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# Montana Board of Crime Control Request for Proposals (RFP)

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*A Publication of the Montana Board of Crime Control 5 South Last Chance Gulch, PO 201408 Helena, MT 59620-1408  
(406) 444-3604 FAX (406) 444-4722 TTY 444-7099*

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**Request for Proposals (RFP)**

**#15-09 (R)**

**Residential Substance Abuse Treatment (RSAT)**

New applicants must register online at [www.mbcc.mt.gov](http://www.mbcc.mt.gov) and are encouraged to register immediately upon intent of application.

**Proposal Deadline: August 7, 2015 at 12:00 Noon**

**Project Dates: October 1, 2015 to September 30, 2016**

*Alternative accessible formats of this document will be provided upon request. Persons with disabilities who require this material in another format in order to participate in the Request for Proposal process should contact MBCC, 5 South Last Chance Gulch, PO Box 201408, Helena, MT 59620-1408. Phone (406) 444-3604; FAX (406) 444-4722; TTY (406) 444-7099. For applicants without Internet access who cannot submit an application electronically through MBCC's Online Application System, please contact Kristel Matchett, Administrative Assistant, MBCC by e-mail, fax, or expedited/overnight mail (use of mail service with package tracking capability is strongly encouraged). Proposals must be received by MBCC by no later than **12:00 P.M. Noon on August 7, 2015**, in order to receive MBCC review and consideration.*

## **I. Overview**

The Montana Board of Crime Control (MBCC) is soliciting proposals for programs to be funded through the Residential Substance Abuse Treatment (RSAT) for State Prisoners Program. Funding for this program comes from the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance. This program furthers the Department's mission to break the cycle of alcohol, drugs and violence by assisting state, local, and tribal efforts in reducing the demand for, use, and trafficking of illegal drugs; and reducing the number of repeat DUI offenders through the provision of alternative, community-based treatment, thereby increasing both offender productivity and public safety.

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Communities that demonstrate a collaborative approach in program development and implementation will be given priority for funding. Involvement by participating agencies should be documented through current Memorandum of Understandings and/or letters of support from active organizations and include specific contributions to be made.

Approximately \$48,875 will be available, depending on the availability of federal funds. The total project period is 12 months.

**Note: Because federal funds are not always available immediately following the award date, programs should prepare for this contingency.**

## **II. Eligibility**

Eligible applicants include local government, tribal governments, and state agencies. **Private non-profit agencies are not eligible to apply for RSAT funds.**

### **Mandatory DUNS and SAM Registration:**

The Federal Funding Accountability and Transparency Act of 2006 (Transparency Act) took effect January 1, 2009. Applicants for Federal awards 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/> or call the Dun & Bradstreet hotline at 1-866-705-5711. For additional information regarding SAM, visit [www.sam.gov](http://www.sam.gov).

The DUNS number is required as part of registration with SAM. To register with SAM, go to [www.sam.gov](http://www.sam.gov) or call the Federal Service Desk at 1-866-606-8220 with any questions.

*Note: You must renew your SAM registration once a year. If applicants fail to renew their SAM registration, the grant application may not be considered.*

*A copy of the current, active SAM registration MUST be uploaded into the Online Subgrantee Application System (OSAS).*

## **III. Application Deadline**

Applications for RFP #15-09 (R) RSAT must be submitted online on or before August 7, 2015 at 12:00 pm noon.

*Failure to meet required deadlines and/or application requirements may result in denial of the application.*

*In an effort to mitigate any potential application submission problems, MBCC strongly urges applicants to submit applications 72 hours prior to the application due date.*

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**IV. Registration**

If you are a new applicant agency, register with the Online Subgrantee Application System (OSAS) at <http://mbcc.mt.gov/osas/Default.aspx> immediately to ensure meeting the application deadline on **August 7, 2015 at 12:00 p.m. noon**. Create your login ID, using 4 to 20 characters with no spacing or punctuation. Passwords must be at least 8 characters (at least 1 letter and 1 digit) 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 (FEIN).

If you have previously applied for a grant with MBCC, use your existing User ID and Password. If you need assistance, contact MBCC at (406) 444-3604.

