



**Montana Board of Crime Control
Request for Proposals
Amended 03/03/2020**

**# 20-05 (G)
Justice Assistance Grant (JAG)
Multi-Jurisdictional Drug Task Forces (MJDTF)**

**Application Deadline: April 13, 2020 at 12:00 p.m. noon
Project Period: July 1, 2020 to June 30, 2021**

Alternative accessible formats of this document will be provided upon request. Persons who need this material in another format to participate in the Request for Proposals (RFP) process should contact the Montana Board of Crime Control (MBCC), 5 South Last Chance Gulch, PO Box 201408, Helena, MT 59620-1408; Phone (406) 444-3604; Fax (406) 444-4722; Montana Relay 711 or <https://dphhs.mt.gov/detd/mtap/mtapmtrelay/makeacall>.

I. Eligibility

Eligible applicants are limited to state, local and tribal government agencies that can qualify as a multi-jurisdictional drug task force, defined below:

- **MJDTF must be comprised of law enforcement representatives from five or more counties. A reservation will count as a county. A county or reservation may belong to more than one MJDTF.**

Any applicant that is unable to qualify as a MJDTF based upon the description above is not eligible to apply under this RFP.

II. Registrations

A new applicant must register with the [Online Subgrantee Application System \(OSAS\)](#) immediately to ensure meeting the application deadline. Create a login ID, using 4 to 20 characters with no spacing or punctuation. Passwords must be at least 8 characters, include at least 1 letter and 1 number, and are case-sensitive. No special characters or punctuation is allowed. Enter New User and Agency Information, including the Federal Employer or Payee Identification Number.

Previous applicants for funding with MBCC may use an existing User ID and Password. If you need assistance, contact MBCC.

Applicants are required to have a Dun & Bradstreet (DUNS) number and to maintain a current registration in the System for Award Management (SAM).

- To obtain a DUNS number online, go to <http://www.dnb.com/get-a-duns-number.html> or call the Dun & Bradstreet hotline at 1-844-237-1681. The DUNS number is required as part of the registration with SAM. To register with SAM, go to <https://sam.gov/SAM/>* or call the Federal Service Desk at 1-866-606-8220. Applicant must begin the process to obtain a DUNS number and SAM registration immediately to ensure meeting the application deadline. For an example of the required SAM registration Document, please go to: <http://mbcc.mt.gov/Portals/130/Funding/Forms/General/SAMRegistration.pdf?ver=2020-02-27-111755-650>.

**Please note, Internet Explorer no longer supports the SAM website, you must use an alternate browser such as Edge, Firefox, or Chrome to open the link above.*

III. Deadline

Applications must be submitted online, on or before **April 13, 2020 at 12:00 p.m. noon**. Applications will be submitted in the OSAS under the registered applicant and **RFP # 20-05 (G) Multi-Jurisdictional Drug Task Forces** To mitigate any potential submission difficulties, MBCC strongly urges application submission 72 hours prior to the deadline.

Late applications will not be reviewed.

Schedule of Events	
RFP Issue Date	March 2, 2020
Pre-Application Offeror's Call	March 9, 2020 1:00 p.m.
Deadline for receipt of written questions	April 6, 2020
Responses to questions will be posted on the MBCC website within 7 calendar days of receipt, through the last Friday before the RFP is closed.	
Application Submission Deadline	April 13, 2020 at 12:00 p.m. noon
Staff and Committee Review	April 13 – early May 2020
Application Review Committee (ARC)	May 2020 (tentative)
Board of Crime Control Approval	June 11, 2020 (tentative)
Project Start Date	July 1, 2020
Project End Date	June 30, 2021

For applicants without internet access, who cannot apply electronically through the OSAS, contact MBCC at (406) 444-3604 or mbcc@mt.gov (listing “**RFP # 20-05 (G)**, Submission Assistance” as the email subject) for approval and submission instructions.

