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Montana Board of Crime Control Request for Proposals (RFP)

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Request for Proposals (RFP)

#16-01 (V)

Victims of Crime Act VOCA

New applicants must register online at <http://mbcc.mt.gov/osas/Default.aspx>
and are encouraged to register immediately upon intent of application.

Proposal Deadline: January 22, 2016 at 12:00 P.M. Noon

Project Period: July 1, 2016 to June 30, 2017

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, contact Program Specialist Kelly McIntosh, at (406) 444-1998, kmcintosh@mt.gov for approval and submission instructions.

Proposals must be **RECEIVED (not postmarked)** by MBCC no later than **12:00 p.m. noon on January 22, 2016** in order to receive MBCC review and consideration.

Pay close attention to items in **RED** as these are new updates or requirements to the RFP.

Due to MBCC website redesign, the website layout will change on/about January 1, 2016.
The process may look different depending upon the date the application is created.
If you are unable to find the link to the Online Application, contact

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Kristel Matchett at kmatchett@mt.gov or Kathy Ruppert at kruppert@mt.gov for assistance.

I. Overview

The Montana Board of Crime Control (MBCC) is soliciting proposals for programs providing direct services to victims of crime. VOCA Federal Guidelines state that services are defined as those efforts that 1) respond to the emotional and physical needs of crime victims; 2) assist primary and secondary victims of crime to stabilize their lives after a victimization; 3) assist victims to understand and participate in the criminal justice system; and 4) provide victims of crime with a measure of safety and security. For the purposes of this program, a crime victim is a “person who has suffered physical, sexual, financial or emotional harm as a result of the commission of a crime.” Particular consideration will be given to programs serving victims of sexual assault, domestic abuse, child abuse, and victims of assault.

The U.S. Department of Justice has not yet determined Montana’s allocation. Funding is granted annually. This year, the VOCA application process is competitive. Previous funding does not guarantee an award during this funding cycle.

Schedule of Events	
RFP Issue Date	December 11, 2015
Deadline for receipt of written questions	December 24, 2015
Deadline for issuance of MBCC’s written responses to questions	January 8, 2016
RFP Submission Deadline	January 22, 2016 at 12:00 p.m. noon
Staff Review	January through April 2016
Victim Application Review Committee	May 12, 2016 (tentative)
Board of Crime Control Approval	June 9, 2016 (tentative)
Project Start Date	July 1, 2016
Project End Date	June 30, 2017

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

II. Eligibility

Eligible applicants include State, local, and Tribal courts (including juvenile courts); Tribal governments; units of local government, and nonprofit, nongovernmental victim services programs, including community-based organizations.

Please note: Federal regulations require applicants to establish and maintain proper accounting systems and financial records to include policies and procedures. See <http://mbcc.mt.gov/Grants/Forms/FinCapability.PDF> for specific criteria.

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III. Application Deadline

Applications for RFP #16-01 VOCA must be submitted online on or before **January 22, 2016 at 12:00 p.m. noon.**

Failure to meet the required deadline will result in disqualification 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.

IV. Registration

A new applicant agency must register with the Online Subgrantee Application System (OSAS) at <http://mbcc.mt.gov/osas/Default.aspx> immediately to ensure meeting the application deadline on **January 22, 2016 at 12:00 p.m. noon.** Create a 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).

Previous applicants for funding with MBCC may use an existing User ID and Password. If assistance is needed, contact MBCC at (406) 444-3604.

V. How to Apply

Due to MBCC website redesign, the website layout will change on/about January 1, 2016.
The process may look different depending upon the date the application is created.
If you are unable to find the link to the Online Application or required forms,
Please contact Kristel Matchett at kmatchett@mt.gov
or Kathy Ruppert at kruppert@mt.gov for assistance.