**V. How to Apply**

Go to [www.mbcc.mt.gov](http://www.mbcc.mt.gov) and select “Grant Resources”, then “Online Application”. Log in; select “File a New Application”; select the RFP for which you are applying. Complete the online application.

**REQUIREMENTS:**

All required documents must be uploaded into the online application for submission; some documents must be scanned before uploading. These include the following:

- Signature page with original signatures – *Application cannot be submitted without identifying the Project Director and Budget Representative. MBCC recommends this be a priority before completing the rest of the application. Please make sure signers are current and have signatures on the form prior to completing online application.*
- Verification for System of Award Management (SAM) Registration
- Position descriptions if personnel is requested in budget
- Memoranda of Understandings (MOUs) (for local governments who are not compliant with the submission of crime data)
- All other required documents

**Assistance**

If you need assistance with the application, please call our office at 406-444-3604. If you have questions regarding the application content, please contact the following staff:

Fiscal Staff  
Stacy Purdom  
[stpurdom@mt.gov](mailto:stpurdom@mt.gov)

Phone  
406-444-6678

Program Staff  
Samantha Erpenbach  
[serpenbach@mt.gov](mailto:serpenbach@mt.gov)

Phone  
406-444-2947

**Crime Statistics**

Agencies may utilize crime data that is collected by the MBCC Statistical Analysis Center to include in their applications. MTIBRS Online Reporting (MOR) is an analytical/statistical tool

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that takes full advantage of Montana’s Incident-Based Reporting System. Users can select custom reports based on offense, offender/arrestee, victim, and property data elements. Users can also create their own custom reports based on many variables and export the reports in multiple formats (PDF, XML, or comma-delimited). Data from 2005 to the most complete current calendar year is available. For assistance in accessing MOR or for technical assistance regarding crime statistics, agencies should request the information at [mbcc@mt.gov](mailto:mbcc@mt.gov) *at least five working days before the RFP deadline*. For more information, please contact Gabe Downey at (406) 444-4298 or [gdowney@mt.gov](mailto:gdowney@mt.gov) or Kathy Ruppert at (406) 444-2084 or [kruppert@mt.gov](mailto:kruppert@mt.gov).

**Receipt Verification**

All applicants will receive a letter acknowledging the receipt of their application and will be assigned a grant number and an MBCC contact person.

**Late Applications**

New project applications received past the due date will not be considered. Continuation project applications received past the due date require an appearance before the Prevention/Treatment Committee of the Board of Directors to request consideration.

**VI. Quarterly Reporting**

All successful applicants for grant award funds from MBCC must agree to the following:

- Submit online quarterly narratives, performance measures, data, and financial reports in the prescribed format according to MBCC time frames within 10 days after the end of each program quarter.

<u>Reporting Period:</u>	<u>Due Date:</u>
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

Applicants who receive funding under this solicitation must provide data that measures the results of their work. It is imperative that applicants review the data required prior to submitting applications. The following measures are examples of some of the core performance measures for the RSAT program, but applicants should examine the complete list on the BJA website:

<https://www.bjaperformancetools.org/help/RSATPerformanceSurvey.pdf>

**The scope of your project will determine which performance measures will be required.**

The applicant will be required to report the data quarterly and will be responsible for entering performance measures into the performance measurement tool (PMT). <https://www.bjaperformancetools.org/UUM/>

More information will be provided to successful applicants regarding the PMT. The goals and objectives of the project should align with these performance measures.

## **VII. Program-Specific Information**

### **RSAT Program**

RSAT assists states, local, and tribal governments to develop and implement substance abuse treatment programs in state, local, and tribal jails, correctional and detention facilities and to create and maintain community-based aftercare services for offenders. The goal of the RSAT program is to break the cycle of alcohol, drugs and violence by reducing the demand for, use, and trafficking of illegal drugs; and to reduce the number of repeat offenders by providing alternative, community-based treatment, thereby increasing both offender productivity and public safety. RSAT enhances the capability of states and units of local and tribal government to provide treatment for incarcerated inmates; prepares offenders for their reintegration into the communities from which they came by incorporating reentry planning activities into treatment programs; and assists offenders and their communities through the reentry process by delivering of community-based treatment and other broad-based aftercare services.