IV. Program-Specific Information

Overview and Purpose Area(s)

The Montana Board of Crime Control (MBCC) is soliciting proposals for Justice Assistance Grant (JAG) – Multi-Jurisdictional Drug Task Force (MJDTF) programs to be funded by the U.S Department of Justice, Office of Justice Programs, Bureau of Justice Assistance. The application process is *competitive*. Previous funding does not guarantee an award during this funding cycle. Approximately \$812,477 will be available during the project period, depending upon availability of federal funds. Because federal funds are not always available immediately following the award date, applicants should prepare for this contingency.

Eligibility Period

Congress has established a 48-month eligibility period for all projects except multi-jurisdictional task forces. Waiver of the 48-month limit requires that the project meet all criteria below as established for MBCC:

- Multi-jurisdictional task forces must be comprised of law enforcement representatives from five or more counties. A reservation will count as a county. A county or reservation may belong to more than one jurisdiction.
- Applicants must enter a written, annual Memorandum of Understanding (MOU) with all participating law enforcement agencies of the MJDTF.
- Congruent to the MOU, if MBCC wishes to fund a project that will be administered by the state but benefits local governments, this project may be considered part of the pass-through amount if each local jurisdiction benefiting voluntarily signs a waiver. This waiver must be signed by a budget authority such as county commissioner, mayor, sheriff or police chief and should certify that the local jurisdiction understands that the funds in question are set aside for local government use, believes that this program is for local benefit, and understands funding at the state level is a convenience to local government. MBCC has taken the lead in collecting required local jurisdiction waivers described above but may request assistance if necessary.
- As part of the application process, law enforcement from incorporated cities within the regional boundaries of the MJDTF must document in writing their knowledge of the task force if they are not active participants.
- Applicants must provide current letters of support within original signatures from local officials (e.g., schools, businesses, city and county officials) in the area where the task force operates. The letters should address the impact and outcomes of the task force in the affected community or counties.

Cash Match

A 30% **hard cash local match** of the total cost of each MJDTF project (JAG grant funds plus local match) is required for each JAG-funded project. **Applicants may not declare a match of more than 30%.** Match must be derived from non-federal sources. All funds designated as match are restricted to the same uses as the federal funds and must be expended within the grant period.

Unallowable use of JAG Funds

JAG funds may not be used (directly or indirectly) for security enhancements or equipment for any nongovernmental entity that is not engaged in criminal justice or public safety activities. Additionally, JAG funds may not be used (directly or indirectly) to pay for any of the following items:

- Purchase of vehicles (excluding police vehicles);
- Vessels (excluding police boats);
- Aircraft (excluding police helicopters);
- Luxury items;
- Real estate;
- Construction projects (other than penal or correctional institutions); or
- Any similar items.

For other unallowable costs refer to <http://ojp.gov/financialguide/DOJ/index.htm>. Under *Top 10 Topics* select '3. *Unallowable Costs*'.

Allowable use of JAG Funds

JAG funds may be used for travel costs, but mileage, per diem and lodging cannot exceed state rates. See Section 2: Project Budget for more information on travel costs.

For other allowable costs, refer to <http://ojp.gov/financialguide/DOJ/index.htm>. Under *Top 10 Topics* select '2. *Allowable Costs*.'

Collaboration

Applicants that demonstrate a collaborative approach in program development and execution will be given priority for funding. Involvement by participating agencies *must* be documented through current Memorandums of Understanding (MOUs) and Letters of Support (LOS) from active organizations, including specific contributions to be made.

Project Period

The project period begins July 1, 2020 and concludes June 30, 2021. Funds may not be expended or obligated prior to July 1, 2020.

Grant Funds Distribution

All grant funds are provided to subgrantees on a reimbursement basis, with proof of expenses incurred.