From December 11 to December 31, 2015 (estimated date):

- Go to www.mbcc.mt.gov
- Select 'Grant Resources'
- Select 'Online Application'
- Log in
- Select 'File a New Application'
- Select the applicable RFP
- Complete the online application

From January 1 to January 22, 2016 (estimated date):

- Go to www.mbcc.mt.gov
- Select 'Funding' from top navigation bar
- Select 'Apply Online' from dropdown menu

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- Select ‘Online Application’
- Log in
- Select ‘File a New Application’
- Select the applicable RFP
- 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 (stamped or electronic signatures are not acceptable)
- Mandatory DUNS and SAM Registration and Verification -- 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/get-a-duns-number.html> or call the Dun & Bradstreet hotline at 1-855-284-5090. The DUNS number is required as part of registration with SAM. To register with SAM, go to www.sam.gov or call the Federal Service Desk at 1-866-606-8220 with any questions.
 - A copy of the current, active SAM registration MUST be uploaded into the Online Subgrantee Application System (OSAS).
- Proof of non-profit status – Non-Profits only
- List of Board Members – Non-Profits only – Name, Title, Contact Information for each
- Position descriptions if personnel is requested in the budget
- Memoranda of Understanding - for local governments who are not compliant with the submission of crime data
- Organizational Chart
- Financial Resource Disclosure Form – Appendix A – Non-Profits and **New Applicants**
- Accounting and Financial Capabilities Questionnaire - Appendix B
- **RFP Question and Answer Form – Appendix C (optional)**
- **Acknowledgement of Question & Answer Addendum - Appendix D**
- 2016 VOCA Addendum - Appendix E
- **Federal Indirect Cost Rate Agreement (if applicable)**

NEW:

RFP Questions or Clarification

Applicants are encouraged to ask clarifying questions to obtain a better understanding of the project. Applicants having questions or requiring clarification or interpretation of any section within this RFP must address these issues via email or in writing to MBCC on or before December 24, 2015. Applicants are to submit questions using the MBCC RFP Question and Answer Form. **See Appendix C.** Clear reference to the section, page, and item in question must be included in the form. Questions received after the deadline will not be considered.

MBCC will provide a written response by January 8, 2016 to all questions received by the deadline. MBCC’s response will be by written addendum and will be posted on the MBCC website along with the posted RFP by the close of business January 8, 2016. Any other form of interpretation or change to this RFP will not be binding upon MBCC. **Applicants will sign and**

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return with their RFP response an Acknowledgement of Question and Answer Addendum for any Q&A Addendum issued. See Appendix D.

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 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 (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 *at least five working days before the RFP deadline*. For more information, please contact Kathy Ruppert at (406) 444-2084 or kruppert@mt.gov or Candy Kirby at (406) 444-3651 or candyk@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

Regardless of cause, MBCC will not accept late applications. Such applications will automatically be disqualified from consideration. Disqualified applicants will receive a letter indicating the application will not be reviewed.

VI. Quarterly Reporting

All successful applicants for grant award funds must comply with the following:

- Applicant agrees to provide a minimum of three and a maximum of five objectives in the Online Subgrant Application System (OSAS).
 - Objectives must start with the word “To” and contain a measurable deliverable.
 - Objectives must be in alignment with the goals listed in the grant narrative.
 - Objectives must be time-bound and measurable.
 - Goals should follow the authorized purpose area definitions (See Authorized Purpose Areas listed below) and whenever possible contain model and best practice program approaches.
- Applicant agrees to submit online quarterly reports within ten days following the end of each program quarter. These reports include, but are not limited to:
 - Financial Reports
 - Narratives
 - Data
- Applicant agrees to submit online OVC PMP quarterly reports within tens days of the following the end of each program quarter.

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- Applicant agrees to submit annual VOCA narrative and data requested to the VOCA Program Manager.
- Applicant acknowledges the quarterly reporting periods as follows:

<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
- Applicant acknowledges that failure to provide reporting as stated in this RFP can cause grant funding to be denied or rescinded.

VII. Program-Specific Information

Due to MBCC website redesign, forms may be in differing locations before and after the redesign. If you are unable to find any of the required forms on the MBCC website, contact Kristel Matchett at kmatchett@mt.gov or Kathy Ruppert at kruppert@mt.gov for assistance.

