



Minnesota Department of Public Safety
Office of Justice Programs

2027 CRIME VICTIM STATEWIDE COALITION PROGRAMS 12-MONTH GRANTS

GRANT PROGRAM REQUEST FOR PROPOSALS (RFP)

Table of Contents

Request for Proposals (RFP) Part 1: Overview.....	3
1.1 General Information.....	3
1.2 Program Description	3
1.3 DPS’s Commitment to All Minnesotans	3
1.4 Funding Details.....	3
Funding.....	3
Program Dates.....	3
Match	4
1.5 Eligible Applicants	4
1.6 Questions, Technical Assistance, and Information Sessions.....	4
RFP Part 2: Eligible Grant Activities and Requirements	5
2.1 Eligible Grant Activities.....	5
2.2 Grant Activity Requirements.....	5
Use of Volunteers.....	5
Commitment to Using a Trauma-informed Approach.....	5
RFP Part 3: Application Process and Instructions	6
3.1 Application Deadline and Submission	6
3.2 Application Content	6
A. Applicant Information Form.....	7
B. Terms and Conditions	7
C. Grant Program Guidelines.....	7
D. Organization Financial Information	8
E. Application Uploads	8
F. Program Standards.....	8
G. Narrative (75 points).....	8
H. Work Plan (25 Points).....	9
I. Budget	10
J. Indirect Rate Documentation (if applicable).....	10
RFP Part 4: Application Review Process	11
RFP Part 5: Pre- and Post-Award Requirements	18

2027 CRIME VICTIM STATEWIDE COALITION PROGRAMS RFP

RFP Part 6: Right of Cancellation..... 19

RFP Part 7: Public Data..... 19

Request for Proposals (RFP) Part 1: Overview

1.1 General Information

- Grant Name: 2027 Crime Victim Statewide Coalition Grant Program
- [Minnesota Office of Justice Programs \(OJP\) Website](#)
- Open for Applications: April 15, 2026
- Application Due Date: May 27, 2026 (by 4:00 pm)
- Applications not submitted by 4:00pm on May 27, 2026, will be denied. OJP strongly encourages applicants to apply at least a day before the application deadline to avoid any issues with applying through the grants management system.

1.2 Program Description

The purpose of this Request for Proposals (RFP) is to solicit applications for funding for statewide crime victim coalition programs that work to increase the capacity of direct service providers to promote and provide high quality crime victim services in Minnesota. Funded grantees are expected to meet the activities in the [Statewide Crime Victim Coalition Program Standards](#) under which they are funded.

1.3 DPS's Commitment to All Minnesotans

It is the policy of the State of Minnesota to ensure that everyone has the opportunity to thrive. The state will recognize its full potential when all Minnesotans are provided the opportunity to lead healthy, fulfilled lives. DPS contributes to safe and thriving communities through the work of our divisions, which includes the issuance of competitive grant awards. When making funding decisions, DPS will consider how an applicant's proposal achieves the goals of the grant program and furthers DPS's mission to serve all communities to build a safer Minnesota.

1.4 Funding Details

Funding

Grants will be awarded through a competitive process. Funds will be available to awarded grantees on a cost reimbursement basis. If selected, you may only incur eligible expenses after the grant contract is fully executed, and the grant has reached its effective date.

- Approximately up to \$1 million for one year is available for application in this RFP.
- Funds are authorized by the State of Minnesota through State funding to be appropriated by the Minnesota Legislature for SFY27.

Program Dates

Grants that result from this RFP are expected to have a 12-month grant period, from January 1, 2027 - December 31, 2027.

Match

There is no match requirement under this RFP.

1.5 Eligible Applicants

Eligible applicants for this RFP are nonprofit statewide crime victim coalition programs. This RFP does not support start up programming or prevention-focused activities. Multi-organization collaboration is accepted and allowed.

This RFP is one of several RFPs for crime victim services released by OJP for the grant period January 1, 2027 – December 31, 2027. All RFPs will be published on the [OJP website](#). Tribal Nations, prosecutorial offices, and other non-profit organizations, healthcare organizations, educational institutions, and local government agencies (excluding prosecutorial offices) should apply under the RFPs specific to their organization or service type.