V. Application

Requirements

Applications and all components must be submitted based upon a **12-month** project period and *must* include the following:

Section 1: Face Page

The Face Page is automatically generated in the application system and identifies the applicant agency, project director who must be an employee of the applicant agency, project title, project duration and total number of months of federal support for any previous project.

Section 2: Project Budget

The Project Budget form categorizes requests for Personnel, Contracted Services, Travel and Per Diem, Equipment, and Operating Expenses. Budget requests must be (1) complete, allowable and cost-effective in relation to the proposed activities; and must (2) directly relate to the development, implementation or operation of the specific project.

- **Supplanting**

Funds must be used to supplement existing funds for program activities and cannot replace, or supplant, nonfederal funds that have been appropriated for the same purpose.

- **Federal Indirect Cost Rate Agreement**

Indirect costs must be requested in accordance with [Uniform Guidance found in 2 C.F.R. Part 200.414](#). Applicants using a Federally Approved Indirect Cost Rate plan or negotiated indirect cost rate plan, *must* upload a copy of the document. If no document is provided, indirect costs requests will not be considered. Refer to MBCC policy [B-08 Indirect Costs](#) and [Indirect Cost Information Page](#) for additional information.

- **Cash Match**

The budget must include the required 30% cash match as a percentage of the total project budget. Specifics of the match must be clearly identified in both Section 2: Project Budget and Section 3: Budget Narrative.

How to Calculate Match

Formula:					
Step 1	Total Project Cost	x	% of Recipient's Share	=	Required Match (recipient's share)
Step 2	Total Project Cost	-	Required Match	=	Federal Share (MBCC share)
Example:					
Step 1	\$62,500 Total Project Cost	x	30 % Recipient's Share	=	\$18,750 Required Match (recipient's share)
Step 2	\$62,500 Total Project Cost	-	\$18,750 Required Match	=	\$43,750 Federal Share (MBCC share)

- **Travel**

When budgeting for travel and per diem refer to <https://www.gsa.gov/travel/plan-book/per-diem-rates> for lodging rates (in-state and out-of-state) and the [Montana Operations Manual](#) for current per diem rates.

Section 3: Budget Narrative

The Budget Narrative must:

- fully explain and outline all funding sources for requested personnel positions. Explain if personnel requested are full time or part time positions. Identify if there are other funding sources (see Personnel example below);
- explain and justify all budget items by category;
- explain the relationship between budgeted items and project activities;
- show detailed cost calculations to demonstrate how the applicant arrived at the total amount requested; and
- include the source of match, identify anticipated expenses to be covered by the match.

If personnel costs are included in the budget, time and effort reports must be maintained to track actual time worked and must show all funding sources. Reports must be signed/submitted by the employee and certified by a supervisor.

Personnel example:

- *Personnel* - Taylor Smith's full-time equivalent position at \$31,990.40 per year:

Position Title (i.e. Administrative Assistant) – Taylor Smith

1 FTE @ \$15.38/hr. \$31,990.40

MBCC funding = .5 FTE (1040 hrs.) @ \$15.38/hr. = \$15,995.20

Other funding source (County surcharge fees) = .25 FTE (520 hrs.) @ \$15.38/hr. = \$7,997.60

Other funding source (Federal grant) = .25 FTE (520 hrs.) @ \$15.38/hr. = \$7,997.60

Grand Total = \$31,990.40

The Montana Department of Labor & Industry announces that the Unemployment Insurance (UI) Taxable Wage Base for 2020 will be \$34,100. The SUTA rate used in this example is for illustration purposes only.

Fringe Benefits: Position Title (i.e. Administrative Assistant) – Taylor Smith

Benefits are based on current payroll costs for a full-time position.

