



Department of Public Safety
Minnesota Office of Justice Programs

2024-2025 CRISIS RESPONSE GRANTS

GRANT REQUEST FOR PROPOSALS (RFP)

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- *RFP Revised July 19, 2024 to extend deadline for applications to August 19, 2024.*

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Request for Proposals (RFP) Part 1: Overview

1.1 General Information

- Grant Name: Crisis Response Grant Program
- [Minnesota Office of Justice Programs \(OJP\) Website](#)
- Open for Applications: July 2, 2024
- Application Due Date: Monday, August 19, 2024
- ~~Application Due Date: August 2, 2024~~

1.2 Program Description

The purpose of this request for proposal is to fund local law enforcement agencies and local governments to maintain or expand crisis response teams in which social workers or mental health providers are sent as first responders when calls for service indicate that an individual is having a mental health crisis. This grant program can fund, but is not limited to, crisis response teams, co-responder models and other law enforcement mental health collaborations such as crisis intervention teams, mobile crisis teams, and disability response, among others.

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 Authorization

Funds are authorized by MN Laws of 2023, Chapter 52, Article 2, Section 15.

Program Dates

The grant period is expected to be 21 months starting on or around October 1, 2024 through June 30, 2026.

Available Funding

Up to \$1,900,000 is available for the grant period. Final award amounts may be lower than requested.

Reimbursement Grant

This is a reimbursement only grant, with no funds being advanced to the grantee at time of award.

Application Cap

The maximum amount an applicant can propose is \$200,000 for the grant period. Applicants may propose less than the \$200,000 cap. Award decisions will consider geographic diversity and population of area served in grant distribution based on grant applications received.

1.5 Eligible Applicants

Local units of government and tribal governments are eligible to apply, including county sheriff's offices, police departments, and tribal public safety agencies. A group of agencies may collaborate on a joint application with one unit of government serving as the fiscal agency.

1.6 Questions, Technical Assistance, and Information Sessions

Please submit any questions regarding this RFP by email Natty.B.Hels@state.mn.us. Answers will be posted on the Crisis Response RFP Questions and Answers page of the [OJP website](#) within 7 days of receipt.

RFP Information Session

OJP will offer an online information session that include questions and answers sessions. In the sessions staff will provide a brief background on the Crisis Response grant program, walk through the RFP and application requirements, and give an overview of the application review process. At the end of the session, staff will open it up for questions. Although not required, prospective applicants are encouraged to participate in the information session. Questions and answers from the webinar will be posted on the Frequently Asked Questions' page on the OJP Website.

Crisis Response RFP Information Session: Tuesday, July 16, 2024. 11:00 AM - 12:30 PM. [Register here](#).

RFP Part 2: Resources and Requirements

2.1 Background Information

Use of best and promising practices improve the efficiency of the criminal justice and mental health systems and assist in the effective allocation of limited resources. Many resources are available on the topic - examples are listed below. Some models could include, but are not limited to:

- Co-responder models and other police mental health collaborations
- Crisis intervention teams
- Mobile crisis teams
- Disability response

2.2 Resources

- Model programs and resources on evidence-based and best practices: [Best Practices in Law Enforcement Responses to Mental Health Crises](#)

- From the International Association of Chiefs of Police (IACP): [Assessing the Impact of Co-Responder Team Programs: A Review of the Research](#)
- From IACP: [Responding to Persons Experiencing a Mental Health Crisis](#)
- [MN Mobile Crisis Mental Health Services](#)
- [Bureau of Justice Assistance, Police-Mental Health Collaboration \(PHMC\) Toolkit](#)
- From Substance Abuse and Mental Health Administration: [National Guidelines for Behavioral Health Crisis Care Best Practice Toolkit](#)
- From NAMI Minnesota, Dealing with Mental Health Crisis: [Information and Resources for First Responders](#)

2.3 Grant Activity Requirements

Commitment to Accessibility, Diversity, Equity, and Inclusion

Organizations funded under this grant must have a commitment to conduct activities or provide services in an accessible, welcoming, and respectful manner. Activities must be conducted in a culturally sensitive and respectful way that honors and values diverse life experiences for those seeking services, and for program staff, leadership, and advisory boards. OJP asks organizations to make efforts to ensure their leadership and staff are representative of the diversity of Minnesotans and the communities served.