- **Non-Profit Organizations**, healthcare organizations, educational institutions, and local government agencies (excluding prosecutorial offices)
- **Tribal Nations** and nonprofit organizations providing services on Tribal Nation lands in Minnesota.
- **Prosecutorial Offices**
- **Crime Victim Coalitions**

To be eligible, applicants must be in good standing and compliant with all applicable federal, state, and local registration, tax, and licensing requirements. This includes:

- **current registration with the Minnesota Secretary of State,**
- **current registration with the Charities Division in the Minnesota Attorney General's Office,** and
- **applicants must not be suspended or debarred** from doing business with the State of Minnesota or the federal government.

1.6 Questions, Technical Assistance, and Information Sessions

All questions regarding this RFP must be submitted by email to Chris.Anderson@state.mn.us. Questions and answers will be posted within 7 calendar days of receipt on the Crime Victim Statewide Coalition Program RFP Frequently Asked Questions (FAQ) on the [OJP website](#).

RFP Information Session

All prospective applicants are encouraged to attend an information session. OJP will offer a virtual information session that includes time for questions.

- Monday, April 20, 2026, 1:00 – 2:00 pm - [Register via Teams](#)

Questions and answers from the information session will be posted within 3 business days on the Crime Victim Services RFP Frequently Asked Questions (FAQ) on the [OJP website](#).

To request a reasonable accommodation for an information session, please email Victoria.riechers@state.mn.us.

RFP Part 2: Eligible Grant Activities and Requirements

2.1 Eligible Grant Activities

Applicants awarded OJP crime victim funding must meet expectations detailed in the [Statewide Crime Victim Coalition Program Standards](#).

The OJP Program Standards set out requirements for services and activities, and OJP expectations of funded programs under each type of crime victim service activity. In addition, OJP expects grantees to strive for program policies, practices, and activities that reflect best practices. For best practices in Direct Services; Community Partnerships; Business Practices – Governance and Leadership; and Ethics for Victim Assistance Programs and Providers, see: “[Best Practices Guidelines](#)”

2.2 Grant Activity Requirements

Use of Volunteers

If your application is awarded Victims of Crime Act (VOCA) funds, there will be a requirement to use volunteers or seek a waiver for that requirement. Volunteers may be trained to provide direct services or to perform other administrative duties that contribute to the program’s ability to serve crime victims.

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.

Program Evaluation

Program evaluation is an important component of this grant program. Evaluation can help organizations 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

Organizations are prohibited from disclosing, revealing, or releasing personally identifying information or information collected 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.

Data Practices

Grantees must comply with the Minnesota Government Data Practices Act, [Minnesota Statutes Chapter 13](#), as it applies to all data provided by the State, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the grantee. The civil remedies of Minnesota Statutes § 13.08 apply to the release of the data by grantees.

Artificial Intelligence (AI)

Artificial Intelligence (AI) tools may help with some tasks, but AI lacks understanding, empathy, and moral judgement. AI must be used cautiously, especially in victim services where trust, confidentiality, safety, and victim/survivor consent are of great importance. When in doubt, choose not to use AI for victim-related matters. For help understanding when the use of AI may be helpful or harmful, see: [Artificial Intelligence & Victim Services: A Comprehensive Guide for Advocates](#).

RFP Part 3: Application Process and Instructions

3.1 Application Deadline and Submission

Applications must be submitted using the [e-grants](#) web-based system by 4:00 pm on May 27, 2026. No paper submissions will be accepted. Late applications will not be accepted.

[E-grants](#) can also be accessed via the [OJP 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. See the [e-grants Application Completion Guide](#) for assistance navigating the application process in e-grants.

NOTE: When ready to submit the application, click on “View Status Options” from your Grant Menu and then click on “Apply Status” under the Application Submitted option. If you do not do this your application will not actually be submitted. For assistance submitting your application or navigating through the application, reference the Grantee/User Manual by clicking on the *Training Materials* link at the top of most e-grants screens.

3.2 Application Content

The application consists of the following required parts; any missing part will prevent the application from submission.

- A. Applicant Information Form
- B. Terms and Conditions

- C. Grant Program Guidelines
- D. Organization Financial Information
- E. Application Uploads
- F. Program Standards
- G. Narrative (75 points)
- H. Work Plan (25 points)
- I. Budget
- J. Indirect Rate Documentation (if applicable)

Incomplete applications will be rejected and not evaluated. Do not provide any materials that are not requested in this RFP, as such materials will not be considered nor evaluated. The Department of Public Safety reserves the right to reject any application that does not meet these requirements.

