



Department of Public Safety
Minnesota Office of Justice Programs

2023 Minnesota Byrne Justice Assistance Grants (JAG) Criminal and Juvenile Justice Intervention Grant Program

GRANT REQUEST FOR PROPOSALS (RFP)

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Request for Proposals (RFP) Part 1: Overview

1.1 General Information

- Grant Name: The Minnesota Byrne Justice Assistance Grants (JAG) Criminal and Juvenile Justice Intervention Grant Program
- [Minnesota Office of Justice Programs \(OJP\) Website](#)
- Open for Applications: January 3, 2023
- Application Due Date: February 14, 2023 at 4:00 pm.

1.2 Program Description

The Minnesota Byrne Justice Assistance Grants strategic planning process identified criminal and juvenile justice intervention for adults and juveniles as a public safety funding priority. Additionally, top concerns include drug and alcohol abuse as well as addressing mental health issues, including co-occurring issues.

The Minnesota JAG Criminal and Juvenile Justice Intervention grants seek to improve public safety by supporting intervention activities for adults or juveniles who have had initial involvement and/or activities that will reduce further involvement in the criminal and juvenile justice systems.

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

Funds authorized by 42 U.S.C. §3751(a) through the Department of Justice (DOJ), Office of Justice Programs, Bureau of Justice Assistance, Edward Byrne Justice Assistance Grant Program.

Approximately \$2 million in JAG funds are available. No match is required, but evidence of community support will strengthen the application.

The JAG funding is divided into two funding groups with separate competitive review processes:

- 1) Applicants or the lead¹ agency with an agency budget of \$3 million or less
- 2) Government agencies and nonprofit organizations with budgets over \$3 million

Funding Group	Estimated Funding Amount	Estimated number of awards	Estimated Range of Awards
Budgets Less than \$3 M	\$1 Million	4-6	\$150,000-\$250,000
Budgets More than \$3 M	\$1 Million	4-6	\$150,000-\$250,000

Project Dates

These projects have a two-year grant period, with a start date of approximately January 1, 2023. Projects will need to begin operating within 90 days of award notice.

1.5 Eligible Applicants, Variable Pass-Thru Waiver and Priority Populations

Local units of government including cities, counties, townships, and tribal governments. A nonprofit² is eligible to apply as long as they have a valid Variable Pass-Thru Waiver. Agencies working together will identify one agency as applicant and legal grant recipient; budgets can include subgrants or contracts with partner agencies. Eligible applicants must be registered with the Minnesota Secretary of State and not suspended or debarred by the State or the Federal Government.

NEW TO JAG 2023: All nonprofits applying for JAG will need to have all units of local government that will benefit from your project sign a Variable Pass-Thru (VPT) Waiver approving your agency’s application. The governing body and/or the highest-ranking official of the local government entity must sign the waiver. Signing a waiver does NOT constitute a co-applicant. A co-applicant would be named within the application.

OJP is making a concerted effort to acknowledge and respond to the call from communities to address current concerns and future reforms to end systemic racial practices that exist in various capacities in law enforcement, juvenile and adult criminal justice systems; including courts and incarceration structures and settings. Priority³ will be given to organizations with more than 51% of staff and leadership who identify as African American or Indigenous and/or applicants that are serving primarily African American or Indigenous clients and communities.

¹ Lead Agency is defined as receiving over 90% of the grant funds and might not be the fiscal agent

² JAG eligibility requirements for nonprofits include having a Variable Pass-Thru Waiver as well as pre-award approval from the Department of Justice (DOJ), Office of Justice Programs, Bureau of Justice Assistance.

³ Extra points will be added by reviewers for applicants that meet the criteria.

1.6 Questions, Technical Assistance and Information Sessions

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 JAG RFP Questions and Answers page on the grants page of the [OJP website](#). If you are unable to submit your question via email, please call 651-334-7480 for assistance.

RFP Information Sessions

OJP will offer two online webinars with Questions and Answers sessions. In the webinars staff will provide background on the Byrne JAG program, walk through the RFP and application requirements, and give an overview of the application review process. At the end of each session, staff will open it up for questions. However, not required, prospective applicants are encouraged to participate in at least one information session. Questions and answers from all of the webinars will be posted on the Frequently Asked Questions' page on the OJP Website.

RFP Information Webinar Dates:

- January 17, 2023 at 10:00 am – [Registration Required](#) via Zoom
- January 26, 2023 at 3:00 pm - [Registration Required](#) via Zoom

RFP Part 2: Program Details and Requirements

2.1 Background Information

An intervention is a program or project that helps disrupt practice/s or behaviors of individuals or communities with the goal of increasing their safety. Interventions happen in different settings including communities, schools, corrections, detention centers, courts, or in the home. Research has shown that interventions create change by:

- Influencing individuals' knowledge, attitudes, beliefs and skills;
- Increasing social support; and
- Creating supportive environments, policies and resources within organizations.