FICA (Social Security & Medicare)	\$31,990.40 x 7.65%	\$2,447
Worker's Compensation	\$31,990.40 x .8%	\$ 256
FUTA – on first \$7,000/yr.	\$7,000 x .6%	\$ 42
SUTA – on first \$34,100/yr.	\$31,990.40 x .5%	\$ 160
Retirement	\$31,990.40 x 8.17%	\$2,614
Health Insurance	\$31,990.40 x 7.7%	\$2,463
Total Fringe Benefits		\$7,982

MBCC funding = \$7,982 x .5 = \$3,991.00

Other funding source (County surcharge fees) = \$7,982 x .25 = \$1,995.50

Other funding source (Federal grant) = \$7,982 x .25 = \$1,995.50

Section 4: Project Narrative

The Project Narrative includes a detailed description of the purpose, needs, goal(s), objectives, implementation, evaluation, collaboration and sustainability plans for the proposed project. The Project Narrative must be written in a 12-point font, double-spaced and kept to a maximum of 24 pages. Material required under the Budget Narrative, Executive Summary, and Other Required Documents sections will not count toward the Project Narrative page count.

The Project Narrative *must* contain the following elements:

- *Executive Summary*
Summarize the purpose of the planned project, stating the problem or need, provide supporting data if applicable. Identify activities and outcomes to be achieved. Explain how the proposed project addresses the purpose area(s) identified. This section should be limited to four (4), double-spaced pages.
- *Needs Statement*
Identify the problem(s) to be addressed and validate the need for the proposed program and services. Include current regional or community and statewide data that is less than 5 years old to justify the grant request. The date range of the data must be identified.
- *Goal(s)*
Provide a broad statement that conveys the intent to change, reduce or eliminate the described problem. Outline the specific goal(s) of the proposed project. The goal(s) must be clearly defined, dynamic, realistic and attainable and should adhere to the purpose area(s). Goals should, whenever possible, contain model and best practice program approaches.

- **Objectives**
Identify the specific milestones aimed at achieving the proposed project goal(s). Objectives should be directly related to the goal(s). Objectives **must**:
 - Start with the word ‘To’ and an action verb (for example: to provide, to establish);
 - State the date when the milestone will be reached; and
 - Be specific, measurable, achievable, realistic and time bound.

A minimum of three (3) and a maximum of five (5) objectives are required.

Objectives example:

“To work directly with law enforcement to improve victim services” **is not a measurable or appropriate objective.**

“To hold 12 monthly meetings with law enforcement to discuss ways to improve victim services during the project period” **is a measurable and appropriate objective.**

- **Implementation Plan**
Include a complete Implementation Plan with objectives, specific action steps, responsible person(s), timelines, resources needed and projected costs.

Implementation Plan example:

Goal	Significantly reduce the achievement gap across specified student subgroups.			
Objective	To provide mentors for at-risk students during the project period to reach a mentor student ratio of 1:10.			
Activity / Action Step	Responsible Person(s)	Timeline	Resources Needed	Projected Costs
Develop program referral process and referral form for at risk students to be matched with a mentor.	Program Manager and School Counselor	Quarter 1	10 Staff Hours Total to develop referral process and create referral form	<ul style="list-style-type: none"> ● \$500 to print referral forms (paid by grant) ● \$200 for Program Manager to develop referral process and form (paid by grant) ● \$220 for School Counselor to develop referral process and form (paid by school district)

(Continued on next page)

Goal	Significantly reduce the achievement gap across specified student subgroups.			
Objective	To provide mentors for at-risk students during the project period to reach a mentor student ratio of 1:10.			
Activity / Action Step	Responsible Person(s)	Timeline	Resources Needed	Projected Costs
Identify students for Mentoring Program through self and staff referrals.	Program Manager and School Counselor	Ongoing throughout life of project (Quarters 1, 2, 3, and 4)	10 Staff Hours Weekly to Review, Discuss, and Admit Students to Program (5 hours each for Program Manager and School Counselor)	<ul style="list-style-type: none"> ● \$10,400 for Program Manager per year to Identify students (paid by grant) ● \$10,400 for School Counselor per year to Identify students (paid by school district)

- *Evaluation Plan*

Describe how the proposed project is to be evaluated, throughout the duration of the project, to meet the program goal(s). The plan should clearly state:

- what evidence will indicate progress; and
- how, when, and by whom evaluations will be conducted.