By submitting an application, each applicant warrants that the information provided is true, correct, and reliable for purposes of evaluation for potential grant award. The submission of inaccurate or misleading information may be grounds for disqualification from the award, as well as subject the applicant to suspension or debarment proceedings and other remedies available by law.

All costs incurred in responding to this RFP will be borne by the applicant.

A. Applicant Information Form

Fill out the form in e-grants. 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
- Fiscal agent's UEI number (see D in this section)
- Contact information for the person(s) responsible for programming, financials and contracts

B. Terms and Conditions

As part of submitting this application the applicant agency agrees (in e-grants) to the Terms and Conditions of OJP Grantees.

C. Grant Program Guidelines

By agreeing to the grant program guidelines, the applicant is confirming 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. These documents become, by reference, part of the formal grant contract agreement.

Within the applicable Grant Program Guidelines, applicants agree to follow the [OJP Grant Manual](#), which provides basic information on policies and procedures for grant administration.

D. Organization Financial Information

Complete the form in e-grants detailing the applicant's financial status, administrative systems and grant management experience.

E. Application Uploads

1. **Full Organization Budget** – Upload a copy of your organization's total annual budget (from your most recent, board approved budget). Please indicate the percentage of the total annual budget that is dedicated to crime victim services and related activities.
2. **Contracts Upload** (if applicable and if available at time of application submission)
3. **Documentation of Bidding Process** – Non-government applicants (if applicable and if available at time of application submission)
4. **Depreciation Schedule** (if applicable)

F. Program Standards

Applicants must agree to meet expectations detailed in the [Statewide Crime Victim Coalition Program Standards](#).

G. Narrative (75 points)

The narrative provides the context for your funding request. Download the [narrative template](#) form in e-grants and save a copy, complete it, and upload it to your application in e-grants. The entire final uploaded document, including the template instructions, should be no more than 12 pages. The narrative is divided into four scored sections.

The [Statewide Crime Victim Coalition Program Standards](#) are a foundational document applicants should review before completing the narrative.

Point values shown reflect the community reviewer scoring scale. Applications are also reviewed by OJP staff using a separate scoring matrix. See RFP Part 4: Application Review Process for details.

Section 1: Current Organizational Information: (25 points)

- a. **Mission, Vision, and History:** Provide your organization's mission and vision statement and a *brief* history of your statewide crime victim coalition program activities.
- b. **Statewide Service Area:** Describe the geographic scope of your coalition activities and how you provide statewide reach and support to crime victim programs across Minnesota.
- c. **Scope of Activities:** Describe your organization's *current* scope of coalition program activities focused on capacity building of crime victim programs and membership support, including needs assessments, training, and education.
- d. **Projected Activities:** Provide a description of activities you plan to conduct in calendar year 2027. For each, include a projected number and description of the stakeholders that will participate and/or benefit from the activity.

Section 2: Organizational Capacity: (20 points)

- a. **Capacity:** Describe what makes your organization's activities essential for crime victim service programs and people impacted by crime. Describe any unique aspects of your organization or programming that improves outcomes for crime victims.
- b. **Needs Statement:** Describe the most significant unmet needs you see for crime victim service programs and the people they serve across Minnesota. Describe ways your coalition has worked to address these unmet needs.
- c. **Current Key Partners:** Provide a list of active partnerships most essential to your work as a coalition. For each partnership, describe its purpose, a recent collaborative activity, and a concrete benefit for victims that resulted from the partnership.

Section 3: Funding Request: (15 points)

- a. **Funding Request Explanation:** Explain the decisions that justify the funding amount in your application budget, especially if it represents a significant increase or decrease from your current award. For example, explain how the amount is needed to maintain staffing or address unmet needs. New applicants should describe how the requested amount was determined based on projected expenses and the activities they plan to conduct.
- b. **Budget and Program Alignment:** Explain how the staff and resources outlined in your budget directly support coalition program activities as detailed in the [Statewide Crime Victim Coalition Program Standards](#).

Section 4: Evaluation and Data Tracking: (15 points)

- a. **Data Tracking and Analysis:** Describe the systems and tools you use to accurately track coalition program activities. How do you analyze this data to understand outcomes and the impact on crime victim programs and/or the community at large?
- b. **Program Improvement:** Detail one or two specific improvements you have made to your program in the past year as a direct result of feedback from crime victim programs or other stakeholders or analysis of your programming data.
- c. **Evaluation Tools:** What evaluation tools do you use to gather feedback and measure outcomes (e.g., surveys, interviews, standardized assessments)?
- d. **Responsibility:** Identify the staff position(s) responsible for gathering, analyzing, and reporting evaluation data.