### **Priority Projects**

#### ***Jail-based Programs***

- If possible, successful applicants should create a therapeutic environment by separating the treatment population from the general correctional population.
- Programs can implement day treatment programs for offenders off site, if appropriate transportation details are documented.
- Jail treatment for incarcerated participants will last a **minimum of three months**.
- Programs will focus on the participant's substance use diagnosis and addiction related needs.
- Programs will develop the participant's cognitive, behavioral, social, vocational, and other skills to solve the substance abuse and related problems.
- Programs that involve treatment from a Licensed Addiction Counselor (LAC) or Master Level Counseling.
- DUI Offender Treatment Programs are also allowable under the RSAT.
- Programs will include mandatory alcohol and substance abuse testing.
- Coordination with aftercare programming is mandatory and demonstration of re-entry planning.

#### ***Aftercare Programs***

- Programs must involve coordination among the correctional treatment program, treatment court, and other social service and rehabilitation programs, such as education and job training, probation supervision, halfway houses, self-help, and peer group programs.
- 10% of the award can be used for aftercare services.
- Aftercare services can include, but are not limited to: alcohol/drug testing, housing/vocational assistance and substance abuse treatment.
- Close coordination with treatment program is mandatory and demonstration of re-entry planning.

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***Specific requirements of the Residential Substance Abuse Treatment (RSAT) Grant that needs to be addressed in the project narrative section of the application:***

- Successful applicants for RSAT funding must demonstrate significant collaboration within their community; evidence of this 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/service being offered, such as office space, volunteer time, participation in planning, or other appropriate services.
- Applicants must have an active reentry/transitional/treatment court team that assists with the reentry/transitional services of the jail-based program participant.
- The team will need to examine ways to pool resources and funding streams to promote lower recidivism rates of offenders and minimize the harmful effects of offenders' time in jail on families and communities.
- Projects must use best or promising practices in the treatment of offenders.
- Projects must have evaluation plans that are the basis for quarterly reporting.
- Projects must describe treatment services(s)/practice(s) (including access to Medication Assisted Treatment (MAT) available for participants and how those services are currently implemented and monitored for quality and effectiveness. Discuss the evidence that shows that the services provided are effective for the target population. If the evidence is limited or non-existent for the target population, provide other information to support the intervention selection.
- Description of how the applicant will ensure that individuals who participate in the RSAT program established or implemented with these funds will be provided aftercare services. Describe how the applicant will ensure providers furnishing aftercare services are approved by the appropriate state or local agency and are licensed.
- Description of the planning and implementation strategies for engaging and enrolling newly eligible participants into Medicaid, or other health insurance through the Health Insurance Marketplace, ensuring the treatment protocol will continue after program completion.
- Description of any federal/state/local funding that will support RSAT efforts.

**Best Practices**

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 (<http://www.crimesolutions.gov/>) web site is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

**Allowable uses of RSAT Funds can include, but are not limited to, the following:**

- Counselor salaries
- Treatment therapist, family therapy

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- Case management services

**Prohibited Uses**

RSAT funds shall not be used for land acquisition or construction projects.

**Project Period**

The project period begins October 1, 2015 and concludes September 30, 2016. Funds may not be expended or obligated prior to October 1, 2015.

**Cash or In-Kind Match**

Matching contributions of 25 % (cash or in-kind) of the total cost of each RSAT 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 RSAT funds and must be expended within the grant period. Remember to identify the source of the match and the anticipated expenses that will be obligated by the match in the budget narrative. The budget must include the required match as a percentage of the total project budget. Specifics of the match (amount and source) must be clearly identified on both the Project Budget Sheet and Budget Narrative. Projects must document the basis for determining the value of match.