Cultural Competence

Activities conducted under this grant must be culturally competent. Culturally competence within organizations emerges from an ethical commitment to fairness and equity in service to all customers, clients, and stakeholders. Cultural competence requires staff to have an awareness of self, a reflection on one's own cultural position, an awareness of other cultures and a person's cultural position, and the ability to interact genuinely and respectfully with others of differing cultures and communities.

Commitment to Using a Trauma-informed Approach

Activities conducted under this grant must be provided in a way that recognizes, understands, and responds to the effects of trauma experienced by survivors. A trauma-informed approach emphasizes physical, mental, and emotional health and safety, and helps survivors rebuild a sense of control and empowerment. Services need to be flexible to respond to the impact of different types of traumas and on meeting survivors' self-defined needs toward recovery and healing. More [information](#) on using a trauma informed approach.

Program Evaluation

Program evaluation is an important component of this grant program, it can help grantees understand, verify, or increase the effectiveness of the activities funded under this grant. Program evaluation can also provide data to highlight the impact of the activities funded in this grant and can show how the grantee is meeting the goals set in this application. Grantees may use funds for staff to work on evaluation or may subcontract with external evaluation partners. Evaluation may include, but is not

limited to, developing an evaluation plan, developing data collection tools, collecting, and analyzing evaluation data and attending in-state evaluation training and technical assistance events.

Confidentiality

Grantees are prohibited from disclosing, revealing, or releasing personally identifying information or information collection in connection with services utilized, requested, or denied unless: (1) the service participant has signed a release of information, (2) a law mandates disclosure, or (3) a court has ordered disclosure. Releases must be unique to the individual receiving services and circumstances, be voluntary, and cannot be presented as routine practice.

RFP Part 3: Application Process and Instructions

3.1 Application Deadline

Applications must be submitted using the [e-grants](#) web-based system by **August 2, Monday, August 19, 2024, 4:00pm.** Applications cannot be submitted and will not be accepted 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 Crisis Response Grant Program Guidelines. By agreeing to these in e-grants the applicant is confirming that they can 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. 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.

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 Agent (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 including project's geographic information.

Narrative

The narrative must address the following items.

Notes:

- The maximum length of the narrative document is 7 pages, with 1" margins, single spaced, and with 12-point font size.
- Organize your narrative by answering each item in the order they are listed below, labeling and numbering responses accordingly.
- Proposals are scored based on your responses to these questions. Narrative documents that do not follow this format do not score well in the grant application review process. Do not include any additional pages or supplemental materials; these will not be provided to reviewers.
- When ready to submit, upload the narrative as an attachment in e-grants.

1. Agency(ies) Crisis Response Overview

- a. Provide a brief description of your agency's or agencies' (if joint application) approach to crisis response.
- b. Share your agency's experience with past grant management; include any grants specific to crisis response that you were awarded in the past or are currently a grantee. If you do not have past experience with grant management – how will you ensure you successfully manage this grant?
- c. Describe your agency's experience with integrating cultural competency, trauma-informed practices, and diversity, equity, inclusion, and accessibility into your work.

2. Planning Process

- a. **Need.** State the need for your project and include the problem your project is addressing. Include relevant data to support the statement.
- b. **Current Response.** Describe the current response to the problem: what is working, what is not working, identify existing gaps.

- c. **Best/Promising Practices.** Describe what best or promising practices your project will employ. Explain what education or training staff have received on those best or promising practices.
- d. **Cultural Competency.** Describe your plan to integrate responses that are culturally competent, trauma-informed, and that consider diversity, equity, inclusion, and accessibility.

3. Project Description

- a. **Activities/Approach/Model.** What are the proposed activities, approach, or model for your project? If applicable, describe the roles and responsibilities of key staff assigned to the project from your agency.
- b. **Goals and Outcomes.** Describe the proposed goals and projected outcomes for your project.
- c. **Partnerships.** Partnership with a mental health agency or agencies and community-based organizations is encouraged. If applicable, describe key partners and partner staff, their contributions, including roles and responsibilities. Include any intentional coordination of strategic integration of 988 and/or collaboration across responders and providers, etc.
- d. **Continuum of care.** Describe how you will address the need for referrals to longer-term mental health services in your project.
- e. **Community engagement.** Identify how you will engage community members and groups, including those with lived experience.