For assistance in conducting evaluations, see the [Wilder Research Program Evaluation Tip Sheets](#).

H. Work Plan (25 Points)

Applicants must complete a Program Standards Implementation [Work Plan](#) (Work Plan) for the grant period. Download the work plan template form in e-grants, make a copy, and follow the instructions on the form.

The Program Standards Implementation Work Plan requests specific adaptations, adjustments or improvements in how your victim coalition program fulfills the required activities in the Program Standards in this time of overall reduced resources, staff retention challenges, and increased complexity of victim program needs.

When completed, upload the work plan into your e-grants application.

I. Budget

Your budget should be consistent with your narrative and work plan, demonstrating how activities will be funded. The budget covers a 12-month grant period and all expenses must be listed and directly chargeable to the grant. Use the [Budget Development Guidelines](#) for guidance. When estimating costs, *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 using the [Budget Allowability Guide](#) for expenses.

Budget categories include:

Personnel, Payroll Taxes & Fringe, Contract Services, Building Expenses, Equipment Purchases, Travel & Training, Office & Program Expenses, Direct Client Assistance and Indirect Costs. Not all categories need to be used. The [Budget Development Guidelines](#) and the [Budget Allowability Guide](#) are key resources and **must be used** in completing your budget.

Staffing considerations:

Staff positions identified in the budget must be linked to programming and activities in the work plan. Staff whose time is split between this grant and other funding sources must keep detailed time tracking records that clearly identify hours worked on grant activities.

Direct Client Assistance (DCA):

Assisting crime victims with eligible Direct Client Assistance (DCA) expenses is allowable and encouraged under the [Direct Client Assistance \(DCA\) Guidelines](#). Grantees providing DCA must use an authorization form such as the [Sample Direct Client Assistance Authorization Form](#). Grantees must also be prepared to submit the [Direct Client Assistance Cover Sheet](#) with each FSR that is seeking reimbursement on DCA expenses.

NOTE: If reimbursed expenses are later found to be ineligible, the grantee will be asked to repay those funds.

J. Indirect Rate Documentation (if applicable)

[Indirect costs](#), often referred to as overhead, are costs shared by the organization as a whole and most often *cannot 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 instead of using indirect costs.
2. Use your organization's federally approved indirect cost rate. If the federally approved indirect cost rate agreement has expired you may: continue to use that rate if you have an active request submitted for a new rate; or choose to use the de minimis rate of up to 15% of MTDC. If you request federally-approved indirect costs in your application budget, you will be required to also upload the [Request to Include a Federally Negotiated Indirect Cost Rate](#) and a copy of your federally-approved rate agreement.
3. Use the federally allowed de minimis rate of up to 15% of Modified Total Direct Costs (MTDC) if your organization does not have a federally approved indirect cost rate. MTDC calculation **excludes** equipment, rental costs, participant support costs (Direct Client Assistance), and the portion of each subcontract in excess of \$50,000. If you request indirect costs in your application budget, you will be required to also upload the [Request to Include the De Minimis Indirect Cost Rate](#).

RFP Part 4: Application Review Process

Funding will be allocated through a competitive process with review by committees, including both community reviewers and staff. The Commissioner of Public Safety will make the final funding decisions and award notification will be made by email to applicants.

Application Screening

Applications will be screened for the items listed below. If an application does not have each of these, it will be denied:

- Eligible entity, including current registrations, and nonprofit status (if applicable)
- Complete application
- Up-to-date financials as defined [here](#).
- Documentation required by the Organizational Financial Information form including conflict of interest policy, board of directors' requirements, and accounting system details.

1st Level Review: Community member grant reviewers and OJP grants staff

Community member grant reviewers and OJP grants staff will independently review and evaluate applications using the scoring matrices below. Community reviewers score applications on a 100-point scale and OJP staff score on a 75-point scale; both scores are considered in determining an application's ranking.