2.2. Eligible Projects

Examples of eligible activities includes, but are not limited to:

- **Restorative practices**-Providing a safe space to talk and come up with solutions (such as restorative circles)
- **Diversion options**- Alternative options for people other than entering the criminal justice system
- **Bail reform**- Removing the barrier of having enough money to be released from detention and instead, focusing on an individual's chances of harming others
- **Targeted Community Engagement** through outreach and situational de-escalation
- **Systems change work**- Getting public support to address a root cause of a problem in the criminal justice system and educating others on the solution

- **Case management-** Providing support around basic needs and to help a person meet their goals
- **Mental health-** Using mental health services as a problem solving solution (such as training school staff and students)
- **Pretrial services-** Supervision and monitoring of defendants during pretrial period
- **Reentry services-** Providing support and programming for people returning from a corrections institution
- **Screening and Assessment-** Adding these tools to a process to correctly identify issues earlier enough to address and give information to help with decision making
- **Addressing Criminogenic Needs-** Targeting criminal thinking, behavior and identity through cognitive behavioral interventions
- **Family Engagement-** Focusing on the family as a whole and increased family involvement
- **Address substance use disorder or behavioral health care-** According to the National Institute on Drug Abuse (NIDA) Prevention Principles, intervention programs addressing drug and alcohol abuse should:
 - Enhance a person’s or a community’s strengths and skills and reduces the risk of dangers that lead to drug use
 - Address all forms of drug abuse, including underage use of legal drugs
 - Should be tailored to a specific population (age, gender, ethnicity)
- **Recidivism Reduction-** Reducing a person’s chances of returning to detention should be using the Risk-Needs-Responsivity Model:
 - Risk – providing services that match an offender’s risk of reoffending, with most intensive supervision and services focused on people most likely to reoffend;
 - Need - focusing treatment on the causes that promote criminal behavior in a person
 - Responsivity- tailoring activities and services to a person
- **Reducing Ethnic and Racial Disparities in Justice Systems-** MN Juvenile Justice Advisory Council’s [Disparities Reduction Model](#)

2.3 Ineligible Projects Expenses and Other Considerations

Include but are not limited to:

- Capital expenses such as building improvements or facility remodeling.
- Funding must supplement, not supplant state and local government funds.
- Gift cards and all food expenses.
- Other items unallowable with federal funds. (Reference in the [DOJ Financial Guide](#))

2.4 Project Requirements

Community and Systems Partnerships

Since interventions rarely, if ever occur within one organization or system it is expected that the key stakeholders of your project are invited and authentically engaged with all aspects of this process. Genuine partnerships and collaborations involve clear roles and responsibilities. As well as for

partners to be compensated whenever possible. Grantees should work together in partnership with relevant stakeholders, which may be systems partners, other community organizations, local public health, businesses, or other government agencies.

Program Evaluation

Program evaluation is an important component of this grant program, it can help you understand, verify or increase the effect of your program. It can also provide data to highlight your program's impact. It will also help show how the project 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. Approximately 10% of amount requested should be dedicated to project evaluation

Evidence and/or Promising Practices

The term evidence-based means, the use of data and information found through research. Evidence-based practice refers to the use of research findings that are demonstrably effective. While it is the goal to fund programs that are using evidence-based practices, we also recognize the challenges of funding grants that are strictly implementing evidence-based programs. We will support promising strategies that include practices that come from the local community that may be based on practice-based evidence (PBE) and/or lived experiences of communities of color and American Indians. PBE includes a range of approaches that develop over time through practice and experience. PBE approaches are often embedded in the culture, accepted as effective by local communities and support community healing from a cultural framework. Research-based projects include projects that can be tied to and/or include elements that draw from published literature, including both qualitative and quantitative studies.

2.5 Resources

Model programs and resources on evidence-based and best practices:

- [National Institute on Drug Abuse](#)
- [National Institute of Justice](#)
- [Crime Solutions](#)
- [Cognitive Behavioral Therapy](#)
- [OJJDP Model Programs Guide](#)
- [Models for Change Evidence-based Practices –](#) Information focusing on juvenile justice reform
- [School-wide Positive Behavioral Interventions and Supports \(SWPBIS\) program](#)
- [Results First Clearinghouse Database –](#) Online resource for effective social policy programs
- [Developing Culturally Responsive Approaches to Serving Diverse Populations](#)

Evidence-Based Behavioral Health:

- [Texas Christian University Institute of Behavioral Health](#)

- [Oregon Health Authority – Evidence-Based Practices and Process for Addiction and Mental Health Services.](#)
- [SAMHSA](#)
- [Screening and Assessment](#)
- [Evidence-Based Practices Web Guide](#)
- [Urban Institute Mental Health Court Evaluation](#)

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 p.m. on Tuesday, February 14, 2023. 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 JAG Program 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. 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 Federal Grants Application Requirements

An active entity registration on [SAM.gov](#) (System for Awards Management) is a requirement for these funds. You will receive a Unique Entity ID (UEI) number with your registration. See SAM.gov [Entity Registration Resources](#) for registration checklist and quick guide.