Project Period

The project period begins July 1, 2016 and concludes June 30, 2017. **Funds may not be expended or obligated prior to July 1, 2016.**

New Programs

Programs that have not been awarded an MBCC grant must ensure the following: 1) the agency should be able to demonstrate a record of providing direct services to victims of crime; and 2) the agency **MUST** show that 35% of the overall project budget contains financial support from non-federal sources. The 35% of non-federal support should be reflected in the Financial Resource Disclosure Form under Total Project Funding Sources in the Local column. It is important that organizations have a variety of funding sources besides federal funding in order to ensure their financial stability. Indicate how the project will be supported by non-federal funding and describe how it is being used in the Budget Narrative section.

Cash or In-Kind Match

Match is required for local and state government agencies and non-profits. Exceptions to the match requirements include Native American Tribes/Organizations located on Reservations. The match for applicants that are Native American tribes/organizations located on Reservations is 5% (cash or in-kind) of the total VOCA project.

Matching contributions of 20% (cash or in-kind), for all other organizations, of the VOCA project (VOCA grant plus match) must be derived from nonfederal sources. All funds

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designated as match are restricted to the same uses as the VOCA victim assistance 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. Providing more than 20% match is acceptable but not encouraged. Total match amounts must be tracked separately and in full.

Projects must document the basis for determining the value of match.

How to Calculate Match

Formula:

Step 1	Grant Request Amount	÷	% of Federal Share	=	Total (Adjusted) Project Cost
Step 2	Total (Adjusted) Project Cost	x	% of Recipient's Share	=	Required Match
Example:					
Match Requirement - 80/20 (Federal/Recipient) Federal Award = \$100,000					
Step 1	\$100,000	÷	80% Federal Share	=	\$125,000
Step 2	\$125,000	x	20% Recipient's Share	=	\$25,000

VOCA Authorized Purpose Areas

A purpose area is one that offers comprehensive specialized services tailored to the special needs of one or more priority category victims. The four federally required priority categories are; victims of child abuse, victims of domestic violence, victims of sexual assault, and underserved victim populations. It should be the goal of your program to provide 10% of your services in each of these federally recognized priority areas. If you do not serve one of the categories please explain why.

VOCA Statutory Requirements

1. Programs must be operated by a public agency, private nonprofit organization or a combination of such agencies;
2. Programs must demonstrate a record of providing effective services to crime victims. This includes having the support and approval of its services by the community, a history of providing direct services in a cost-effective manner, and financial support from other sources;
3. Programs must use volunteers in providing victim assistance services. If compelling reasons exist for not using volunteers, programs must provide a written request for a waiver;
4. Programs must promote within the community, coordinated public and private efforts to aid crime victims;

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5. Programs must provide assistance to potential recipients of crime victim compensation benefits; and
6. Programs cannot discriminate against victims because they disagree with the way the state is prosecuting the criminal case.

Office for Victims of Crime (OVC) Requirements

1. The minimum match (hard or soft) for projects other than those that provide victim assistance services by Native American tribes or on Native American reservations must equal 20 percent of the total project cost. The minimum match for projects providing services by Native American tribes on Native American reservations must equal five (5) percent of the total project cost. Match must be from a non-federal source;
2. Programs must maintain information on the demographic characteristics of the clients they serve. These data include information about the clients' age, gender, nationality/ethnic origin and disability;
3. Programs must provide services to victims of federal crimes on the same basis as victims of state or local crimes;
4. Programs must provide services to crime victims, at no charge, through the VOCA-funded project;
5. Programs must maintain client-counselor confidentiality and confidentiality of research information; and
6. Complete Office of Civil Rights training and maintain records of certification.

Allowable Direct Services

The **CURRENT** Federal guidelines require that VOCA funds be used to provide direct services to individual crime victims. Direct services include, but are not limited to:

1. Crisis intervention;
2. Emergency services such as shelter, transportation, and food;
3. Support services such as follow-up counseling, personal or legal advocacy, referral to other service agencies;
4. Court related services such as legal advocacy, emotional support during trial, and parole/probation hearings;
5. Recruitment, training and coordination of volunteers who provide direct services to victims;
6. Personal advocacy such as intervention with employers;
7. Restitution advocacy;
8. Victim impact panels; and
9. Court appointed special advocates working directly with child victims of crime or coordinating volunteers.