Formula for Match Calculation:

- 1) Total Project Budget x Match Requirement Percentage = Match Requirement
- 2) Total Project Budget – Match Requirement = Amount of Grant Request

Example: For a project with a total budget of \$100,000 and a 20% Match Requirement:

- 1) \$100,000 x 20% = \$20,000 Match Requirement
- 2) \$100,000 - \$20,000= \$80,000 (Grant Request/Federal Amount)

**Application Review and Scoring**

All applications *received by August 7, 2015 at 12:00 p.m. noon* will be reviewed through a competitive process for completeness and responsiveness to the scope of the RSAT program and the requirements of this RFP. Accounting and Program staff will review applications; funding recommendations will be referred to the MBCC Prevention/Treatment Committee for their review. The Prevention/Treatment Committee funding recommendations will be referred to the Board for final funding decisions/awards. The Board reserves the right to award funds to programs they believe are the best use of RSAT funds, regardless of the applicant's rubric scores. The Board supports the use of evidence-based and promising practices and will also consider this factor when reviewing applications.

Selection Criteria

The following selection criteria will be used to evaluate each application, with the different weight given to each based on the percentage value listed after each individual criteria.

- Executive Summary – 6 percent out of 100
- Needs Statement - 30 percent out of 100
- Goals – 10 percent out of 100
- Objectives – 10 percent out of 100
- Implementation Plan – 15 percent out of 100

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- Evaluation Plan – 2 percent out of 100
- Future Funding/Sustainability Plan – 2 percent out of 100
- Budget and Budget Narrative – 25 percent out of 100

For example, the criteria “Executive Summary” is worth 6 percent of the entire score in the application review process.

Scoring Criteria will be used as a tool *to assist* the accounting and program staff, as well as the Prevention/Treatment Committee, in evaluating the overall application. Any proposal that fails to achieve 60% of the total available points may be eliminated from further consideration.

<b>VIII. Application Requirements</b>
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**Applications and their components must be submitted based upon a 12-month period (October 1, 2015 – September 30, 2016) and MUST include the following:**

**Section 1. Face Page.** The face page is automatically generated in the online application system. The face page identifies the applicant, the project director, the project title, the project duration dates, the previously funded grant number, and the total number of months of federal support. *The Project Director must be an employee of the applicant agency.*

**Section 2. Project Budget.** Applicants must provide a budget that is (1) complete, allowable, and cost-effective in relation to the proposed activities; and (2) directly related to the development, implementation, or operations of the specific project. *It is strongly recommended that applicants budget one night hotel and travel expenses for 1-2 staff in the travel category to attend the MBCC subgrantee training.*

**Section 3. Budget Narrative.** The narrative should (1) demonstrate that all costs are reasonable; (2) explain and justify each budget item; (3) show the cost calculations to demonstrate how the applicant arrived at the total amount requested; (4) provide a brief narrative to link costs with project activities; and (5) include the source of the match and identify anticipated expenses to be covered by the match (if match is applicable).

**Section 4. Project Narrative.** The project narrative describes the applicant’s approach in his/her community or area of operation. Submit a project narrative that presents a detailed description of the purpose, needs, goals, objectives, strategies, implementation, evaluation, and sustainability of the proposed project. Clearly list the performance measures for the selected purpose area in this section. Goals and objectives should adhere to those performance measures. Material required under the Budget and Budget Narrative and Other Attachments sections will not count toward the project narrative page count. The program narrative must be written in a 12-point font, double-spaced, and kept to 24 pages or less.

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**The Project Narrative MUST contain the following elements:**

*Executive Summary*

Briefly summarize the scope of your project; state the problem or need; identify objectives and outcomes to be gained. Explain how the proposal is addressing the purpose area you identified. This section should be limited to 4 double-spaced, 12-point font pages.

*Needs Statement*

The needs statement identifies the problem(s) to be addressed and validates the need for your program and services within your area. The statement includes current data (less than 5 years old) that justifies the grant request. The needs statement should reflect regional or community data in addition to statewide data. Please identify the date range of the data.

*Goals*

Provide a broad statement, written in general terms, that conveys the project's intent to change, reduce, or eliminate the problem described. Outline the specific goal(s) of the project. Goals must be clearly defined, challenging, achievable, realistic and tangible. The project goals should adhere to the purpose area and the performance measures tied to that purpose area.

