



Department of Public Safety  
Minnesota Office of Justice Programs

## 2022 – 2023 YOUTH INTERVENTION PROGRAM (YIP) GRANTS

GRANT REQUEST FOR PROPOSALS (RFP)

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## Request for Proposals (RFP) Part 1: Overview

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### 1.1 General Information

- Grant Name: Youth Intervention Programs (YIP)
- [Minnesota Office of Justice Programs \(OJP\) Website](#)
- Open for Applications: September 22, 2021
- Application Due Date: October 22, 2021

### 1.2 Program Description

The Minnesota Office of Justice Programs (OJP), MN Department of Public Safety, is requesting proposals to fund Youth Intervention Programs (YIP). YIP grants are designed to meet the goals specified under Minnesota Statute §299A.73: “[YIP is] an early intervention, nonresidential, community-based program providing advocacy, education, counseling, mentoring, and referral services to youth and their families experiencing personal, familial, school, legal, or chemical problems with the goal of resolving the present problems and preventing the occurrence of problems in the future.”

Grantees must address and measure at least one of the following outcomes:

1. Increase in independent living skills
2. Increase in decision-making skills
3. Increase in conflict-resolution skills
4. Increase in development and maintenance of relationships with positive, caring adults
5. Increase in school attendance
6. Reduction of illegal activities.

### 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 MN Laws, Minnesota Statute §299A.73

\$694,100 is available for two-year grant awards. Maximum request is \$90,000 for a two-year period. OJP anticipates funding 6 – 10 new grants in this process.

This RFP includes the additional YIP appropriation authorized by the 2021 Minnesota Legislative session. OJP anticipates issuing a competitive RFP in 2023 for the full YIP amount of approximately \$6,500,000.

## Project Dates

This is a two-year grant period, from January 1, 2022 thru December 31, 2023.

## 1.5 Eligible Applicants

Public and private non-profit agencies and tribal governments.

## 1.6 Questions, Technical Assistance and Information Sessions

Please submit any questions regarding this RFP by email to [greg.herzog@state.mn.us](mailto:greg.herzog@state.mn.us). Within seven business days, all answers will be posted on the CJR RFP Questions and Answers page on the grants page of the [OJP website](#).

## RFP Information Sessions

OJP and YIPA (Youth Intervention Program Association) will offer a pre-recorded “Helpful Tips” webinar available on the YIPA website: <https://yipa.org> and through a link on the OJP website. The webinar will highlight key application items in the YIP RFP, describe the application review process and share some information about YIPA’s role with OJP, with grantees and with membership. Questions and answers for prospective applicants will be posted on a Frequently Asked Questions’ (FAQ) page on the OJP Website.

# RFP Part 2: Background Information and Resources

## 2.1 Background Information

An intervention is a combination of program elements or strategies designed to produce behavior changes or increase safety among individuals or an entire population. Interventions may be implemented in different settings including communities, schools, corrections, detention centers, courts, or in the home. Interventions implemented in multiple settings and using multiple strategies may be the most effective because of the potential to reach a larger number of people in a variety of ways.

Priority will be given to projects based on promising strategies and/or projects that are research-based. Promising strategies 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 are developed 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. Projects that are research-based and projects that are promising strategies will be given equal weight in the review process.

Research has shown that interventions create change by:

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

The National Institute on Drug Abuse (NIDA) has identified the following prevention principles and intervention programs for addressing drug and alcohol abuse. Many of these would be applicable to other intervention targets as well.

