



Department of Public Safety
Minnesota Office of Justice Programs

Firearms Storage Grants

Byrne State Crisis Intervention Program (Byrne SCIP)

GRANT REQUEST FOR PROPOSALS (RFP)

Table of Contents

Request for Proposals (RFP) Part 1: Overview.....	2
1.1 General Information.....	2
1.2 Program Description.....	2
1.3 DPS’s Commitment to All Minnesotans	2
1.4 Funding and Project Dates	2
1.5 Eligible Applicants.....	3
1.6 Questions, Technical Assistance, and Information Sessions.....	3
RFP Part 2: Resources and Requirements.....	4
2.1 Background Information	4
2.2 Eligible Activities.....	4
2.3 Ineligible Projects Expenses and Other Considerations.....	5
2.4 Resources	5
2.5 Grant Activity Requirements.....	5
RFP Part 3: Application Process and Instructions.....	7
3.1 Application Deadline	7
3.2 Application Submission Instructions	7
3.3 Terms and Conditions, Grant Program Guidelines, OJP Grant Manual	7
3.4 Application Content.....	8
A. Project Information Form	8
B. Narrative	8
C. Budget.....	8
D. Organizational Financial Information Form.....	9
Application Checklist.....	9
RFP Part 4: Application Review Process.....	9
RFP Part 5: Post Award Requirements.....	11
RFP Part 6: Right of Cancellation	12
RFP Part 7: Public Data.....	12

Request for Proposals (RFP) Part 1: Overview

1.1 General Information

- Grant Name: Firearms Storage Grants - Byrne SCIP
- [Minnesota Office of Justice Programs \(OJP\) Website](#)
- Open for Applications: Monday, May 18, 2026
- Application Due Date: Monday, June 29, 2026, at 4:00pm

1.2 Program Description

The Department of Public Safety, Office of Justice Programs (DPS-OJP) is requesting proposals to fund grants to support the safe and secure storage of firearms owned by persons subject to extreme risk protection orders (ERPO). Approximately \$489,331 in Federal funds are available. Allowable expenses could include, but are not limited to, firearm lockers, safes and boxes, gun racks, electronic keypads for securing gun storage rooms, barcode scanners, and other equipment or administrative expenses directly related to the safe and secure storage of firearms taken from persons under an extreme risk protection order.

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 and Project Dates

Funding Authorization

Byrne SCIP is authorized by the Bipartisan Safer Communities Supplemental Appropriations Act, 2022 (Pub.L.No.117-159, 136 Stat. 1313, 1339); 28 U.S.C. 530C. Award Number: 15PBJA-23-GG-00018-BSCI

Program Dates

The grant period is expected to be 12 months (1-year) starting on or around November 1, 2026, through October 31, 2027.

Available Funding

A total of \$489,331 in Federal funds is available for the grant period.

There is no match requirement for this grant program.

Reimbursement Grant

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

Application Cap

There is no award cap for this grant. Applicants from a previous firearms storage funding opportunity requested between \$1,500 and \$50,000. Award decisions will consider geographic diversity and population of area served in grant distribution based on grant applications received. Final award amounts may be lower than requested.

1.5 Eligible Applicants

Local, state, and Tribal law enforcement agencies. A group of agencies may collaborate on a joint application with only one agency serving as the fiscal agency. Joint applications cannot exceed the \$50,000 cap per proposal.

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 Firearms Storage RFP Questions and Answers page of the [OJP website](#) within 7 days of receipt.

RFP Information Session

OJP will offer one online information sessions that includes time for questions and answers. In the sessions staff will provide a brief background on the Byrne SCIP 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 at least one of the sessions. Questions and answers from the webinar will be posted on the Questions and Answers page on the OJP Website.

Firearms Storage Grants (Byrne SCIP) RFP Information Session:

Tuesday, June 2, 2026. 10:00AM – 11:00AM. [Register here.](#)

RFP Part 2: Resources and Requirements

2.1 Background Information

The Byrne State Crisis Intervention Program (Byrne SCIP) is authorized by the Bipartisan Safer Communities Supplemental Appropriations Act of 2022 through Congress. The purpose of Byrne SCIP is to provide funding for the creation and/or implementation of extreme risk protection order (ERPO) programs, state crisis intervention court proceedings, and related gun violence reduction programs and initiatives.