2027 CRIME VICTIM STATEWIDE COALITION PROGRAMS RFP

2027 Crime Victim Services Coalitions RFP - Community Review Scoring Matrix			
Each narrative subsection will be rated by reviewers using a 0–5 scale (0 = missing, 5 = excellent). The rating determines the portion of points awarded for that subsection based on the maximum points listed in the tables above. Points across all subsections will be summed to determine the applicant’s final score.			
Rating Score & Description			
5 - Excellent -- Outstanding level of quality; exceeds requirements			
4 - Very Strong -- Meets requirements well with minor gaps			
3 - Good -- Meets requirements but contains some weaknesses			
2 - Weak -- Missing essential information			
1 - Unsatisfactory -- Does not meet minimum requirements			
0 - Missing -- Question not answered			
Group #:			
Applicant:			
Section 1: Current Organizational Information: (25 points)			
Each subsection will be rated by reviewers using the 0–5 rating scale. The rating is then applied to the maximum points available for that subsection. For example, a rating of 5 (Excellent) earns the full points available for that subsection. A rating of 4 (Very Strong) earns approximately 80% of the available points, a rating of 3 (Good) earns approximately 60%, and so forth. The points from all subsections are then combined to produce a total score of up to 25 points for Section 1.			
Criteria	Rating	Max Points	Weighted Score
a. How well does the applicant describe its mission and vision statement and a brief history of their statewide crime victim coalition program activities?		5.5	0
b. How well does the applicant describe their scope of coalition activities and how they provide statewide reach and support to crime victim programs across Minnesota?		5.5	0
c. How well does the applicant describe their current scope of coalition activities focused on capacity building of crime victims programs and membership support, including needs assessments, training, and education?		7	0
d. How well does the applicant provide a description of activities they plan to conduct in 2027, including a projected number and description of the stakeholders that will participate and/or benefit from the activity?		7	0
TOTAL Section 1: Current Organizational Information: (25 points)			0
Section 1 Notes: Current Organizational Information Strengths			
Section 1 Notes: Current Organizational Information Weaknesses			

2027 CRIME VICTIM STATEWIDE COALITION PROGRAMS RFP

Section 2: Organizational Capacity: (20 points)			
<p><i>Each subsection will be rated by reviewers using the 0–5 rating scale. The rating is then applied to the maximum points available for that subsection. For example, a rating of 5 (Excellent) earns the full points available for that subsection. A rating of 4 (Very Strong) earns approximately 80% of the available points, a rating of 3 (Good) earns approximately 60%, and so forth. The points from all subsections are then combined to produce a total score of up to 20 points for Section 2.</i></p>			
Criteria	Rating	Max Points	Weighted Score
a. How well does the applicant describe what makes their organization’s activities essential for crime victim service programs and people impacted by crime, as well as any unique aspects of their organization or programming that improves outcomes for crime victims?		6	0
b. How well does the applicant describe the most significant unmet needs they see for crime victim service programs and the people they serve across Minnesota, including ways their coalition has worked to address these unmet needs?		7	0
c. How well does the applicant provide a list of active partnerships most essential to their work as a coalition? For each partnership, how well do they describe its purpose, a recent collaborative activity, and a concrete benefit for victims that resulted from the partnership?		7	0
TOTAL Section 2: Organizational Capacity: (20 Points)			0
Section 2: Notes: Organizational Capacity Strengths			
Section 2: Notes: Organizational Capacity Weaknesses			
Section 3: Funding Request: (15 points)			
<p><i>Each subsection will be rated by reviewers using the 0–5 rating scale. The rating is then applied to the maximum points available for that subsection. For example, a rating of 5 (Excellent) earns the full points available for that subsection. A rating of 4 (Very Strong) earns approximately 80% of the available points, a rating of 3 (Good) earns approximately 60%, and so forth. The points from all subsections are then combined to produce a total score of up to 15 points for Section 3.</i></p>			
Criteria	Rating	Max Points	Weighted Score
a. How well does the applicant explain the decisions that justify the requested funding amount, including any increases or decreases from current awards and projected expenses?		8	0
b. How well does the applicant explain how staff and resources outlined in the budget directly support coalition program activities as detailed in the Statewide Crime Victim Coalition Program Standards?		7	0
TOTAL Section 3: Funding Request: (15 points)			0
Section 3 Notes: Funding Request Strengths			
Section 3 Notes: Funding Request Weaknesses			
Section 4: Evaluation and Data Tracking: (15 points)			
<p><i>Each subsection will be rated by reviewers using the 0–5 rating scale. The rating is then applied to the maximum points available for that subsection. For example, a rating of 5 (Excellent) earns the full points available for that subsection. A rating of 4 (Very Strong) earns approximately 80% of the available points, a rating of 3 (Good) earns approximately 60%, and so forth. The points from all subsections are then combined to produce a total score of up to 15 points for Section 4.</i></p>			
Criteria	Rating	Max Points	Weighted Score
a. How well does the applicant describe systems and tools used to accurately track coalition program activities, and how data are analyzed to understand outcomes and the impact on crime victim programs and/or the community at large?		5	0