- Enhance protective factors and reduce risk factors
- Address all forms of drug abuse, including underage use of legal drugs (tobacco or alcohol); use of illegal drugs; and inappropriate use of legally obtained substances, prescription medications, or over the counter drugs.
- Address the type of drug abuse problem in the local community, target modifiable risk factors, and strengthen identified protective factors.
- Should be tailored to specific population (age, gender, ethnicity)
- Elementary school programs should target improving academic and social-emotional learning and focus on the following skills:
  - Self-control and emotional awareness
  - Communication
  - Social problem-solving
  - Academic support, especially reading
- Middle/junior/high school programs should increase academic and social competence with the following skills:
  - Study habits and academic support
  - Communication
  - Peer relationships
  - Self-efficacy and assertiveness
  - Drug resistance skills and reinforcement of anti-drug attitudes
  - Strengthening of personal commitments against drug abuse

## RFP Part 3: Application Process and Instructions

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### 3.1 Application Deadline

**Applications must be submitted using the [e-grants](#) web-based system by 4:00 pm on October 22, 2021.** 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 CRF 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. If selected for funding, the grantee will need to submit required certifications. 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. **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
- Contact information for the person/s responsible for programming, financials and contracts
- Identification of which service listed on page one will be addressed.
- Brief project description and project’s geographic information

### B. Narrative (60 Points):

Address the following in a six page maximum Word document with  $\frac{3}{4}$ ” margins, single-spaced and with a 12-point font size. When ready to submit, **upload the narrative as an attachment in e-grants**. The narrative should address the following issues (please number responses):

**1. Organizational Overview (10 Points):**

- Brief description of agency's mission and history. How does the proposed project fit within the mission?
- Total annual agency budget and how this request fits in the overall organization.
- Past experience in grant management.
- What experience does the applicant agency have with the specific population to be served?
- How well do staff for the proposed project reflect the population you plan to serve?

**2. Planning Process (10 Points):**

- What is the need for your project? State the problem your project is addressing. Include relevant data (such as truancy rates, neighborhood crime data, etc.) to support the statement.
- What is the target population and how was it identified?
- Describe how the grant will serve diverse populations, especially populations experiencing inequities and/or disparities.
- Describe the current response to the problem: what is working, what is not, identify existing gaps.
- Explain what training staff has received in the best/promising practices your project will employ.

**3. Project Description (30 Points):**

- Proposed goals, activities, and projected outcomes of the project as they relate to the identified service area from list on page one.
- If continuing or enhancing a current project, include current outputs and outcomes.
- Describe the referral/outreach and admissions process, program requirements, completion and termination considerations.
- State which validated risk/needs assessments, curricula, etc. will be used.
- How many people will be served through these grant activities?
- Cite research on best or promising practices that supports your plan.
- Roles and responsibilities of key staff assigned to the project, key partner agencies and their contributions.
- Project design should mirror work plan elements and reference all key expenditures in the budget.

**4. Evaluation (10 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.

- If your program is new, what is your plan to evaluate the implementation of your program?
- Provide an overview of the plan to measure the impact of the project. What changes do you expect to see in knowledge, attitudes, behaviors, skills, etc. of participants?
- If the change can be measured, how will these changes be measured (thinking skills tests, drug tests, etc.)?
- When and by whom will this data be collected?
- If this is a current program, what are some current outcomes? How do these outcomes support the proposed program? What is the plan for evaluation moving forward?

### C. Work Plan/Outcomes (25 Points):

Applicants must complete a work plan, which 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 in the e-grants application.**

### D. Budget (10 Points):

Budget information will be entered directly into e-grants. See **Appendix B: Budget Development Guide** for additional guidance (this is also on the budget pages in e-grants). Budget line items may include: Personnel, Payroll Taxes & Fringe, Contract Services, Travel, Training, Office Expenses, Program Expenses, and Other Expenses. You may not have costs in some line items.

Staffing considerations:

- Staff positions in budget must be clearly linked to activities in the work plan.
- Grant staff funded at less than 100% FTE with YIP funds must keep detailed time tracking records of hours worked on grant activities.
- Funding full time positions rather than percentages of numerous staff will simplify your record keeping.

All expenses must be detailed and directly related to grant activities. Your budget should be consistent with your narrative and work plan, making it clear how each of the activities will be funded. When estimating costs, please show your calculations by including quantities, unit costs and other details. Include grant funded expenses in the budget descriptions.