*Objectives*

There is a minimum of three objectives and a maximum of five objectives. Identify the specific milestones aimed at achieving the goal(s). Objectives must start with the word "To"; must state the date when a milestone will be reached; and must be specific, measurable, achievable, realistic, and time-bound. Objectives should be directly related to the performance measures. Example: "To work directly with law enforcement to improve victim services" is not a measurable objective. "To hold 12 monthly meetings with law enforcement to discuss ways to improve victim services" is measurable and appropriate for the project period.

*Implementation Plan*

Describe specific steps that will be taken or projects that will be funded to accomplish each objective. A suggested format is a table or work plan listing the objectives, the responsible party or parties, the timeline, how each objective will be accomplished, projected costs, and resources needed. Upload letters of agreement and support if other agencies are involved.

*Evaluation Plan*

Document the data you intend to collect to verify that the objectives have been met. Clearly state what data will be collected, how, by whom, and when. Describe the existing community-level baseline data, the capacity to support the program, and an assurance of the agency's commitment to provide pre- and post-data related to the specific performance measures and activities outlined in the

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narrative.

*Future Funding/Sustainability Plan*

Applicants must include a plan that outlines how the project intends to be funded in the future. The plan should address the current year funding plan, estimated funding requests for the subsequent year, the estimated total length of funding anticipated, and a general description of funding in the final year of support. *Applying for additional grants is not considered an adequate sustainability plan.*

**Section 5. Special Assurances and Conditions.** The 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 this application binds the applicant to the Special Assurances and Conditions.

**Section 6. Signature Page with Original Signatures.** The Signature Page with original signatures must be scanned and uploaded into OSAS. When awarded, the application forms a contract between the applicant and MBCC. The signatures are binding. Duplicate responsibilities are not allowed. No single person can sign as Agency Representative and Project Director. The official budget representative must be a person with budget-setting authority, generally a mayor, chairperson, department director, etc. If any person in the position of Budget Representative, Project Director, or Financial Officer changes, the entire form must be completed with updated information and signed by all parties. *The Project Director must be an employee of the applicant agency.*

**Section 7. Upload Required Documents** Do not submit documents other than those specified in this solicitation. Please note that any materials submitted as part of an application may be released pursuant to a request under the Freedom of Information Act.

**a. Signed Signature Page.** All required parties must sign:

- A. Official Budget Representative
- B. Project Director
- C. Financial Officer

**b. Financial Resource Disclosure Page:** All agencies must complete this form. List all funding sources and amounts you receive to operate the program for which you are applying.

**c. Verification of SAM Registration:** A copy of the current, active SAM registration must be uploaded into OSAS. See Part II: Eligibility.

**d. Other Required Documents:**

Position Description: If grant monies are used to fund personnel, include a position description.

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Current Letters of Support: If applicable, copies of current letters of support with original signatures from networking agencies to MBCC must be uploaded into OSAS.

Memoranda of Understanding (MOU): If applicable, MOUs with original signatures to MBCC must be uploaded into OSAS.

Policies and Procedures for the following:

- Providing services to clients with Limited English Proficiency
- Grievance policy for victims who are not satisfied with the assistance provided by an employee or the agency

Crime Data Reporting: As required by Board policy, if the grant is for a unit of local government, the law enforcement agency must report crime data to MBCC. The crime data must be compliant with the Montana Incident-Based Reporting (MTIBR) standards and policy. If an agency is not yet compliant and has plans to become compliant, the agency may submit a Memoranda of Understanding (MOU), and MBCC will decide if the MOU justifies a waiver until the agency becomes compliant. Contact MBCC staff if you are unsure of your status. For more information please contact Gabe Downey (406-444-4298; [gdowney@mt.gov](mailto:gdowney@mt.gov)) or Kathy Ruppert (406-444-2084; [kruppert@mt.gov](mailto:kruppert@mt.gov)) *at least five working days before the RFP deadline.*

<b>IX. Special Requirements</b>
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All successful applicants for MBCC grant award funds must agree to the following requirement(s):