2027 CRIME VICTIM STATEWIDE COALITION PROGRAMS RFP

b. How well does the applicant detail 1 or 2 specific improvements they have made to their program in the past year as a direct result of feedback from crime victim programs or other stakeholders or analysis of their programming data?		4	0
c. How well does the applicant describe evaluation tools used to gather feedback and measure outcomes (e.g., surveys, interviews, standardized assessments)?		3	0
d. How well does the applicant identify staff positions responsible for gathering, analyzing, and reporting evaluation data?		3	0
TOTAL Section 4: Evaluation and Data Tracking: (15 points)			0
Section 4 Notes: Evaluation and Data Tracking Strengths			
Section 4 Notes: Evaluation and Data Tracking Weaknesses			
TOTAL SCORE (75 POINTS)			0
Overall Strengths			
Overall Weaknesses			
Overall Notes			
Work Plan (25 points)			
Criteria	Rating	Max Points	Weighted Score
a. Completeness & Alignment with Program Standards: Does the Work Plan include all required components and follow the Program Standards Implementation template?		6	0
b. Adaptations & Improvements: Are adaptations, adjustments, or improvements clearly described to address challenges such as reduced resources, staff retention, or increased membership needs?		6	0
c. Clarity & Feasibility: Are the goals, objectives, activities, and timelines clear, realistic, and achievable within the grant period?		5	0
d. Measurable Outcomes: Are outcomes specific, measurable, and linked to program objectives and activities?		4	0
e. Alignment with Narrative & Staffing: Does the Work Plan clearly link activities to the proposed narrative, staffing, and budget?		4	0
TOTAL Work Plan: (25 points)			0
Work Plan Strengths			
Work Plan Weaknesses			
Work Plan Notes			

2027 Crime Victim Services Coalitions RFP - Staff Review Scoring Matrix			
<p>Each narrative subsection will be rated by reviewers using a 0–5 scale (0 = missing, 5 = excellent). The rating determines the portion of points awarded for that subsection based on the maximum points listed in the tables above. Points across all subsections will be summed to determine the applicant’s final score.</p>			
Rating Score & Description			
5 - Excellent -- Outstanding level of quality; exceeds requirements			
4 - Very Strong -- Meets requirements well with minor gaps			

2027 CRIME VICTIM STATEWIDE COALITION PROGRAMS RFP

3 - Good -- Meets requirements but contains some weaknesses			
2 - Weak -- Missing essential information			
1 - Unsatisfactory -- Does not meet minimum requirements			
0 - Missing -- Question not answered			
Group #:			
Applicant:			
Section 1: Current Organizational Information: (10 points)			
<i>Each subsection will be rated by reviewers using the 0–5 rating scale. The rating is then applied to the maximum points available for that subsection. For example, a rating of 5 (Excellent) earns the full points available for that subsection. A rating of 4 (Very Strong) earns approximately 80% of the available points, a rating of 3 (Good) earns approximately 60%, and so forth. The points from all subsections are then combined to produce a total score of up to 10 points for Section 1.</i>			
Criteria	Rating	Max Points	Weighted Score
a. How well does the applicant describe its mission and vision statement and a brief history of their statewide crime victim coalition program activities?		2	0
b. How well does the applicant describe their scope of coalition activities and how they provide statewide reach and support to crime victim programs across Minnesota?		2	0
c. How well does the applicant describe their current scope of coalition activities focused on capacity building of crime victims programs and membership support, including needs assessments, training, and education?		3	0
d. How well does the applicant provide a description of activities they plan to conduct in 2027, including a projected number and description of the stakeholders that will participate and/or benefit from the activity?		3	0
TOTAL Section 1: Current Organizational Information: (10 points)			0
Section 1 Notes: Current Organizational Information Strengths			
Section 1 Notes: Current Organizational Information Weaknesses			
Section 2: Organizational Capacity: (10 points)			
<i>Each subsection will be rated by reviewers using the 0–5 rating scale. The rating is then applied to the maximum points available for that subsection. For example, a rating of 5 (Excellent) earns the full points available for that subsection. A rating of 4 (Very Strong) earns approximately 80% of the available points, a rating of 3 (Good) earns approximately 60%, and so forth. The points from all subsections are then combined to produce a total score of up to 10 points for Section 2.</i>			
Criteria	Rating	Max Points	Weighted Score
a. How well does the applicant describe what makes their organization’s activities essential for crime victim service programs and people impacted by crime, as well as any unique aspects of their organization or programming that improves outcomes for crime victims?		3	0
b. How well does the applicant describe the most significant unmet needs they see for crime victim service programs and the people they serve across Minnesota, including ways their coalition has worked to address these unmet needs?		3.5	0
c. How well does the applicant provide a list of active partnerships most essential to their work as a coalition? For each partnership, how well do they describe its purpose, a recent collaborative activity, and a concrete benefit for victims that resulted from the partnership?		3.5	0
TOTAL Section 2: Organizational Capacity: (10 Points)			0
Section 2: Notes: Organizational Capacity Strengths			
Section 2: Notes: Organizational Capacity Weaknesses			