\*\*Indirect costs of up to 10% of amount requested are allowable; indirect costs are those not specifically tied to grant activities such as accounting, payroll, etc. Using the Indirect Documentation form in the e-grants application forms, you will request and calculate the indirect costs amount to use in your application's budget

### E. Match (5 Points):

Describe the source of the required match amount. Matching funds (one dollar for every grant dollar requested) may consist of cash (non-state) and/or in-kind contributions.

- The required match amount is a 1:1 ratio, see Appendix A: Match Guidance for assistance.
- The source(s) of match should be cited in the budget item description section.

**Please see Appendix A: Match Guidance** for further detail on qualifying match. While match need not be reported with each request for reimbursement, 50% of the match must be reported by the time 50% of the total grant is spent. If match requirement is not met, grantee will be asked to repay a proportional amount.

**Enter the budget directly into e-grants.** Directions for entering the budget are available in the [Application Guide](#). The Budget Detail Requirements in Appendix A will show you examples and specific requirements for each of the line items.

### F. 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

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.

### G. Organizational Financial Information Form

This Information will be entered into e-grants form.

- 1. OJP Grantee Status (active grant in last 12 months or not)**
- 2. Fiscal Information**
  - A. Accounting basis
  - B. Beginning and end dates of last completed fiscal year
  - 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. 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
  - Statement of Financial Position (Balance Sheet)
  - Statement of Activity (Income and Expense Statement)
- B. Non-government agency with a total annual revenue of \$50,000-\$750,000
  - IRS Form 990
- C. Agency with total annual revenue of over \$750,000, but with federal expenditures less than \$750,000
  - Certified Financial Audit
  - Certified Financial Audit Management Letter
  - Corrective Action Plan (if applicable)
- D. Agency that spent \$750,000 or more in federal funds during fiscal year
  - Single Audit
  - Single Audit Management Letter
  - Corrective Action Plan (if applicable)

**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 commingling 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.
- The number of funding sources that account for our total revenue is less than 6.
- 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.

## H. What An Application Must Include To Be Forwarded For Review

**E-grants will not let the application be submitted if any of these are missing:**

- **Project Information form** must be completed
- **Narrative** addressing questions listed above in B must be uploaded
- **Work plan** addressing the items requested in C must be uploaded
- **Budget** with calculations included
- **Indirect Documentation Form** (if including indirect costs in budget)
- **Organization Financial Information form**

## 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. A copy of the review form will be on the OJP grants page.

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 email to applicants.

**OJP is seeking volunteer reviewers to assist us in reviewing applications and making final award decisions. We could use your help. Please consider becoming a grant reviewer.**

**How To Apply:** Complete the [Reviewer Application](#) directly online

## 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 financial information form in the application.
- **Minnesota's Commitment to Diversity and Inclusion in Procurement.** The State of Minnesota is committed to diversity and inclusion in its public procurement process. The goal is to ensure that those providing goods and services to the State are representative of our Minnesota communities and include businesses owned by minorities, women, veterans, and those with substantial physical disabilities. Creating broader opportunities for historically under-represented groups provides for additional options and greater competition in the

marketplace, creates stronger relationships and engagement within our communities, and fosters economic development and equality.

To further this commitment, the Department of Administration operates a program for Minnesota-based small businesses owned by minorities, women, veterans, and those with substantial physical disabilities. For additional information on this program, or to determine eligibility, please call 651-296- 2600 or go to the [OEP website](#) .

- **Grant Contract Process.** After being selected for funding, OJP staff will work with the applicant to negotiate a final budget. The formal grant contract consists of the Grant Agreement, the Terms and Conditions, the Program Guidelines, as well as the work plan and budget. The Grant Agreement will be initiated, signed by grantee and OJP, and once fully executed it is then a legally binding agreement. Grant agreements not signed within 30 days of receipt may be canceled.
- **Progress Reporting.** Grantees will be required to submit regular narrative reports and data in a prescribed manner.
- **Grant Payments.** This is a cost reimbursement grant. Grantees will only be paid for eligible expenses (after the grant contract is fully executed) that are incurred and are consistent with the negotiated budget.
- **OJP Grant Manual.** Grantees, grantee subgrants and contracts agree to follow the OJP Grant Manual as part of the application process. The manual is a resource for how our office manages grants and covers topics such as grant administration policies, program modification policies, general accounting requirements, etc. [OJP Grant Manual](#)
- **Expiring Grant Funds.** A portion of the total grant award will expire on June 30, 2023. See the Special Conditions page of the grant contract for details.
- **Grant 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.