3.5 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.**

A. 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
- Fiscal agent's UEI number (see 3.4)
- Contact information for the person/s responsible for programming, financials and contracts
- Lead Agency's (the organization receiving over 90% of grant funds and may not be the fiscal agent/applicant) annual budget amount
- Brief project description and project's geographic information
- Variable Pass-Through Question: Select which applies to you; Government agency applying, attaching a Variable Pass-Through (VPT) Waiver or have one in process. **Please note:** If you do not have a valid VPT Waiver at the time of application review, your application will be deemed ineligible and will not be reviewed.

B. Narrative:

Address the following questions in a seven page maximum Word document with $\frac{3}{4}$ " margins, single-spaced and with a 12-point font size. Proposals are scored based on your responses to these questions. Organize your proposal by labeling and numbering responses; providing an answer for each topic and answer in the order they are asked. Please note, narrative documents that do not follow this format do not score well in this review process. Any additional pages or supplemental materials (including links to websites) will not be included in your application. When ready to submit, **upload the narrative as an attachment in e-grants.**

1. Organizational Overview (16 Points):

- Brief description of agency's mission and history. State how the proposed project fit within the mission.
- Describe your grant management experience, include if organization has received federal funding before.
- State the percentage of leadership staff, board of directors and staff as a whole who are African American and/or Indigenous). State if the percentage is proportional to the clients served by the organization.

2. Planning Process (28 Points):

- Describe the need for your project. **State the problem your project is addressing. Include relevant data (such as neighborhood crime data, local historical practices, etc.) to support the statement.**
- Describe how your project fills an unmet need or gap.
- State if your target population is a priority population of African American or Indigenous clients, provide a brief explanation of why they are the focus of the program.

- If your target population is not a priority population, provide a brief explanation of who your target population is and why they are the focus of the program (i.e. geographic location, culturally specific programming).
- Describe the organization's experience working with your target population.
- Describe your target population's involvement⁴ with the criminal or juvenile justice system.
- Provide the number of clients your project will serve in the two year period.
- If currently operating, provide how long it has been operating and how many clients have been served to date.

3. Project Description (20 Points):

- With the goal of increasing public safety through intervention, describe the proposed project's activities.
- Explain how the activities provide an intervention to disrupt further criminal involvement.
- Provide justification for your proposed activities. This may include lived experiences, scholarly research, outcomes from past projects, and/or other sources. Include a discussion of cultural considerations and why you expect the project to be successful with the communities engaged and served.
- Describe the program structure by detailing the referral and admissions process, program length, program requirements and the completion and termination considerations.

Note: The specific project activities should be included in your work plan and budget

4. Partnerships (8 Points):

A key partner is a partner that is essential to meeting the goals of the grant program. Key partners will have tasks in the work plan and possibly be in the budget. A supportive partner does not have specific grant related tasks.

- Identify the key criminal or juvenile justice partner/s, specify for each; if they are current, past or possible partners.
- Identify the other key partner/s; summarize their expertise in the program area. Specify for each if they are current, past or possible partners.
- Clearly state the roles and responsibilities of each partner organization in the implementation and continuation of this project.
- Name any other community agencies, correctional institution(s), probation systems, or other partners that support this project.

5. Evaluation (8 Points):

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

⁴ Involvement in the criminal or juvenile justice system is defined by meeting one of these criteria: ticketed or could be ticketed, arrested, incarcerated or returning from placement.

- If your program is new, describe your plan to evaluate the implementation of your program.
- Provide an overview of the plan to measure the impact of the project. Identify the changes you expect to see in knowledge, attitudes, behaviors, skills, etc. of participants.
- If the changes can be measured, state how these changes be measured (thinking skills tests, drug tests, etc.).
- Describe when and by whom will this data be collected
- If this is a current program, clearly state the current outcomes. Describe how the outcomes support the proposed program. Include a description of the plan for evaluation moving forward.

C. Work Plan/Outcomes (16 Points):

Applicants must complete a work plan; it may not exceed 10 pages. To ensure that all applicants' work plans have a similar format and length for the review process, please use an 11-point Calibri font. If a work plan exceeds the 10 page limit, any pages over the limit will not be included in the review packet.