2027 CRIME VICTIM STATEWIDE COALITION PROGRAMS RFP

Section 3: Funding Request: (8 points)			
<p><i>Each subsection will be rated by reviewers using the 0–5 rating scale. The rating is then applied to the maximum points available for that subsection. For example, a rating of 5 (Excellent) earns the full points available for that subsection. A rating of 4 (Very Strong) earns approximately 80% of the available points, a rating of 3 (Good) earns approximately 60%, and so forth. The points from all subsections are then combined to produce a total score of up to 8 points for Section 3.</i></p>			
Criteria	Rating	Max Points	Weighted Score
a. How well does the applicant explain the decisions that justify the requested funding amount, including any increases or decreases from current awards and projected expenses?		4	0
b. How well does the applicant explain how staff and resources outlined in the budget directly support coalition program activities as detailed in the Statewide Crime Victim Coalition Program Standards?		4	0
TOTAL Section 3: Funding Request: (8 points)			0
Section 3 Notes: Funding Request Strengths			
Section 3 Notes: Funding Request Weaknesses			
Section 4: Evaluation and Data Tracking: (12 points)			
<p><i>Each subsection will be rated by reviewers using the 0–5 rating scale. The rating is then applied to the maximum points available for that subsection. For example, a rating of 5 (Excellent) earns the full points available for that subsection. A rating of 4 (Very Strong) earns approximately 80% of the available points, a rating of 3 (Good) earns approximately 60%, and so forth. The points from all subsections are then combined to produce a total score of up to 12 points for Section 4.</i></p>			
Criteria	Rating	Max Points	Weighted Score
a. How well does the applicant describe systems and tools used to accurately track coalition program activities, and how data are analyzed to understand outcomes and the impact on crime victim programs and/or the community at large?		3.5	0
b. How well does the applicant detail 1 or 2 specific improvements they have made to their program in the past year as a direct result of feedback from crime victim programs or other stakeholders or analysis of their programming data?		3.5	0
c. How well does the applicant describe evaluation tools used to gather feedback and measure outcomes (e.g., surveys, interviews, standardized assessments)?		2.5	0
d. How well does the applicant identify staff positions responsible for gathering, analyzing, and reporting evaluation data?		2.5	0
TOTAL Section 4: Evaluation and Data Tracking: (12 points)			0
Section 4 Notes: Evaluation and Data Tracking Strengths			
Section 4 Notes: Evaluation and Data Tracking Weaknesses			
TOTAL SCORE (40 POINTS)			0
Overall Strengths			
Overall Weaknesses			
Overall Notes			
Budget and Workplan (35 Points)			
Budget (10 points)			
Criteria	Rating	Max Points	Weighted Score
a. Budget Consistency with Narrative & Work Plan: Does the budget clearly reflect the activities described in the program narrative and work plan?		3	0