## APPENDIX A

### Youth Intervention Programs Grant Match Requirements September 2021

Youth Intervention Program (YIP) grants must provide a one to one match for all grant dollars received. This means that for every dollar of grant funds, the grantee must have a dollar of match. This match may be in the form of cash (hard match) or in-kind (soft match). All match must be used for project-related costs and meet the following guidelines:

#### Cash Match:

1. Cash from federal or local units of government, private sources, or program income.
2. Cash match expenditures must be for costs which are allowable with grant funds.

#### In-Kind Match:

1. Examples of in-kind services include personnel, supplies, office or program space, and materials, etc. The value of in-kind is the value of something received or provided that does not require expending cash.
2. Services/supplies/materials must be calculated at the standard or market rate. Only the allocated share that directly benefits your grant funded activities would be allowable.
3. Volunteer services may be counted as match if the service is a primary and necessary part of the grant funded project.
4. Rates for volunteer services shall be consistent with those paid for similar work in the grantee's organization or consistent with those paid for similar work in the labor market. For more information go to: [The Value of Volunteer Time — Independent Sector](#)
5. All in-kind contributions shall be documented as well as the method for determining valuation.

#### All Match:

1. All match that is budgeted and applied must be documented in grantee records.
2. Are necessary and reasonable for efficient accomplishment of project objectives.
3. Are allowable under applicable cost principles.
4. Match **does not need to** be applied at the same time **or in proportion** to the use of the grant funds. However, half of the required match must be reported by the time that 50% of grant funds have been spent. The full matching share needs to be reported by the end of the grant period.
5. It is easier to manage (track, report, supply for financial desk review) if match expenditures are limited to as few line items as possible. **They do not need to match each budget item one for one.**

See Budget Example on page 2.

## Example of Allowable Match Distributions in a Grant Budget

### Example Grant Project :

YIP funds pay for 50% of a 1 FTE Project Awesome Staff, the Foundation pays for the other 50% of the staff's salary and fringe. Project Awesome is an afterschool program that teaches youth super-fast reading with the use of a validated reading curriculum.

- All expenses are directly related to the YIP funded project
- The total budget for Project Awesome is \$120,000 with \$60,000 of the expenses funded with YIP and \$60,000 of expenses funded with a combination of cash and in-kind match.

MINNESOTA DEPARTMENT OF PUBLIC SAFETY			
<b>Application: A-YIP-2018-DAKOTACO-00003</b>			
<b>Budget Item Program Component:</b> Youth Intervention: Program Awesome			
<b>Budget Category:</b> Payroll Taxes & Fringe			
<b>Budget Description:</b> Taxes and Fringe for Staff X		<b>Award</b>	<b>Match</b>
Required payroll taxes, workers' comp, unemployment and fringe - medical, dental, life and LTD calculated at 25% Salary expense of Staff X @ \$42,000 x 2 years = \$84,000 x .25= 21,000/2= \$10,500 to Award and \$10,500 by BAD Foundation		\$10,500.00	\$10,500.00
<b>Budget Item Program Component Total:</b>		\$ 10,500.00	\$ 10,500.00
<b>Budget Category:</b> Personnel			
<b>Budget Description:</b> Staff X		<b>Award</b>	<b>Match</b>
Staff X- 1 FTE @ \$42,000/year x 2 years = \$84,000- 50% YIP grant Funded @ \$42,000, 50% funded by BAD FOUNDATION @ \$42,000 in Match		\$42,000.00	\$42,000.00
<b>Budget Item Program Component Total:</b>		\$ 42,000.00	\$ 42,000.00
<b>Budget Category:</b> Program Expenses			
<b>Budget Description:</b> Tablets, Software and manuals		<b>Award</b>	<b>Match</b>
15 tablets for the students to complete the Abracadabra Reading Curriculum @ \$300 each = \$4,500 15 licenses for the Abracadabra Reading Curriculum software @ \$100 each = 1,500 30 manuals for the Abracadabra Reading Curriculum @ \$50 each = \$1,500		\$7,500.00	
<b>Budget Item Program Component Total:</b>		\$ 7,500.00	\$ 0.00
<b>Budget Category:</b> Travel			
<b>Budget Description:</b> In-kind Bus Transportation		<b>Award</b>	<b>Match</b>
Metro busing will donate busing to and from the program for all participants for the two years of the grant Bus cost for drop off and pick up: \$4.00/youth/day Average # of kids a day: 30 Program Days: 3 days/week, 50 week program= 150 days x 2 years= 300 days \$4 x 30 kids= \$120/day x 300 days = \$36,000 total in-kind amount			\$7,500.00
<b>Budget Item Program Component Total:</b>		\$ 0.00	\$ 7,500.00
<b>Total:</b>		\$ 60,000.00	\$ 60,000.00