Include existing baseline data and the applicant’s commitment to provide pre and post data related to specific performance measures. Data collected should verify objectives have been met.

- *Collaboration Plan*

Describe and demonstrate how the project will promote significant coordinated public and private efforts. Identify the specific activities performed with each partner as it pertains to achieving the goals and objectives of this proposal.

This includes, but is not limited to describing:

- partnerships built through the grant;
- multi-disciplinary teams created to reach program objectives;
- how the established partnerships compliment one another’s programs; and
- how the community supports the proposed project.

Additional evidence of collaboration may be in the form of a Letter of Support (LOS) or Memorandum of Understanding (MOU). The LOS or MOU must specifically cite the type of support being offered, such as office space, volunteer time, participation in planning, or other appropriate services, and must be uploaded as indicated in Section 7.

- *Sustainability Plan*
Include a plan outlining capacity to support and sustain the proposed project after federal funding ends. The plan should describe the community’s financial support, funding opportunities *outside* of grants from MBCC, other federal or state grants and challenges to sustaining the program. Applying for additional MBCC grants is not considered an adequate sustainability plan.

Section 5: Special Assurances and Conditions

The online subgrant application contains a list of Special Assurances and Conditions that are part of the contract between MBCC and the subgrantee upon award. The Signature Page of the application binds the applicant to the Special Assurances and Conditions.

Section 6: Signature Page

The application requires original signatures of an Official Budget Representative, Project Director and Financial Officer. The Signature Page, *with original signatures*, must be scanned and uploaded into the OSAS in Section 7. Electronic and stamped signatures are not acceptable. No single person can sign as both the Official Budget Representative and Project Director. The Official Budget Representative must be a person with budget-setting authority, generally a mayor, chairperson or department director. The Project Director must be an employee of the applicant agency.

Section 7: Required Documents

Do not submit documents other than those specified in this solicitation. Any materials submitted as part of an application may be released pursuant to a request under the Freedom of Information Act.

Documents required under this RFP, that must be uploaded into the OSAS include:

- **Budget Narrative**
- **Project Narrative**
- **Signature Page**, with original signatures from all parties listed in Section 6 (stamped or electronic signatures are not acceptable)
- A copy of the current, active **SAM registration**, showing current **DUNS number**
- **[Accounting System and Financial Capability Questionnaire](#)**. Federal regulations require applicants to establish and maintain proper accounting systems and financial records to include policies and procedures. Use the link provided to access the form.
- **Position descriptions** for all personnel requested in the budget
- **Federal Indirect Cost Rate Agreement** (if applicable)
- **MOU for Crime Data Reporting** (if applicable)
If the applicant organization is a unit of local government, MBCC requires the local government applicant (and/or group of applicants listed within a collaborative agreement) to be compliant with the **[Crime Data Reporting Policy](#)**. For crime data reporting status, use the data request form available on the MBCC website at **<http://mbcc.mt.gov/Requests/CIMRequest>**.
- **Drug Task Force Inter-Agency Memorandum of Understanding (MOU)** with original signatures, with all MJDTF participants. To access a sample MOU template form, click on the following link to access the MBCC “Forms” page: **<http://mbcc.mt.gov/Funding/Forms-Info#General>**. Scroll down under “Justice Assistance Grant (JAG)” and click on “Drug Task Force Inter-Agency Memorandum of Understanding;”
- **Current Letters of Support** with original signatures (stamped or electronic signatures are not acceptable), preferably written on the supporting agency’s letterhead;
- **Written knowledge of the Task Force** from law enforcement of non-active incorporated cities within regional boundaries;