Activities that are not allowed include but are not limited to:

1. Victim compensation costs which would otherwise be eligible for state or federal victim compensation reimbursement;
2. Victim relocation expenses such as moving expenses, security deposits on housing, on-going rent or mortgage payments;

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3. Community education activities that are intended to raise the public’s consciousness of victim issues (Outreach activities are considered allowable providing they are not described as community education);
4. Crime prevention activities;
5. Lobbying for particular victim legislation, system improvement, etc.;
6. Offender rehabilitation/treatment; and
7. Needs assessments, surveys, manuals and protocols.

IMPORTANT! There are “new” **PROPOSED** Federal guidelines that will not be finalized until after this RPF has been closed. Programs are highly encouraged to view the proposed guidelines and compare them to the current guidelines. If a program applies under this RFP with a program scope under the “new” proposed guidelines please note that those proposed guidelines may not be reflected in the final federal approval and therefore funds are not guaranteed. To view the **Proposed** guidelines visit:

<http://www.ovc.gov/pdfxt/VictimAssistanceProgramRegulations.pdf>

VIII. Application Requirements

Applications and all components must be submitted based upon a 12-month period July 1, 2016 to June 30, 2017 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: Budget Detail

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 the appropriate hotel and travel expenses for 1-2 staff in the travel category to attend appropriate workshops offered by MBCC. This includes but may not be limited to Subgrantee Workshop, Grant Writing Workshop, and the Montana Victim Advocate Academy.*

Indirect Costs - NEW

Indirect costs are the costs of an organization that are not readily assignable to particular project costs, but are necessary to the operation of the organization and the performance of the project. The cost of operating and maintaining facilities, depreciation, and administrative salaries are examples of the types of cost that are usually treated as indirect costs. For organizations that have an established federally approved indirect cost rate for Federal awards, indirect costs means those costs that are included in the organizations’ established indirect cost rate. Such costs are generally identified with the organization’s overall operation and are further described in the [Office of Management and Budget, Circular 2 CFR 200](#).

MBCC will authorize indirect costs on this grant program provided that applicants will utilize one of the following methods:

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- Federally Approved Indirect Cost Rate: Applicants who have an established federally approved indirect cost rate agreement in place may include the allocation for indirect costs. Applicants **MUST** provide a copy of the agency’s Federal Agreement. MBCC may negotiate the federally approved indirect cost rate if it is higher than the limit established in MBCC Board Policy and/or the grant’s federal allowable limits, whichever is lower.
- Negotiated Indirect Cost Rate: For those agencies who have a pending application for a federally approved indirect cost rate, the subgrantee may negotiate an indirect cost rate with MBCC, limited to Board Policy and/or the grant’s federal allowable limits, whichever is lower. See MBCC Board Policy on Indirect Costs below. Applicants must submit a copy of the application for the federally approved indirect cost rate with their application.
- De Minimis Rate: Any non-Federal entity that has never received a negotiated indirect cost rate may elect to charge a 10% De Minimis rate of modified total direct costs (MTDC) which may be used indefinitely.
 - MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.
 - Costs must be consistently charged as either indirect or direct costs (only on allowable grant activities), but may not be double charged or inconsistently charged as both.
 - This methodology, once elected, must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time.
 - The rate can be applied to the first \$25,000 of the subaward (contract/consultant).
 - The amount used for the De Minimis must be clearly stated and the grant application must list the budget items used to determine the De Minimis Rate.
- No Indirect Cost Rate: Applicants may choose not to include indirect costs in the budget request.

MBCC Indirect Costs Policy:

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- 1.1 The Montana Board of Crime Control allows subgrantee or contractor requests for indirect costs provided the subgrantee or contractor has an approved indirect cost rate or plan and the amount requested does not exceed its approved rate or the rate allowable under the federal block grant whichever is lower.
- 1.2 For those federal grants that do not address indirect cost rates, the indirect cost rate allowed may not exceed 25% of the overall direct project cost.
- 1.3 If no administrative costs are available on a block grant, indirect costs only are allowable on a case-by-case basis at the discretion of the Executive Director.
- 1.4 The intent of this policy is to address requests for use of grant monies for indirect costs.

The amount listed in your calculations MUST match the Budget Detail and Budget Narrative.