2027 CRIME VICTIM STATEWIDE COALITION PROGRAMS RFP

b. Completeness & Detail: Are all expenses included and justified? Are quantities, unit costs, and calculations shown?		3	0
c. Allowable Expenses: Are all budget items consistent with the Budget Allowability Guide and grant requirements?		2	0
d. Staffing & Time Allocation: Are staff positions clearly linked to activities in the work plan? Are time splits between funding sources documented appropriately?		2	0
TOTAL Budget: (10 points)			0
Budget Strengths			
Budget Weaknesses			
Budget Notes			
Work Plan (25 points)			
Criteria	Rating	Max Points	Weighted Score
a. Completeness & Alignment with Program Standards: Does the Work Plan include all required components and follow the Program Standards Implementation template?		6	0
b. Adaptations & Improvements: Are adaptations, adjustments, or improvements clearly described to address challenges such as reduced resources, staff retention, or increased victim complexity?		6	0
c. Clarity & Feasibility: Are the goals, objectives, activities, and timelines clear, realistic, and achievable within the grant period?		5	0
d. Measurable Outcomes: Are outcomes specific, measurable, and linked to program objectives and activities?		4	0
e. Alignment with Narrative & Staffing: Does the Work Plan clearly link activities to the proposed narrative, staffing, and budget?		4	0
TOTAL Work Plan: (25 points)			0
Work Plan Strengths			
Work Plan Weaknesses			
Work Plan Notes			

2nd Level Review: OJP will consider scores from community reviewers, past grantee performance including timeliness and completeness of past grant financial and progress reporting (if applicable), geographic locations, and coordination with other federal, state, and local funding. The Commissioner will make the final funding decisions and award notification will be sent by email to applicants.

Become a grant reviewer. Grant reviewers are community members who evaluate applications for a variety of competitive grants we implement throughout the year. We use reviewer scores and recommendations to help determine which proposals are awarded grants. Apply to become a grant reviewer for other upcoming competitive processes here:

<https://dps.mn.gov/divisions/ojp/ojp-grants/become-grant-reviewer>.

RFP Part 5: Pre- and Post-Award Requirements

Grant Program Guidelines. By submitting this application, the applicant acknowledges and agrees to the program guidelines applicable to the funding source for which you are applying. Applicants are encouraged to print and review these documents with the appropriate staff prior to submitting an application. Please be aware that the program guidelines are based on federal requirements and are subject to updates beyond our control prior to the execution of the grant contract agreements. While the guidelines provided are substantially complete, the final version will be incorporated into the formal grant contract agreement. Within the Grant Program Guidelines, grantees agree to follow the [OJP Grant Manual](#), which provides basic information on policies and procedures for grant administration. The funded applicant will be legally responsible for assuring full compliance with all applicable state and federal program 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 and financial and operational capacity before awarding grants of \$25,000 and higher to any organization. The necessary information for this review and analysis is collected in the application.

Grant Contract Agreements. After being selected for funding, each grantee must enter into a grant contract agreement prior to performing any work or incurring any expenses. OJP staff will work with the applicant to negotiate a final budget. The formal grant contract agreement will address the Terms and Conditions of the award, the Program Guidelines, as well as the work plan and budget. The Grant Contract 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. The funded applicant will be legally responsible for assuring implementation of the work plan and compliance with all applicable state requirements including worker's compensation insurance, data privacy, budget compliance, and reporting.

Reporting Requirements. Grantees will be required to submit written progress reports including data at least quarterly until all grant funds have been expended and all of the terms in the grant contract agreement have been met.

Grant Payments. Per State Policy on Grant Payments, reimbursement is the method for making grant payments. All grantee requests for reimbursement must correspond to the approved grant budget. The State shall review each request for reimbursement against the approved grant budget, grant expenditures to-date, and the latest grant progress report before approving payment. Grant payments shall not be made on grants with past due progress reports unless the State has given the grantee a written extension.

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 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.

RFP Part 7: Public Data

Per Minnesota Statutes § 13.599:

- Names and addresses of grant applicants and amount requested will be public data once proposal responses are opened.
- All remaining data in proposal responses (except trade secret data as defined and classified in [§13.37](#)) will be public data after the evaluation process is completed. For the purposes of this grant, data will be considered public when all the grant contract agreements have been fully executed.
- All data created or maintained by DPS as part of the evaluation process (except trade secret data as defined and classified in [§13.37](#)) will be public data after the evaluation process is completed. For the purposes of this grant, data will be considered public when all the grant contract agreements have been fully executed.