1. Submit quarterly narrative, performance measures, data, financial, and annual reports *in the prescribed format according to MBCC time frames.*
2. Applicants must also agree to implement or continue to require urinalysis or other proven reliable forms of testing, including both periodic and random testing—(1) of an individual before the individual enters a substance abuse treatment program and during the period in which the individual participates in the treatment program; and (2) of an individual released from a substance abuse treatment program if the individual remains in the custody of the state.
3. Provision of Evident-Based Substance Abuse Treatment Services: Applicants are strongly urged to provide substance abuse treatment practices and services that have a demonstrated evidence base and that are appropriate for the target population. Applicants should identify the evidence-based practice being proposed for implementation, identify and discuss the evidence that shows that the practice is effective, and discuss the population(s) for which this practice has been shown to be effective and how that it is appropriate for the proposed target population. Applicants can find information on evidence-based treatment practices in the Substance Abuse and Mental Health Services Administration’s (SAMHSA) Guide to Evidence-Based

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Practices available at [www.samhsa.gov/ebpwebguide](http://www.samhsa.gov/ebpwebguide).

4. Description of how the applicant will ensure that individuals who participate in the RSAT program established or implemented with these federal funds will be provided with aftercare services.
5. Explanation of planning and implementation strategies to: identify and enroll uninsured individuals into Medicaid, or other health insurance through the Health Insurance Marketplace; and increase access to and use of primary healthcare and substance abuse and mental health treatment for newly insured individuals in order to ensure continuity of care and improve recidivism outcomes for RSAT participants after release from incarceration.

**Data Collection and Technical Assistant Tool (DCTAT) or Performance Measurement Tool (PMT)**

Grant recipients may be required to submit performance measure data as outlined in Section VI Performance Measures to the federal DCTAT website or PMT website, depending upon individual grant program requirements. Subgrantees will be provided information regarding federal reporting requirements by email. Subgrantees will also be required to report DCTAT or PMT data to MBCC on a quarterly basis.

**Federal Reporting Requirements**

- ❖ Civil Rights Compliance
- ❖ Funding to Faith-Based Organizations
- ❖ Confidentiality and Human Subjects Protections Regulations
- ❖ Anti-Lobbying Act
- ❖ Financial and Government Audit Requirements
- ❖ National Environmental Policy Act Compliance
- ❖ Department of Justice Information Technology Standards
- ❖ Single Point of Contact Review
- ❖ Non-Supplanting of State or Local Funds
- ❖ Criminal Penalty for False Statements
- ❖ Compliance with Office of the Comptroller Financial Guide
- ❖ Suspension or Termination of Funding
- ❖ Nonprofit Organizations
- ❖ Government Performance and Results Act
- ❖ Rights in Intellectual Property

Applicants are encouraged to review the information pertaining to these additional requirements prior to submitting the application. Additional information for each one can be found at [http://www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

**X. Limitations and Fund Use**

Federal grant funds are governed by the cost principles of the Office of Management and Budget (OMB). Allowable costs are those costs identified in relevant OMB circulars/Code of Federal Registers found on the OMB website: [http://www.whitehouse.gov/omb/grants\\_default](http://www.whitehouse.gov/omb/grants_default), and in the

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grant program's authorizing legislation. To be allowable under federal awards, costs must be reasonable, allocable, and necessary to the project and must also comply with the funding statute requirements. To be allowable under federal awards, costs must meet the following general criteria:

- Be necessary and reasonable for proper and efficient performance and administration of the award;
- Be allocable under the provisions of the relevant Cost Principles;
- Be authorized or not prohibited under State or local laws or regulations;
- Conform to any limitations or exclusions set forth in the relevant cost principles, federal laws, terms and conditions of the award 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;
- Be determined in accordance with generally accepted accounting principles (GAAP);
- 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;
- Be the net of all applicable credits; and
- Be adequately documented.

Refer to the proper Cost Principles for your organization as each cost item may vary in whether it is allowable or unallowable. Also, some restrictions may apply to certain cost items.

- Cost Principles for Educational Institutions [Title 2 CFR Part 220 \[PDF - 348 Kb\]](#)
- Cost Principles for State, Local, and Indian Tribal Governments [Title 2 CFR Part 225 \[PDF - 288 Kb\]](#)

In addition to the Cost Principles, the Office of Justice Programs (OJP), Office of the Chief Financial Officer (OCFO) provides policy guidance, financial control, and support services to OJP in the areas of grants, accounting and financial management. The Financial Guide can be found at <http://www.ojp.usdoj.gov/financialguide/index.htm> . The provisions of this guide apply to Department of Justice awards.