Example for Calculating 10% De Minimis Rate for Indirect Costs

Costs must be consistently charged as indirect or direct (only on allowable grant activities).
(Italicized items indicate amounts that may be used for indirect costs in this example only.)

Direct Costs:

Budget Category	Amount Requested	Comments
Personnel	\$244,000	\$200,000 Advocate Salaries \$44,000 Advocate Fringe Benefits
Consultants/Contracts	\$132,000	<i>Consultant A – receives \$57,000</i> <i>Consultant B – receives \$30,000</i> <i>Consultant C – receives \$45,000</i>
Travel	\$10,000	Training and Outreach
Supplies/Operating	\$4,000	Office Supplies
Equipment	\$0	
Other	\$0	
Total Direct Costs	\$390,000	

Modified Total Direct Costs (MTDC):

<i>Subtract the amounts over \$25,000 for each consultant (these are the three Consultants/Contracts listed above)</i>	$\$390,000 - \$57,000 =$ $\$333,000$	A. $\$57,000 - \$25,000 = \$32,000$ B. $\$30,000 - \$25,000 = \$5,000$ C. $\$45,000 - \$25,000 = \underline{\$20,000}$ <i>Total = \$57,000</i>
<i>10% of \$333,000</i>	$\$33,300$	<i>Modified Indirect Cost Rate</i>
Requested Direct Amount	\$390,000	
Requested Indirect Amount	\$33,300	
Total Federal Request	\$423,300	

Section 3: Budget Narrative

The narrative must:

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- a. Demonstrate that all costs are reasonable;
- b. Explain and justify each budget item (for example, personnel including fringe must include clear detail on 100% of the position and portion of full time equivalent (FTE) employee paid by the grant);

Example: Sally Smith’s full time equivalent position at \$31,990.40 per year:
 Position Title (i.e. Victim Advocate) – Sally Smith
 1 FTE @ \$15.38/hr. **\$31,990.40**
 MBCC funding = .5 FTE (1040 hrs) @ \$15.38/hr = \$15,995.20

Other funding source (name) = .25 FTE (520 hrs) @ \$15.38/hr = \$7,997.60
 Other funding source (name) = .25 FTE (520 hrs) @ \$15.38/hr = \$7,997.60
 Grand Total = **\$31,990.40**

Fringe Benefits: Position Title (i.e. Victim Advocate) – Sally 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
SUI – on first \$29,000	\$29,000 x .5%	\$145
Retirement	\$31,990.40 x 8.17%	\$2,614
Health Insurance	\$31,990.40 x 7.7%	\$2,463
Total Fringe Benefits		\$7,967

MBCC funding = \$7,967 x .5 = \$3,983.50
 Other funding source (name) = \$7,967 x .25 = \$1,991.75
 Other funding source (name) = \$7,967 x .25 = \$1,991.75

- c. Show detailed cost calculations to demonstrate how the Applicant arrived at the total amount requested;
- d. Provide a brief narrative to link costs with project activities;
- e. Include the source of the match and identify anticipated expenses to be covered by the match (if match is applicable); and,
- f. Identify personnel paid out of the grant by name and title.

Budget Detail **MUST** be explained and correlate to the categories in the Budget Narrative.

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, implementation, evaluation, sustainability, and collaboration of the proposed project. Material required under the Budget Detail and Budget Narrative and Other Attachments sections will not count toward the project narrative page count. The Project Narrative must be in a 12-point font, double-spaced, one-inch margins 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 the project; state the problem or need; identify objectives and outcomes to be gained. Explain how the proposal addresses the purpose area(s) identified. This section should be limited to four double-spaced, 12-point font pages with one-inch margins.

Needs Statement

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

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, dynamic, achievable, realistic and tangible. The project goals should adhere to the purpose area(s).

Objectives

A minimum of three and a maximum of five objectives are required. Identify the specific milestones aimed at achieving the goal(s). Objectives should be directly related to the goals. Objectives must:

- Start with the word ‘To’;
- State the date when a milestone will be reached; and,
- Be specific, measureable, achievable, realistic, and time-bound.