The United States Department of Justice Bureau of Justice Assistance (BJA) administers the Byrne SCIP program on behalf of the federal government. The Minnesota Department of Public Safety Office of Justice Programs (OJP) is the state administering agency (SAA) for the Byrne SCIP funds in Minnesota and as such is responsible for oversight and administration of Byrne SCIP funds. This program plan encompasses the fiscal years 2022-2023 Byrne SCIP award to Minnesota for \$3,723,326.

Each state must use a crisis intervention advisory board to inform and guide the state's gun violence reduction programs and initiatives funded under the Byrne SCIP program. In 2023, OJP formed the Minnesota State Crisis Intervention Program Advisory Board (Advisory Board) for this purpose.

In 2023, OJP established the Minnesota State Crisis Intervention Program Advisory Board (Advisory Board) to guide and support the state's gun violence reduction programs and initiatives funded under the Byrne SCIP program. The Advisory Board, composed of 12 members selected through an open application process, included representatives from law enforcement, the courts, prosecution, behavioral health providers, victim services, legal counsel, and community members.

Through its work, the Advisory Board identified effective coordination of and support for the implementation of Minnesota's Extreme Risk Protection Order (ERPO) law (Minnesota Statutes §§624.7171 – 624.7178) that took effect January 1, 2024 as a top priority for the 2022-2023 Byrne SCIP funds. Additional information on Minnesota's ERPO law can be found in [Minnesota Statutes §§624.7171 – 624.7178](#)

2.2 Eligible Activities

Funding will support Law Enforcement Firearm Storage Grants. Examples of eligible activities include, but are not limited to:

- The purchase of firearm lockers, safes and boxes, gun racks, electronic keypads for securing gun storage rooms, barcode scanners, and other equipment or administrative expenses directly related to the safe and secure storage of firearms taken from persons under an extreme risk protection order.

2.3 Ineligible Projects Expenses and Other Considerations

In addition to the unallowable costs identified in the [DOJ Grants Financial Guide](#), award funds may *not* be used for the following:

- Prizes, rewards, entertainment, trinkets (or any type of monetary incentive)
- Client stipends
- Gift cards
- Food and beverage
- Unmanned aircraft systems (UAS), including unmanned aircraft vehicles (UAV), and all accompanying accessories to support UAS or UAV
- In general, as a matter of federal law, funds may not be used, either directly or indirectly, to support the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. Recipients and subrecipients must comply with the provisions in 2 C.F.R. § 200.450 (Lobbying) and 18 U.S.C. 1913, as appropriate. Also, see Chapter 2.1 of the [DOJ Grants Financial Guide](#) for specifics about restrictions on lobbying. Should any question arise as to whether a particular use of award funds would or might fall within the scope of these prohibitions, the recipient is to contact BJA for guidance, and may not proceed without the express prior written approval of BJA.
- Recipients of all OJP awards dated after May 1, 2023, must comply with restrictions on the [use of federal funds for certain prohibited and controlled expenditures, consistent with OJP's policy implementing Executive Order 14074, "Advancing Effective, Accountable Policing and Criminal Justice Practices To Enhance Public Trust and Public Safety."](#)

2.4 Resources

- Fact sheet from the Bureau of Justice Assistance: [Byrne State Crisis Intervention Program](#)
- [Extreme Risk Protection Orders in Minnesota](#)
- [What are Extreme Risk Protection Orders?](#)
- [Extreme risk protection orders – Firearms – Bill Summary](#)
- [FY 22/23 Byrne SCIP Subaward Summary](#)

2.5 Grant Activity Requirements

Program Evaluation

Program evaluation is an important component of this grant program, it 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.

Federal Requirements

1. SAM.gov Registration

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 you start this process as soon as possible to prevent any issues with submitting your application. Please refer to the [SAM.gov Entity Registration Resources](https://sam.gov) for assistance with this process. Note: This is a no-cost requirement to receive federal funding. If the website asks you to pay a fee, it is not the correct website. Your SAM.gov registration needs to remain active throughout the grant period by renewing it annually – please track your registration expiration date and renew when needed.