- **2019 Threat Assessment:** state how the proposed task force plans to respond to the threats outlined in the assessment
- **Policy on Expenditure of Forfeiture of Funds:** a copy of the applicant’s policy must be uploaded into OSAS and may be incorporated as a component of the Drug Task Force Inter-Agency MOU; and
- **Supplemental Application Narrative Report** (only applicable to current JAG-funded MJDTFs). Include the following narrative report as an attachment to the application.
 - A. Provide a progress report for the FY 2020 (July 1, 2019 – June 30, 2020) project goals and objectives
 - B. Provide a report for FY 2020 on the number of cases the task force has worked with HIDTA, other drug task forces, prosecutors, tribes and other local, state and federal agencies. In the report, provide specific examples of the outcomes and successes of this interagency coordination and the results of each case.
 - C. Provide the number of cases for FY 2020 the drug task force has referred to federal prosecutors and the number accepted for federal prosecution. If the case was rejected, explain the reasons why.
 - D. Provide a description for FY 2020 of the impact the drug task force has had on drug availability, deterrence and public awareness in the area of operations and statewide.

Questions or Clarification

MBCC will host a **pre-application Offeror’s Call on March 9, 2020 at 1:00 p.m.** MBCC staff will review the solicitation requirements and conduct a question and answer session with interested potential applicants.

To participate in the Offeror’s Call, click the Join Skype Meeting link below or join by phone.

Join Skype Meeting	Join by phone
Trouble Joining? Help	406-444-4647
Try Skype Web App	Conference ID: 299327

Applicants may also contact Mark Thatcher at (406) 444-3605 or mthatcher@mt.gov to have the Offeror’s Call information sent directly to them.

Applicants having questions or requiring clarification or interpretation of any section within this RFP must address these issues via the MBCC website **on or before April 6, 2020 at 5:00 p.m.** Questions shall be submitted using the online MBCC RFP Question and Answer Request form found at <http://mbcc.mt.gov/Funding/Grant-Offerings>, under # **20-05 (G)**. Clear reference to the section, page and item in question must be included in the request. Questions received after the deadline will not be considered. **Program specific questions cannot be addressed during the solicitation period.**

Written responses to all questions received by the deadline will be posted on the MBCC website within seven calendar days, under #**20-05 (G) RFP Question and Answer Request**. Applicants should consult the RFP Question and Answer Requests prior to posting a question to avoid duplication and prior to submitting an application to avoid missing potentially assistive material. Any other form of interpretation of this RFP will not be binding upon MBCC.

Crime Statistics

Applicants may utilize crime data that is collected by the MBCC Statistical Analysis Center to include in their proposals. Montana's Incident-Based Reporting System (MTIBRS) is an analytical/statistical tool. Users can select reports based on offense, offender/arrestee, victim and property data elements or can create their own custom reports based on multiple variables. Data from 2011 to the most current complete calendar year is available.

For assistance in accessing MTIBRS or for technical assistance regarding crime statistics, applicants should request information at <http://mbcc.mt.gov/Requests/CIMRequest>, *at least five business days before the RFP deadline*. In the field labeled "Other," please provide the RFP number and name of the grant applying for.

Receipt Verification

All applications received by the due date will receive a letter of acknowledgment and will be assigned a grant number and a Crime Control Bureau contact person. Late applications will not be reviewed.

VI. Limitations and Fund Use

All MBCC grant funds are governed by the Department of Justice grant program's legislation, statutes and regulations and the [Uniform Guidance found in 2 C.F.R. 200](#) of the Office of Management and Budget. In addition to the DOJ, the Office of the Chief Financial Officer provides policy guidance, financial control and support services in the areas of grants, accounting and financial management.