A clear description of the amount of the cash match, where it is coming from and the specific grant line items that it is being used for. Salary and Fringe.

**In-kind expense:** A single expense that Project Awesome participants use with a clear calculation of total value.

**Note:** The actual in-kind expense is GREATER than what is required for the match but only the required amount is in the budget.

**Note:** The program expenses use only grant funds and the transportation is only using match. As long as the **Total Award** and **Total Match** have the required 1: 1 ratio this is allowable.

## APPENDIX B

### Minnesota Office of Justice Programs Justice and Community Grants Budget Development Guidelines September 2021

These guidelines should be used in conjunction with the [OJP Grant Manual](#) (for general accounting principles) when developing a grant budget in e-grants that provides sufficient (and not excessive) detail about your plan for using grant funds. The goal of the budget is to explain what the expense is, the amount of the expense and the calculation (if appropriate) that was used to get to this amount.

In an effort to simplify budget entries (which are projections), we are asking for concise detail in most budget categories. For reporting expenses during your grant, you will need to report detailed information on actual expenditures on the Financial Status Report (FSR) as outlined in the [FSR Description Box Detail Requirements](#) document.

#### **Overall Budgeting Notes**

**Allowability:** Please note this document is only an example, please refer to your specific grant program for what is and what is not allowable in your grant budget.

**Allocation Methods:** For budget items not paid 100% with OJP grant funds and that support more than one purpose, such as rent, an allocation method should be used (see the OJP Grant Manual page 26). If allocating any costs in your budget please submit an explanation of the allocation method used and the items covered.

**Match:** For grant programs that require match, please refer to the [Grant Match Requirements](#) document to assist in adding match into your budget.

#### **Budget Detail Requirements by Budget Category**

##### **Personnel**

Each position's FTE and hourly/salary rate should be listed separately by line item. It is not necessary to include all the duties of each staff position. If a staff is being charged at a percentage to the grant then you should include a breakdown of duties. For example, .75 of a position is doing direct service and .25 bookkeeping. If doing a 2-year budget, remember to figure in salary increases if applicable.

##### **Personnel Example (for a 24-month grant):**

Select the appropriate Program Component for this budget item (the Purpose Area Form needs to be completed first before this can be selected):

Recidivism Reduction Program : Best Program

Select the appropriate Budget Category for this budget item:

Personnel

Provide a short description for this budget item (should be unique to this budget):

Case Manager

Provide a more detailed description for this budget item:

YEAR 1: 1 FTE @ \$17/hour = \$32,640  
YEAR 2: 1 FTE @ \$18/hour = \$34,560

72 of 1000

Enter the dollar amounts associated with the budget item:

Award  
\$67,200.00

## Payroll Taxes & Fringe

List all payroll taxes and fringe benefits being budgeted to the grant and the specific positions being covered. Payroll taxes and fringe can only be allocated for positions being paid for by the grant (at the corresponding FTE rate). For example, if .5 FTE for a case manager is being charged to the grant, up to half of the applicable payroll taxes and fringe designated for that position may also be charged the grant.