Funds may not be expended or obligated prior to October 1, 2015.

The following is a list of generally allowable costs (this is not inclusive):

- Advertising and public relations costs – restrictions apply;
- Audit costs - If your agency receives less than \$500,000 per year in total federal assistance, you will not be required to arrange for an audit and may not charge audit costs to your grant. Agencies receiving \$500,000 per year or more in total federal assistance will be required to have an audit performed, in accordance with Federal Circular A-133. Costs for such an audit should be charged proportionately to all programs being audited;
- Communication costs;
- Compensation for personal services – restrictions apply;

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- Employee morale, health, and welfare costs;
- Equipment – must be integral and necessary for the project. Equipment is defined as having a useful life of more than one year and an acquisition cost greater than \$5,000;
- Insurance and indemnification – restrictions apply;
- Maintenance and repair costs – restrictions apply;
- Material and supplies costs;
- Meetings and conferences – restrictions apply;
- Memberships, subscriptions and professional activity costs – restrictions apply;
- Professional/consultant service costs must follow the applicable federal grant guidelines and state policy;
- Publication and printing costs – restrictions apply;
- Rental costs of buildings and equipment;
- Training costs; and
- Travel costs – mileage, per diem, and lodging cannot exceed state rates. Go to <http://mom.mt.gov/default.mcpx> to access the Montana Operations Manual. Once inside the manual, click travel.

For allowable costs, go to <http://www.ojp.usdoj.gov/financialguide/index.htm> click *Chapter 3.9 Allowable Cost*.

The following is a list of unallowable costs (this is not inclusive):

- Bad debts;
- Construction in general;
- Compensation and travel of federal employees;
- Costs incurred outside the project period;
- Donations and contributions;
- Entertainment;
- Fines, penalties, and interest expense;
- Food and beverages (including alcoholic);
- Fundraising and investment costs;
- Goods or services for personal use;
- Land acquisition/purchase of real property;
- Lobbying;
- Membership fees to organizations whose *primary* activity is lobbying;
- Pre-agreement costs;
- Purchase or lease of vehicles;
- Supplanting;
- Tips; and
- Uniform allowances.

For unallowable costs go to <http://www.ojp.usdoj.gov/financialguide/index.htm> click *Chapter 3.13 Unallowable Costs*.

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**XI. Selection Criteria**

**Awards**

MBCC staff will conduct an initial screening of the proposal to check for completeness of the application. The fiscal staff and program manager will review the applications and summarize their findings to the Prevention Treatment Committee of the Board at their August meeting for their recommendations.

Immediately following the review of the applications, a notice will be sent to the applicant agencies with the recommendation that will be presented to the Board. The Board will review all of the Committee's recommendations during their September 2015 meeting and make final funding decisions. Each applicant will receive either an award notice or a denial letter.

**Appeals**

Per Board policy, if an application is recommended for denial by the Prevention/Treatment Committee, the applicant may appeal the recommendation if the applicant demonstrates one of the following: (1) the Request for Proposal was inaccurate; (2) staff provided misinformation; or (3) staff failed to follow existing policies. Notice of appeal must be made in writing to the Executive Director of the Montana Board of Crime Control within 10 calendar days of notice of the Prevention/Treatment Committee's recommendation.

**XII. Application Checklist**

**Application Checklist:** Please refer to this checklist before submitting your online application and required additional documentation.

- Project Budget and Budget Narrative
- Project Narrative with Required Elements
- Scanned Signature Page with Original Signatures
- Financial Resource Disclosure Form
- Scanned Verification of DUNS Number and SAM Registration
- Position Descriptions (if personnel is requested in budget)
- Scanned Current Letters of Support with Original Signatures (if applicable)
- Scanned MOUs with Original Signatures (if applicable)
- Other Required Documents

**Attachment A**

**RFP # 15-09 (R) Scoring Rubric**