Requirement for this application: Click on your name at the top right of the IGX window, click Profile, and then click Organization Information on the left-hand side navigation panel. Verify that your organization’s SAM UEI is entered in its field under the General Information section. If it is not entered, enter it and then click the Search button to the right of the SAM UEI field. Whether the SAM UEI was already there, or you just entered it and clicked Search, please be sure that the Additional Information section further down the page populates the SAM UEI Active Status and SAM UEI Deactivation Date information. If they say “No valid SAM UEI Found” please re-verify that the correct SAM UEI was entered in the field under General Information and click Search again. If it still says, “No valid SAM UEI Found”, please reach out to natty.b.hels@state.mn.us for an alternative method of verifying SAM UEI status.

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. See Section 3.5, D. 1. below for more information.

Supplanting: Funds may not be used to replace state, local or other public funds that would otherwise be available for the same purpose. Grant funds must be used to increase the total amount of public funds used to support the Crisis Intervention and Behavioral Health programs.

2. DOJ Certifications

Complete, sign and upload the [USDOJ Certification Form 1](#) and the [USDOJ Certification Form 2](#).

3. Employer Requirements Statement

Your grant program guidelines require you to address how you will fulfill this federal requirement. Create a Word document answering this question:

How does your organization properly verify the employment eligibility of any individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1) and (2)? The details of the requirement are here: [OVW Website](#).

4. Determination of Suitability to Interact with Participating Minors
Download, complete and upload the [Determination of Suitability to Interact with Participating Minors Form](#). See the specifics of this [condition](#) for more information.

RFP Part 3: Application Process and Instructions

3.1 Application Deadline

Applications must be submitted using the [IGX](#) web-based system by Monday, June 29, 2026, 4:00pm.

Applications cannot be submitted and will not be accepted after this time. Visit the [IGX grants management system support](#). No paper submissions will be accepted.

3.2 Application Submission Instructions

Applications must be submitted via [IGX](#), the Office of Justice Programs (OJP) online grants management system. IGX 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 blue “New User? Register Here!” option in the login box in the upper right corner of the IGX website and follow instructions to fill out the profile ([IGX Registration Video](#)). Contact DPS at grantsmgmt.shared.dps@state.mn.us or complete this [IGX Grants Management System Questions and Feedback form](#) if you have any questions or issues using IGX.

3.3 Terms and Conditions, Grant Program Guidelines, OJP Grant Manual

As part of submitting this application in IGX the applicant agency agrees to the Terms and Conditions of OJP Grantees for applicants as well as the [Byrne SCIP Grant 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 IGX 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 IGX. 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.

- A. **Project Information form**
- B. **Narrative** - Addressing questions listed above must be uploaded
- C. **Budget** - Calculations must be included
- D. **Organization Financial Information**

A. Project Information Form

Input this information directly into the form in IGX 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
- Authorized Representative
- Contact information for the person/s responsible for programming, financials, and contracts
- Brief project description including project's geographic information.

B. Narrative

- [Download the narrative template](#) from the Narrative form in IGX and make a copy of the template to complete your project's narrative.
- The maximum length of the narrative document is 4 pages, with 1" margins, single spaced, and with 12-point font size.
- Prepare your narrative by answering each item in the order they are listed in the template.
- Proposals are scored based on your responses to these questions. 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 IGX.

The narrative template is composed of the following items:

- Organizational Overview (6 points)
- Need Statement (12 points)
- Timeline & Budget (6 points)

C. Budget

Your budget should be consistent with your narrative, 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 ([See budget example](#)). Only include grant funded expenses in the budget descriptions.

