



Montana Board of Crime Control Request for Proposals

20-06 (R) Residential Substance Abuse Treatment (RSAT) For State Prisoners Program

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>.*

**Text that appears blue and underlined indicates a link to a webpage or online document.*

I. Eligibility

Eligible applicants include state agencies and units of local government, including federally recognized Indian tribal governments that perform law enforcement functions. Private and non-private, nonprofit agencies are not eligible to apply. All applicants (including any for-profit organization) must forgo any profit or management fee.

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. Applicants 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, 12:00 p.m. noon**. Applications will be submitted in the OSAS under the registered applicant and RFP #20-06 (R) Residential Substance Abuse Treatment (RSAT). To mitigate any potential submission difficulties, MBCC strongly urges application submission 72 hours prior to the deadline.

Late applications will not be processed or awarded.

Schedule of Events	
RFP Issue Date	March 2, 2020
<u>Pre-Application Offeror's Call</u>	March 10, 2020 4:00 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.	
<u>Application Submission Deadline</u>	April 13, 2020 at 12:00 p.m. noon
Staff and Committee Review	April 13, 2020 – April 24, 2020
Application Review Committee (ARC)	April 29, 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 # 20-06 (R)**, 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 the Residential Substance Abuse Treatment (RSAT) for State Prisoners Program to be funded by the U.S. Department of Justice (DOJ), Office of Justice Programs, Bureau of Justice Assistance. The RSAT for State Prisoners Program assists state, local and tribal governments in the development and implementation of substance abuse treatment programs in state, local and tribal correctional and detention facilities, as well as in the creation and maintenance of community reintegration services for offenders. The purpose of the RSAT for State Prisoners Program is to break the cycle of drug addiction and violence by reducing the demand for, use, and trafficking of illegal drugs. RSAT's objectives are to enhance the capabilities of states and units of local and tribal government to provide residential substance abuse treatment for incarcerated inmates; prepare inmates for their reintegration into a community by incorporating reentry planning activities into treatment programs; and assist these offenders and their communities through the reentry process by delivering community-based treatment and other broad-based aftercare services. Treatment practices and/or services are required to be evidence-based as shown through treatment outcomes that are consistent with the RSAT Program objectives.

The application process is competitive. Previous funding does not guarantee an award during this funding cycle. Approximately \$185,000 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.

Program Requirements

RSAT Program funds will be used to implement three types of programs: residential, jail-based, and aftercare as described below. A program must implement and/or continue to require urinalysis or other proven reliable forms of testing, including both periodic and random testing (1) of an offender before the offender enters a residential substance abuse treatment program; (2) during the period in which the offender participates in the treatment program; and (3) of an offender released from a residential substance abuse treatment program if the offender remains in the custody of the state.

RSAT Program funds will be used to implement Residential Programs based on effective scientific practices that:

- Engage inmates for a period between 6 and 12 months.
- Provide residential treatment facilities set apart – in a completely separate facility or dedicated housing unit in a facility exclusively for use by RSAT participants – from the general correctional population.
- Focus on the inmate’s substance abuse diagnosis and addiction-related needs.
- Develop the inmate’s behavioral, cognitive, social, vocational, and other skills to solve the substance abuse and related problems.
- Require urinalysis and/or other proven reliable forms of drug and alcohol testing for program participants, including both periodic and random testing, and for former participants while they remain in the custody of the state, local or tribal government.
- Prepare inmates for successful community reintegration, including post-release referral to appropriate evidence-based aftercare treatment and/or service providers including those that support the use of medication-assisted treatment.

If possible, RSAT participation should be limited to inmates with 6 to 12 months remaining in their confinement so they can be released from prison instead of returning to the general prison population after completing the program.

RSAT Program funds will be used to implement Jail-based Programs designed on effective scientific practices that:

- Engage inmates for at least 3 months.
- Focus on the inmate’s substance abuse diagnosis and addiction-related needs.
- Develop the inmate’s behavioral, cognitive, social, vocational, and other skills to solve the substance abuse and related problems.
- Require urinalysis and/or other proven reliable forms of drug and alcohol testing for program participants, including both periodic and random testing, and for former participants while they remain in the custody of the state, local or tribal government.
- Prepare offenders for successful community reintegration, including post-release referral to appropriate evidence-based aftercare treatment and/or service providers that support the use of medication-assisted treatment.

Jail-based programs are required to separate the treatment population from the general correctional population.

RSAT Program funds will be used to implement Aftercare Programs:

To be eligible for funding under the RSAT for State Prisoners Program, applicants shall ensure that offenders who participate in the substance abuse treatment program established or implemented with assistance provided under this program, *will be* provided with aftercare services. Aftercare services must involve coordination between the correctional treatment program and other social service and rehabilitation programs, such as education and job training, parole supervision, halfway houses, self-help, and peer group programs. To qualify as an aftercare program, the head of the proposed substance abuse treatment program must work in conjunction with state, local and tribal authorities and organizations involved in substance abuse treatment, to assist in the placement of program participants into community substance abuse treatment facilities upon release. Programs shall coordinate these activities with any Substance Abuse and Mental Health Services Administration (SAMHSA) funded state, local and/or tribal program that addresses the needs of this target population.

