the Department of Public Safety's online grant management system to submit a quarterly "Narrative" and updated "Core Activity Report" describing and detailing progress achieved and challenged encountered related to accomplishment of the goals and objectives as defined in the work plan. Reports will be submitted within 20 days after the end of a quarter.

3. *Quarterly Statistical Reporting:* Included as a section of the overall Quarterly Progress Report, the grantee shall also submit a Demographic and Statistical Report. This report provides numerical data identifying participant involvement in activities and services provided to participants.
4. *Requirement Changes:* OJP may modify or change all reporting forms at their discretion during the grant period.

### **Other Provisions**

1. *Evaluation:* OJP shall have the authority, at some point during the grant contract period, to conduct an evaluation of the performance of the grantee. This review will incorporate either a telephone, virtual or in-person site visit or a review of programming activity progress and/or budget expenditure review. Visits/reviews will likely consist of a 2 – 3 hr. Comprehensive Site Visit, an hour Monitoring visit, or both if deemed necessary.
2. *Additional Requirements:* The grantee shall submit such other reports and attend meetings and training as OJP shall reasonably request.
3. *Administrative/Special Requirements:* OJP reserves the right to include in the grant, at any time during the term of the grant, special administrative requirements deemed necessary to assure the grantee's successful implementation of the program. OJP will notify the Grantee in writing of any special administrative requirements.