The work plan will be used as a roadmap throughout the life of the grant and used as the basis for quarterly project reporting. The work plan allows you to describe the day-to-day activities of a project. **Download the work plan template from the Work Plan form in e-grants and make a copy of the template for each project objective.**

The plan should include detail on specific activities, purpose of the activity, number of sessions/ persons served, frequency and duration of activities and intended results or outcomes. The activities and their intended effect should expand on the goal and activities described in the narrative. You will also include how you will measure the success of the program. **Upload the completed work plan into the Work Plan form into the e-grants application.**

D. Budget (4 Points):

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 a two-year 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 the budget directly into e-grants. Directions for entering the budget are available in the [Application Guide](#). The Budget Detail Requirements in **Appendix B** 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:

- Staff positions in budget must be clearly linked to activities in the work plan.
- JAG funded staff must keep detailed time tracking records of hours worked on grant activities.
- Funding full time positions rather than percentages of numerous staff is preferred and will simplify your record keeping.

E. 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. 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 \$35,000.
3. Use your federally approved indirect cost rate. If the federally approved indirect cost rate has expired then indirect costs must be directly charged in appropriate budget categories.

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 a current indirect costs agreement.**

F. Federal Requirements

1. SAM.gov Registration
 - a. All applicants for grants supported with federal funds must have an active Entity Registration in [SAM.gov](https://sam.gov) (System for Awards Management). The Unique Entity ID (UEI) is assigned automatically to entities when they register on SAM.gov. This registration process can take 7-10 days or even more if you have let your registration expire; it is recommended that you start this process as soon as possible to prevent any issues with submitting the application. Please refer to the [SAM.gov Registration Resources](#) for assistance with this process.
 - b. Upload a document that shows your SAM.gov registration is active and identifies your EUI number. This document could be the activation email you received or a screen print from your account but it must show both an active registration and UEI number.
 - c. Enter your SAM.gov registration expiration date and UEI number in the "Organization Information" section of your agency profile in e-grants. This section can be accessed by clicking on your organization name link within your application. Confirm you have entered

your SAM.gov registration date and UEI number in the “Organization Information” section of your agency profile in e-grants by checking the box on this form.

2. Civil Rights Acknowledgement

- Have the Authorized Official, download and watch the Civil Rights Training PowerPoint. After the training is complete, download the Civil Rights Training Acknowledgment Form, have the authorized official sign it and upload the form.
- Complete and upload the Civil Rights Compliance Checklist

3. Equal Employment Opportunity Certification

- You are required to submit information to the U.S. Department of Justice using the Equal Employment Opportunity Program Reporting Tool. The certification form you obtain by submitting information on this site is the ONLY form that will meet this requirement.

4. DOJ Certifications

- Complete, sign and upload the USDOJ Certification Form 1 and the USDOJ Certification Form 2.

5. Employer Requirements Statements

- Your grant program guidelines require you to address how you will fulfill this federal requirement. Create a Word document answering this required question and upload:
A) How does your organization properly verify the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1) and (2) More details on the OJP website.

6. Determination of Suitability for Interacting with Minors (Required only for organizations with minor participants)

- Your grant program guidelines require written determination of the suitability of an individual to interact with participating minors. See the specifics of this [condition](#) for more information. If your organization has minor participants upload your policy for determining the suitability of individuals for working with minors.

G. Organizational Financial Information Form

1. OJP Grantee Status (active grant in last 12 months or not)

2. Fiscal Information

- A. Accounting basis
- B. Organization’s Fiscal year time period
- 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. Nonprofits only: Most Recent IRS Form 990
- G. 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. 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)
- C. 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)
- D. Audit Information
 - a. Name of Auditors
 - b. Type of Audit
 - c. Description of Audit Findings

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.
- 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.

5. *Grant Management Experience*

- a. We have had more than one administrative turnover in the past 12 months (defined as anyone involved in working on or managing grants)
- b. Select an option that applies to your organization:
 - i. Monitored funding and completed reporting for non-federal and/or only federal grants
 - ii. Monitored funding and completed reporting for only non-federal grants

- iii. Monitored funding and completed reporting for contracts but not grants
- iv. No prior experience monitoring and reporting for contracts and/or grants

H. Requirement for Nonprofits- Variable Pass-Through (VPT) Waiver Request Form

Download the Variable Pass Thru Waiver Request form. The governing body and/or the highest-ranking official⁵ of the local government entity must sign the waiver. Signing a waiver does NOT constitute a co-applicant. A co-applicant would be named within the application. Upload the signed waiver with application.

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 **Appendix C** 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 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 a nonprofit organization. The necessary information for these is provided in the Organization 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

⁵ Acceptable signers of a VPT waiver are the Mayor, City Coordinator and/or County Board of Commissioners
DPS

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. Grantees will also submit reports directly to the Federal Bureau of Justice Assistance (BJA) using the Performance Measurement Tool (PMT).
- **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.