To be allowable under federal awards, costs must meet the following general criteria:

- Be necessary, reasonable, and allocable for proper and efficient performance and administration of the award;
- Be authorized or not prohibited under State, local or tribal laws or regulations;
- Conform to any limitations or exclusions set forth in the Uniform Guidance or other governing regulations as to types or amounts of cost items;
- Be consistent with policies, regulations and procedures that apply uniformly to both federal awards and other activities of the organization;
- Be accorded consistent treatment (a cost may not be assigned to a federal award as a direct cost if any other cost incurred for the same purpose in a like circumstance has been allocated to the federal award as an indirect cost);
- Be determined in accordance with generally accepted accounting principles;
- Not be included as a cost or used to meet cost sharing or matching requirements of any other federal award in either the current or a prior period, except as specifically provided by federal law or regulation; and
- Be adequately documented.

For specific information regarding allowable or unallowable costs, refer to the [Uniform Guidance found in 2 C.F.R. 200](#). For Montana-specific regulations, refer to the [Montana Operations Manual](#).

VII. Application Processing and Award

Initial Screening

An initial screening of applications received by the due date will be completed to check the application for completeness. If any required documents are not submitted, the application will be deemed incomplete and disqualified from consideration. Disqualified applicants will receive a letter indicating disqualification.

Scoring

Successfully screened applications will be scored for responsiveness to the program scope and the requirements of this RFP.

The following scoring criteria will be used to evaluate each application, with different weight given to each, based on the percentage value listed:

Executive Summary	5% of 100
Budget and Budget Narrative	20% of 100
Needs Statement	25% of 100
Goals	10% of 100
Objectives	10% of 100
Implementation Plan	15% of 100
Evaluation Plan	5% of 100
Collaboration Plan	5% of 100
Sustainability Plan	5% of 100

Any application failing to achieve 60% of the total available points will be recommended for elimination from further consideration.

Applications receiving a score of 60% and above will be referred to the MBCC Application Review Committee.

Application Review Committee (ARC)

For applications that have received the 60% minimum score, the ARC will provide recommendations to the MBCC Board of Directors for final funding decisions/awards. Funding will be recommended based on availability of funding, board priorities and funding criteria, and not solely on basis of highest application score. Applicants will receive written notice of the ARC recommendation.

Appeals

Per MBCC policy [B-04](#), if the ARC recommends denial, the applicant may appeal the recommendation. The appeal **must address** one of the following criteria:

- The Request for Proposal was inaccurate;
- Staff provided misinformation;
- Staff failed to follow MBCC policy;
- A specific geographic region would no longer have any available program in a service category;
or
- The application did not achieve the required minimum score.

Awards

The MBCC Board of Directors will review all ARC recommendations and reserves the right to make final funding decisions. Funding will be awarded based on the availability of funding and board priorities, and not solely on the basis of highest application score. Following Board action, each applicant will receive either an Intent to Award Notice or a denial letter. If funded, the application and award documents form a legal and binding agreement with MBCC requiring the applicant to perform all goals and objectives as submitted, and to adhere to the approved budget.

All grantees are required to fill out and return a Risk Assessment as part of the award documents. The Risk Assessment will determine the level of monitoring of the applicant. Awards to high risk applicants may carry additional special conditions such as increased monitoring and/or prohibitions on reimbursement until certain requirements are met. High risk grantees with substantial or persistent performance or compliance issues, long-standing open audits, or open criminal investigations will likely result in a delay in funds until issues are resolved.

Program-Specific Award Requirements

Clandestine Methamphetamine Laboratory Mitigation Measures

Each of the Multi-Jurisdictional Drug Task Forces will ensure that it complies with the terms of the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance (BJA) Award Continuation Sheet, Special Condition mitigation measures.

This special condition facilitates compliance with the provision of the National Environmental Policy Act (NEPA) relating to clandestine methamphetamine laboratory operations, including the identification, seizure or closure of clandestine methamphetamine laboratories [hereinafter, “meth lab operations”]. No monies from this award may be obligated to support meth lab operations unless the Grantee implements this special condition.

Clandestine methamphetamine laboratory mitigation information can be found by the BJA website at <https://www.bja.gov/Funding/nepa.html>.

