

Office of Justice Programs (OJP)
Violent Crime Enforcement Team (VCET)
2020 Grant Program Guidelines

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

Financial Requirements:

- 1) The grantee shall report quarterly on all expenditures pertaining to this grant contract in the OJP online grants management system, e-grants, no later than 20 days after the end of the quarter.
- 2) The grantee shall report quarterly on any program income (including interest) earned and expended during the grant period, if applicable.
- 3) The grantee shall submit a written budget revision request via e-grants before any expenditure may be made based on the revised budget. 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.
- 4) The grantee shall submit source documentation on grant expenditures in a timely manner, as requested by OJP staff for a desk review audit.
- 5) The grantee's eligible expenditures under this grant contract must be incurred by the grantee by the expiration date of the grant agreement.
- 6) 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 final report of all funds received and disbursed. If a report is not submitted within this time period, expenses claimed on the report may be disallowed.
- 7) 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.
- 8) The grantee shall comply with all provisions of the Minnesota [OJP Grant Manual](#).
- 9) No matching funds are required for this grant program.

Reporting Requirements:

- 1) Progress Reporting: The grantee shall report quarterly in e-grants within 20 days after the end of each reporting period, including VCET statistics, narrative report on program accomplishments and program income form.
- 2) Requirement Changes: OJP may add, modify or change all reporting forms at their discretion during the grant period.

Other Provisions:

- 1) Operating Procedures: VCETs shall be in compliance with the Multijurisdictional Task Force Operating Procedures and Guidelines Manual as revised by the Violent Crimes Coordinating Council.
- 2) Site Visits: OJP staff shall conduct an on-site observation of grant program activities and interview of key grant staff and participants, if applicable, at least once per year. Compliance with VCET certification requirements and operating procedures will be verified on site visits.
- 3) Evaluation: OJP shall have the authority, during the course of this grant period, to conduct an evaluation of the performance of the grant program or to require the grantee to submit program data to an independent evaluator.
- 4) Center for Task Force Leadership and Integrity (CTFLI): Federal VCET grantees are required to certify completion of an online training to reinforce local and state task forces' integrity, accountability, and their regard to individual rights to privacy and civil liberties.
- 5) Additional Requirements: The grantee shall attend meetings and training as OJP shall reasonably request.
- 6) Administrative 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.

Federal Funding:

In the event that federal funding is awarded as all or a portion of a grant, the following provisions will apply:

- 1) Federal grant application uploads: The grantee shall complete Federal Funding Accountability and Transparency Act (FFATA) Information, Civil Rights Acknowledgment, EEOC Certification Form and DUNS Number Verification.
- 3) Performance Measurement Tool (PMT): The grantee shall report grant outcomes quarterly in the Bureau of Justice Assistance PMT online system or work with OJP staff to prepare a quarterly submission.
- 4) Training: The grantee shall report quarterly on any training VCET officers have completed related to use of force, racial and ethnic bias, de-escalation of conflict, and constructive engagement with the public.
- 5) Justice Assistance Grants: VCETs receiving federal funds must also agree to comply with JAG Program Guidelines, including provisions for noninterference with federal law enforcement in sharing citizenship and immigration information. <https://dps.mn.gov/divisions/ojp/grants/Documents/JAG%20SFY%2020%20Program%20Guidelines.pdf>