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

A complete Implementation Plan will include objectives, the responsible party or parties, the timeline, how each objective will be accomplished, projected costs, and resources needed. The plan will describe specific steps that will be undertaken to achieve each objective.

Example:

Activity/Action Steps	Responsible Party	Resources Needed	Cost	Time Frame Start/End	Tracking Measures (Documentation of Progress)
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<i>Ex: Attend 12 monthly meetings throughout the year</i>	<i>Program Manager</i>	<i>Transportation Time</i>	<i>\$2,500 \$3,567</i>	<i>Quarter 1 – Quarter 4</i>	<i>Number of new referrals</i>
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Evaluation Plan

Applicants must include a plan that describes how the grant-funded program is evaluated throughout the duration of the project to meet the program objectives and goals.

The plan will 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 narrative. Data collected should verify that the objectives have been met. The plan should clearly state what data will be collected, how, by whom, and when.

Sustainability Plan

Applicants must include a plan that outlines how the project will be sustained in the future. The plan should describe the community’s support, funding opportunities outside of MBCC grants, and challenges to sustaining the program. Applying for additional MBCC grants is not considered an adequate sustainability plan.

Collaboration

Applicants must describe how the program promotes coordinated public and private efforts. This includes but is not limited to:

1. Describing partnerships that are built through the grant;
2. The multi-disciplinary teams that are created to reach the program’s objectives;
3. How the established partnerships compliment one another’s programs; and
4. How the community supports the project.

Section 5: Special Assurances and Conditions.

The application contains a list of Special Assurances and Conditions that are part of the legal and binding agreement between MBCC and the Applicant upon award. The Signature Page of the 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. Electronic and stamped signatures are not acceptable. If awarded, the application and award documents form a legal and binding agreement between the Applicant and MBCC for the Applicant to perform all goals and objectives as submitted in the application, and to adhere to the approved budget.

No single person can sign as Official Budget 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 Official 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*

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employee of the applicant agency.

Section 7: Upload 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.

- A. **Signed Signature Page:** All required parties must provide original signatures (electronic and stamped signatures are not acceptable):
 - 1. Official Budget Representative
 - 2. Project Director
 - 3. Financial Officer

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

- C. **Non-Profit Requirements**
 - 1. Non-Profit Status. Non-profit agencies must provide documentation of non-profit status.
 - 2. Financial Resource Disclosure Form. List all funding sources and amounts received to operate the program related to the grant application. See Appendix A.
 - 3. Accounting System and Financial Capability Questionnaire. Provide information demonstrating the agency's accounting and financial structure. See Appendix B.

- D. **Other Required Documents:**
 - 1. Financial Resource Disclosure Form. List all funding sources and amounts received to operate the program related to the grant application. **For New Applicants.** See Appendix A.
 - 2. Acknowledgement of Question & Answer Addendum. See Appendix D.
 - 3. Listing of Current Board Members. Provide information on board compilation, positions and individual contact information.
 - 4.
 - 5. Position Description: If grant monies are used to fund personnel, include a position description.
 - 6. Organizational Chart. Include a chart of the organization's project personnel and how they relate to the rest of the organization staff.
 - 7. Memorandum of Understanding (MOU) for Crime Data Reporting: If the applicant organization is a unit of local government, MBCC requires the

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local government applicant (and/or group of applicants listed within a collaborative agreement) to be compliant with the Crime Data Reporting Policy. For the MBCC Crime Data Reporting Policy or for agency-specific crime data reporting **status** (*at least five business days before the RFP deadline*), contact Kathy Ruppert at (406) 444-2084 or kruppert@mt.gov or Candy Kirby at (406) 444-3651 or candyk@mt.gov.

If the agency is not compliant with the Crime Data Reporting Policy, the agency must have in place an MOU with MBCC in order to become compliant. MOUs with original signatures to MBCC must be uploaded into OSAS. MOU can be requested from Kathy Ruppert at (406) 444-2084 or kruppert@mt.gov.

8. VOCA Addendum. See Appendix E.

IX. Special Requirements

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*. See Section VI.
2. If personnel costs are included in the budget, timesheets must be maintained to track actual time worked and show all funding sources. Any personnel being used as match (volunteers, personnel, etc.) must maintain timesheets to track actual time worked. Timesheets must be signed by the employee/volunteer and certified by a supervisor.