Task Force Integrity and Leadership Training

The subgrantee agrees within **120 days of award acceptance**, any law enforcement task force funded with these funds, the task force commander, agency executive, task force officers and other task force members of equivalent rank, will complete required online (internet-based) task force training to be provided free of charge through BJA’s Center for Task Force Integrity and Leadership. ***Additionally, all future task force members are required to complete this training once during the life of this award, or once every four years if multiple awards include this requirement.*** This training will address task force effectiveness as well as other key issues including privacy and civil liberties/rights, task force performance measurement, personnel selection and task force oversight and accountability. Additional information will be provided by BJA regarding the required training and access methods via BJA’s website and the Center for Task Force Integrity Leadership at www.ctfli.org.

Post-Award Required Documents

If an applicant program is selected for an award, the following completed documents with original signatures must be submitted to the MBCC JAG Program Manager at mthatcher@mt.gov before the applicant will be allowed to receive their award from MBCC:

Confidential Funds Certification

For all projects involved with confidential funds from either Federal or matching funds, the U.S. Department of Justice (USDOJ) requires signed certification that the Project Director has read, understands and agrees to abide by the confidential funds conditions as stated in the **USDOJ 2015 Financial Guide; III. Post Award Requirements; Section 3.12 Confidential Funds; (Pages 102-110)** at: https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf.

The signed certification must be submitted upon returning to MBCC the accepted subgrant award package. A sample Confidential Funds Certification form for use is available at: <https://ojp.gov/financialguide/DOJ/pdfs/CFcertification.pdf>

Any activity using buy money must comply with federal and state guidelines, regardless of the source of the buy money, and must be reported quarterly to the MBCC.

Certification of Affiliate Agencies Reporting Drug Task Force Crime Data:

If awarded funds, the drug task force will receive a certification form and instructions in their award package. The certification form must identify the agencies responsible for reporting drug task force crime data in their jurisdiction. **The completed certification form including affiliate agency signatures must be submitted to MBCC within 30 days after receiving the award package. Funds will not be released until MBCC receives and approves the completed certification.**

Information Regarding Communication with the Department of Homeland Security (DHS) and/or Immigration and Customs Enforcement (ICE):

Must be completed, signed and dated by the Project Director or Chief Official of the applicant government agency.

VIII. Grantee Quarterly Reporting

All MBCC grantees must comply with the following:

- Submit online reports within **ten days** following the end of each reporting period. These reports include, but are not limited to:
 - Financial Reports
 - Program Narratives
 - Performance Measures Data

Quarterly reporting periods are as follows:

Reporting Period	Report Due Date
Quarter 1: July 1 – September 30	October 10
Quarter 2: October 1 – December 31	January 10
Quarter 3: January 1 – March 31	April 10
Quarter 4: April 1 – June 30	July 10

Performance Measurement Tool (PMT)

Grant recipients will be required to submit JAG performance measures data directly to the federal PMT website: <https://ojpssso.ojp.gov/>. Once awarded, subgrantees will be provided by email information regarding federal reporting.

Grantee acknowledges that failure to provide all types of reporting as required *will* cause grant funding to be delayed or rescinded.

IX. Application Checklist

Refer to this checklist before submitting the online application and required additional documentation.

	Project Budget
	Budget Narrative
	Project Narrative
	Signature Page with Original Signatures
	SAM Verification (example)
	Accounting System and Financial Capability Questionnaire
	Position Descriptions for all personnel requested in the budget
	Federal Indirect Cost Rate (if applicable)
	MOU for Crime Data Reporting (if applicable)
	Drug Task Force Inter-Agency MOUs with Original Signatures
	Current Letters of Support with Original Signatures
	Written Knowledge of Task Force
	2019 Threat Assessment
	Policy on Expenditure of Forfeiture Funds
	Supplemental Application Narrative Report