- **Enter budget information directly into IGX.** Directions for entering the budget are available in the [IGX System Training Video](#). The Budget Detail [Requirements and Guidelines](#) will show you examples and specific requirements for each of the line items.
- **Budget line items may include:** Salaries, fringe benefits, travel and training, equipment, supplies, subawards, contractual services, program recipient assistance, indirect cost and other expenses. Not all line items need to be used.
- Reference the [DOJ Grants Financial Guide](#) and the OJP manual for [Allowable and Unallowable](#)

D. Organizational Financial Information Form

This information will be entered into IGX form.

- Organization Entity Type
- Fiscal Information (accounting basis, fiscal year period and statement of financial position, certified financial audit and/or single audit if applicable to your organization)
 - Nonprofits only: Most Recent IRS Form 990
- Financial Documentation (based on annual revenue amount)
- Administrative Systems & Internal Controls (upload organizational chart)
- Agency signer certification

Application Checklist

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

- Acceptance of Byrne SCIP Program Guidelines
- Acceptance of Terms and Conditions
- Project Information form
- Narrative - Addressing questions listed above must be uploaded
- Budget - Calculations must be included
- Organization Financial Information

RFP Part 4: Application Review Process

This is a competitive application process. A review committee will read and rate applications. The reviewers will meet and discuss the proposals and then put forth their recommendations.

➤ 1st Level Review – Community and OJP Staff Reviews

Reviewers may include community members, subject matter experts, teachers or educators, state and local government employees, crime victim advocates, youth workers and law enforcement officers. The reviewers will meet and discuss the proposals and then put forth their recommendations. Community Reviewers and OJP staff will read and rate applications using the following scoring rubric:

Byrne State Crisis Intervention Program (SCIP) - RFP

Firearms Storage Grants (Byrne SCIP 22-23) - Scoresheet			
(Name of Organization/Agency)			
Rating and Score Guide	Description		
Excellent (3)	Outstanding level of quality; exceeds all aspects of the minimum requirements; No significant weaknesses.		
Good (2)	Good Response, meets requirements; some weaknesses, but correctable.		
Unsatisfactory (1)	Fails to meet minimum requirements; needs major revision to make it acceptable.		
Missing information (0)	Missing information or didn't answer the question(s).		
Organizational Overview	Points Awarded (0-3)	Weight	Total Points Possible: 6
How well does the proposed project fit within the mission of the organization/agency?			0
How well does the applicant describe their agency's experience with past grant management? If the applicant has no prior grant management experience, do they provide a plan to ensure successful management of this grant?			0
<i>Organizational Overview Scoring Subtotal</i>			0
Need Statement	Points Awarded (0-3)	Weight	Total Points Possible: 12
How well does the agency provide data and a need statement for this funding, including an estimate of the number of firearms anticipated to be confiscated under Extreme Risk Protection Orders during a year.		X2	0
How well does the agency describe their current firearms storage and whether this funding would support a continuation, an expansion of current storage, or new storage.			0
How well does the agency describe where and how the firearms will be stored and what, specifically, the funding will cover.			0
<i>Evaluation & Performance Measurement - Scoring Subtotal</i>			0
<i>Need Statement - Comments:</i>			
<i>Strengths: If you felt this section was strong, what specifically would you share was persuasive to you about it?</i>			
<i>Weaknesses/Concerns: If you felt this section was weak, what specifically would you share about it?</i>			
Timeline & Budget	Points Awarded (0-3)	Weight	Total Points Possible: 6
How well does the agency share a timeline that outlines when they intend to implement their firearms storage plan?			0
How well does the budget align with the narrative and timeline?			0
<i>Budget - Scoring Subtotal</i>			0
Total Score out of 24 Points:			0
Overall Notes:			

➤ 2nd Level Review – OJP Staff

A final staff review will consider geographic locations, coordination with other federal, state, and local funding and past grantee performance. Whether an applicant has previously received grant funding for ERPO-related firearms storage will also be taken into consideration. Financial risk assessment, timeliness and completeness of past grant financial and progress reporting will also be considered. The Commissioner of Public Safety will make the final funding decisions and award notification will be 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. [Learn more here!](#)

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.
- **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 narrative 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 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](#)
- **Expiring Grant Funds.** See the Special Conditions page of the grant contract for details.
- **Grantee Orientation.** Grantees will be expected to attend an OJP grant 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.