Note: Project design should mirror work plan elements and reference all key expenditures in the budget.

4. Evaluation

Project evaluation can help you understand, verify, or increase the effect of your project. It also provides data to highlight your project's impact. In addition, it can build your capacity to evaluate your own programs and/or projects in the future.

- a. What is your plan to evaluate the project?
 - If this is a current or expanding project, what are some current outcomes? How do these outcomes support the proposed project? What is the plan for evaluation moving forward?

Work Plan/Outcomes

Applicants must complete a work plan. The work plan will be used as a roadmap throughout the life of the grant and used as the basis for reporting. The work plan allows you to describe the day-to-day activities. The work plan should align with the project description, budget, and evaluation plan. The plan will outline specific activities to achieve the goal, frequency of the activities, a timeline, and who will be responsible to carry out the activities. You will also include intended outcomes and how you will measure the success of the each.

Download the work plan template from the Work Plan form in e-grants and make a copy of the template to complete a separate page for each of the planned project activities.

Upload the completed work plan into the Work Plan form within the e-grants application.

Budget

Your budget should be consistent with your narrative and work plan, making it clear how each of the activities will be funded. The budget will cover the grant period and all expenses must be listed and directly chargeable 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.

Enter budget information directly into e-grants. Directions for entering the budget are available in the [Application Guide](#).

Budget line items may include: Personnel, Payroll Taxes and Fringe, Contract Services, Travel, Training, Program Expenses, and Other Expenses. Not all line items need to be used.

Staffing considerations:

- Staff positions identified in budget must be clearly linked to activities in the work plan.
- Grant staff funded at less than 100% FTE with Crisis Response funds must keep detailed time tracking records of hours worked on grant activities.

Other budget considerations include:

- All expenses must be itemized and directly chargeable to the grant.
- Calculations should be provided for all budget amounts.
- Funding must supplement, not supplant state and local government funds.
- Other budget items must also support program activities listed in the work plan.

Indirect Costs and Documentation

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. Applicants may 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.
2. Applicants may use their federally Negotiated Indirect Cost Rate Agreement (NICRA).
 - (b) What happens when an organization's NICRA expires during the grant period?
 - If the organization wishes to switch to the De Minimis and not apply for a new NICRA, they may do so.
 - Should an organization apply for a new NICRA, they may continue billing indirect at their expired rate, provided they can prove that they have applied for a new rate.

Using the Indirect Rate Documentation form in the application, you will calculate and request the indirect costs amount entered in your application's budget. **Complete either the MDTC or federal rate request form and if using a federally approved rate upload a current copy of your indirect costs agreement.**

Organizational Financial Information Form

This information will be entered into e-grants form.

- Grantee Information (entity type)
- Fiscal Information (accounting basis, fiscal year)
- Financial Documentation (based on annual revenue amount)
- Administrative Systems & Internal Controls (upload organizational chart)
- Grant Management Experience

Application Checklist

An application must include the following to be forwarded for review:

(e-grants will not let the application be submitted if any of these are missing)

1. **Project Information form**
2. **Narrative** - Addressing questions listed above must be uploaded
3. **Work Plan** - Addressing the items requested must be uploaded
4. **Budget** - Calculations must be included
5. **Indirect Documentation Form** (if including indirect costs in budget)
6. **Organization Financial Information**

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. The reviewers will meet and discuss the proposals and then put forth their recommendations.

A final staff review will consider geographic diversity and population of area served in grant distribution based on grant applications received. In addition, consideration 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 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 past performance before

awarding subsequent grants to them. State policy requires states to conduct a financial review prior to a grant award made of \$25,000 and higher to any 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.
- **Grantee Orientation.** Grant award recipients will be required to have a representative, or representatives of the organization receiving the award, attend a future OJP grantee orientation session.

RFP Part 6: 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.