### Payroll Taxes & Fringe Example:

Select the appropriate Program Component for this budget item (the Purpose Area Form needs to be completed first before this can be selected):  
Recidivism Reduction Program : Best Program \*

Select the appropriate Budget Category for this budget item:  
Payroll Taxes & Fringe \*

Provide a short description for this budget item (should be unique to this budget):  
Payroll Taxes & Fringe \*

Provide a more detailed description for this budget item:  
FICA, Retirement, workers compensation, health, dental, long & short disability for 1 FTE case manager, .10 FTE executive director and .5 program manager.

155 of 1000

Enter the dollar amounts associated with the budget item:

Award  
\$100,000.00

## Contract Services

Each contracted service should have its own line item and the rates provided for the service. If a service is invoiced as services occur and **provided without a contract** it should be budgeted in the appropriate budget category such as Program Expenses (e.g., legal services) or Training (e.g., a trainer). Recurring & routine maintenance services (even if contracted) should be budgeted under Office Expenses (e.g., shelter linen cleaning) or Space Expenses (e.g., snow/lawn care). All contracts of \$5,000 or more require prior OJP approval. Contractor fees cannot exceed \$650/day or \$81.25/hour. All expenses must be reasonable and necessary or may be disallowed.

### Contract Services Example:

Select the appropriate Program Component for this budget item (the Purpose Area Form needs to be completed first before this can be selected):  
Recidivism Reduction Program : Best Program \*

Select the appropriate Budget Category for this budget item:  
Contract Services \*

Provide a short description for this budget item (should be unique to this budget):  
Interpreter \*

Provide a more detailed description for this budget item:  
100 Hours @ \$30/hour - \$3,000

30 of 1000

Enter the dollar amounts associated with the budget item:

Award  
\$3,000.00



## Travel

Provide the anticipated mileage for the life of the grant. If there is a shared vehicle, like a van that is being used for grant activities then those costs (mileage and maintenance) can be charged using the allocated rate.

### Travel Example:

Select the appropriate Program Component for this budget item (the Purpose Area Form needs to be completed first before this can be selected):

Recidivism Reduction Program : Best Program \*

Select the appropriate Budget Category for this budget item:

Travel \*

Provide a short description for this budget item (should be unique to this budget):

Staff Mileage \*

Provide a more detailed description for this budget item:

2000 miles @ \$.58 = \$1,160

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Enter the dollar amounts associated with the budget item:

Award

\$1,160.00

## Training

Training expenses can include the cost of the training, travel to training, hotel and meal per diem in accordance with the State of Minnesota travel policy.

### Training Example:

Select the appropriate Program Component for this budget item (the Purpose Area Form needs to be completed first before this can be selected):

Recidivism Reduction Program : Best Program \*

Select the appropriate Budget Category for this budget item:

Training \*

Provide a short description for this budget item (should be unique to this budget):

Yearly Staff Training \*

Provide a more detailed description for this budget item:

Annual conference @ \$200 x 1.5 FTE = \$400  
Hotel and meals @ \$36 x 2 x 1.5 FTE = \$108

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Enter the dollar amounts associated with the budget item:

Award

\$508.00

## Office Expenses

Office expenses should be charged by an allocation method or if the expense is only used for grant funded activities then it can be charged at 100% to the grant, for example, a new computer for a new 1 FTE grant staff.