Use of Evidence-Based Substance Abuse Treatment Programs or Services

Applicants are required to provide substance abuse treatment programs and services that have a demonstrated evidence base and that are appropriate for the target population. **Applicants must specify the evidence-based practice being proposed, identify and discuss the evidence that shows the practice is effective, discuss the population(s) for which this practice has been shown to be effective, and show that it is appropriate for the proposed target population.**

The Office of Justice Programs (OJP) strongly emphasizes the use of data and evidence in criminal justice program development. OJP is committed to improving the quantity and quality of evidence it generates; integrating evidence into program, practice, and policy decisions within OJP and the field; and improving the translation of evidence into practice. OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. OJP's Crime Solutions web site, <https://www.crimesolutions.gov/>, is one resource applicants may use to find information about evidence-based programs.

Additional information on evidence-based treatment practices can be found in SAMHSA's *Guide to Evidence-Based Practices* available at <https://www.samhsa.gov/ebp-resource-center>. The *Guide* provides a short description and a link to websites with relevant evidence-based practices information - either specific interventions or comprehensive reviews of research findings. SAMHSA's *Guide* also references the National Registry of Evidence-Based Programs and Practices (NREPP), a searchable database of interventions for the prevention and treatment of mental disorders and substance abuse. NREPP is intended to serve as a decision support tool, not as an authoritative list of effective interventions. Being included in NREPP, or in any other resource listed in the *Guide*, does not mean an intervention is "recommended" or that it has been demonstrated to achieve positive results in all circumstances. Applicants must document that the selected practice is appropriate for the specific target population and purposes for their project.

Application Requirements

Applicants *must*:

- Describe the proposed treatment service(s)/practice(s) including access to medication-assisted treatment available for residential substance abuse treatment participants and how those services

are to be monitored for quality and effectiveness. Discuss the evidence that shows that the treatment service(s) and/or practice(s) is/are effective with the target population. If the evidence is limited or nonexistent for the target population, provide other information to support the intervention selection including validated screening and assessment tools used to support the intervention. Provide local data and any evaluation findings that demonstrate the program's impact regarding offender and community outcomes.

- Explain how the proposed program will address the inclusion of opioid abuse reduction treatment and services.
- Describe how the applicant will ensure that offenders who participate in the RSAT program will be provided with community reintegration services. Describe how the applicant will ensure providers furnishing reintegration services are approved by the appropriate state, local or tribal agency, and are licensed, if necessary, to provide medical treatment or other health services. Describe the reintegration services that will be provided.
- Explain planning and implementation strategies to: (1) identify and enroll uninsured offenders into Medicaid or other health insurance; and (2) increase access to and use of primary healthcare and substance abuse and mental health treatment for newly insured offenders in order to ensure continuity of care and improve recidivism outcomes for RSAT participants after release from incarceration.
- Describe any federal awards, including other DOJ awards, which also will support RSAT efforts.

Cash or In-Kind Match

Matching contributions of 25% (cash or in-kind) of the total cost of the RSAT for State Prisoners project (federal funds plus local match) are required and 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.

Collaboration

Applications involving partnerships with community-based substance abuse treatment programs will be given priority consideration. Involvement by participating agencies must be documented through current Memorandum of Understandings (MOUs) and/or Letters of Support (LOS), including specific contributions to be made.

Project Period

The project period begins July 1, 2020 and concludes June 30, 2020. 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 all Program and Application Requirements above in addition to 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 or In-Kind Match**
The budget must include the required 25% 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	25 % Recipient's Share	=	\$15,625 Required Match (recipient's share)
Step 2	\$62,500 Total Project Cost	-	\$15,625 Required Match	=	\$46,875 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 and document the basis for determining the value of any in-kind match.

If personnel or volunteer costs are included in the budget, whether paid by MBCC or used as match, 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/volunteer and certified by a supervisor.

Personnel example:

Personnel/Salary: 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.

- *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)

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.

Evidence of collaboration must be in the form of a LOS or MOU and 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 in the requested budget, whether paid by MBCC or used as match.
- **Federal Indirect Cost Rate Agreement** (if applicable)
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.
- **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 MBCC policy B-05, **[Crime Data Reporting](#)**. For crime data reporting status, use the data request form available on the MBCC website at **<http://mbcc.mt.gov/Requests/CIMRequest>**.
- **MOUs or Letters of Support** with original signatures (stamped or electronic signatures are not acceptable)

Questions or Clarification

MBCC will host a **pre-application Offeror's Call** on March 10, 2020 at 4:00 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.

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

Applicants may also contact Carrie Lutkehus at (406) 444-2632 or **clutkehus@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 12:00 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 # **20-06 (R)**. 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 # **20-06 (R) 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 you are 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 processed or awarded.

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.

VIII. Grantee Responsibilities Post-Award

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
 - Outcome 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

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 in the requested budget
	Federal Indirect Cost Rate (if applicable)
	MOU for Crime Data Reporting (if applicable)
	MOUs with Original Signatures
	Letters of Support with Original Signatures