### Office Expense Example:

Select the appropriate Program Component for this budget item (the Purpose Area Form needs to be completed first before this can be selected):  
Recidivism Reduction Program : Best Program \*

Select the appropriate Budget Category for this budget item:  
Office Expenses \*

Provide a short description for this budget item (should be unique to this budget):  
Office Expenses \*

Provide a more detailed description for this budget item:  
Best Program Allocation = 1.5 FTE grant funded staff / 10 FTE total staff in organization = 15%  
Office supplies- approx. \$500/ year x 2 years = \$1000 x .15 = \$150  
Phone/internet- approx. \$3000/ year x 2 years = \$6000 x .15 = \$900  
1 Computer - 1 FTE = \$1,500

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Enter the dollar amounts associated with the budget item:

Award  
\$2,550.00

## Program Expenses

Program expenses should be separated by line item by expense type i.e. (client support expenses, sober groupactivities, field trips etc.) For each program expense, especially client support expenses, please provide the expense type, estimated cost and calculation used to get the expense total. See the [Client Support Guidance](#) for specific information regarding these expenses.

### Program Expenses Example:

Select the appropriate Program Component for this budget item (the Purpose Area Form needs to be completed first before this can be selected):  
Recidivism Reduction Program : Best Program \*

Select the appropriate Budget Category for this budget item:  
Program Expenses \*

Provide a short description for this budget item (should be unique to this budget):  
Client Support Expenses \*

Provide a more detailed description for this budget item:  
Funds can be used for things like birth certificates, limited child care (while job searching), clothing, drug testing, health/medical costs, housing/rental assistance, ID's, personal counseling, personal hygiene items, tools, transportation/travel assistance, and work boots.  
\$150/client allowance x 30 clients/year x 1.5 yrs = \$6,750.

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Enter the dollar amounts associated with the budget item:

Award  
\$6,750.00

## Other Expenses

List anticipated monthly costs for each type of building expense and the allocation amount paid for by grant funds.

### Other Costs Example:

Select the appropriate Program Component for this budget item (the Purpose Area Form needs to be completed first before this can be selected):  
Recidivism Reduction Program : Best Program \*

Select the appropriate Budget Category for this budget item:  
Space Costs \*

Provide a short description for this budget item (should be unique to this budget):  
Rent, Utilities and Maintenance \*

Provide a more detailed description for this budget item:  
Rent- \$2000/ month x .15 = \$300 x 24 months= \$7,200  
Utilities (gas, electric, water and waste) - \$1000/month x .15 x 24= \$3,600  
Maintenance (janitorial and grounds maintenance) - \$550/month x .15 x 24 = \$1,980

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Enter the dollar amounts associated with the budget item:  
Award  
\$12,780.00

## Indirect Costs

You must provide a detailed list of the expenses that are included in the indirect cost amount, and these expenses **may not** be included elsewhere in the budget. If you have a current federally approved indirect rate then you can use that as the indirect rate for the grant. Please refer to the [Indirect Costs Overview](#) for more information. To request and assist in calculating your federally approved indirect cost amount, please use the [Federally Approved Indirect Cost Rate Request form](#).

If you have **never had** a federally approved indirect cost rate, you may use up to 10% as an indirect cost rate for costs not normally broken out by program. Your indirect cost rate applies to your [Modified Total Direct Costs](#) (MTDC). MTDC **excludes** equipment, rental costs, participant support costs (Direct Client Assistance), and the portion of each subaward and subcontract in excess of \$25,000. To request and calculate, use the [10% De Minimis Indirect Cost Rate Request Form](#).

### Indirect Costs Example:

Select the appropriate Program Component for this budget item (the Purpose Area Form needs to be completed first before this can be selected):  
Recidivism Reduction Program : Best Program \*

Select the appropriate Budget Category for this budget item:  
Indirect Costs \*

Provide a short description for this budget item (should be unique to this budget):  
Indirect- MDTC \*

Provide a more detailed description for this budget item:  
Total grant program costs= \$400,000  
Excluded costs: \$30,000(direct client expenses), \$6,000(rent), \$5,000(\$30,000 evaluation contract)= \$41,000  
\$400,000- \$41,000= \$359,000 x .10= \$35,900  
Indirect expenses include- HR staff, tech support, payroll processing, audit, liability and building insurance and general copier usage.

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Enter the dollar amounts associated with the budget item:  
Award  
\$35,900.00