Applicants are responsible to review Department of Justice information pertaining to additional requirements prior to submitting the application. Additional information can be found at <http://ojp.gov/funding/Explore/SolicitationRequirements/index.htm>.

X. 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 (OMB) and the 2015 DOJ Grants Financial Guide found at <http://ojp.gov/financialguide/DOJ/index.htm>.

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:

- Funds may not be expended or obligated prior to July 1, 2016.
- Be necessary and reasonable for proper and efficient performance and administration of the award;

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- Be allocable under the provisions of the Uniform Guidance found in 2 C.F.R. 200;
- Be authorized or not prohibited under State or local laws or regulations;
- Conform to any limitations or exclusions set forth in the Uniform Guidance found in 2 C.F.R. 200, 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; and
- Be adequately documented.

In addition to the Department of Justice (DOJ), the 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 provisions of this guide apply to Department of Justice awards.

Generally Allowable Costs – this is not all inclusive	Unallowable Costs – this is not all inclusive
<ul style="list-style-type: none"> • Advertising and public relations costs – restrictions apply; • Audit costs - If your agency receives less than \$750,000 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 \$750,000 per year or more in total federal assistance will be required to have an audit performed, in accordance with federal guidelines. Costs for such an audit should be charged proportionately to all programs being audited; • Communication costs; • Compensation for personal services – detailed time and attendance records are required • Employee morale, health, and welfare costs; • Equipment – must be integral of 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 	<ul style="list-style-type: none"> • 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 <i>primary</i> activity is lobbying; • Pre-agreement costs; • Purchase or lease of vehicles; • Supplanting; • Tips; and • Uniform allowances. <p>For unallowable costs go to http://ojp.gov/financialguide/DOJ/index.htm . Under <i>Top 10 Topics</i> select ‘3. <i>Unallowable Costs</i>’.</p>

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<p>apply;</p> <ul style="list-style-type: none">• 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. <p>For allowable costs, go to http://ojp.gov/financialguide/DOJ/index.htm . Under <i>Top 10 Topics</i> select '2. Allowable Costs'.</p>	
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XI. Application Review and Selection Criteria

Initial Screening

MBCC staff will conduct an initial screening of the application to check for completeness of the application. If any required documents are not submitted, the application will be deemed incomplete and disqualified from consideration. Disqualified applicants will receive a letter indicating the application will not be reviewed.

Application Review

Successfully screened applications will be reviewed through a competitive process for completeness and responsiveness to the scope of the VOCA program and the requirements of this RFP.

Fiscal and Program Staff will review applications and funding recommendations will be referred to the MBCC Victims Application Review Committee (ARC) for their review. The Victims ARC funding recommendations will be referred to the MBCC Board of Directors for final funding decisions/awards. The MBCC Board of Directors reserves the right to award funds to programs they believe are the best use of VOCA funds, regardless of the Applicant’s application score. The MBCC Board of Directors supports the use of evidence-based and promising practices and will also consider this factor when reviewing applications.

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.

Selection Criteria:

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Criteria	Description	Scoring
Executive Summary	Provides a clear, concise summary of proposal (i.e. describes/justifies services); states problems or needs; identifies objectives and outcomes to be gained.	5% out of 100
Budget Detail/ Budget Narrative	Is complete, allowable and cost-effective in relation to the proposed activities; Budget Narrative clearly explains and justifies budget items and how the applicant arrived at and calculated the budget amounts; includes justification of cash or in-kind matches and that the value of in-kind matches is reasonable. <i>Budget Detail must be explained and correlate to the categories in the Budget Narrative.</i>	20% out of 100
Needs Statement	Clearly identifies the problem(s) to be addressed; validates the need for the program and services; provides current data less than five years old that clearly establishes need.	25% out of 100
Goals	Clearly defined, meaningful, achievable, realistic, and tangible; addresses the long-range effect of the project and its intent to change, reduce or eliminate the problem described.	10% out of 100
Objectives	Are specific, measurable, achievable, realistic and time-bound; identifies specific milestones aimed at achieving the stated goal(s) and when milestones will be achieved. Minimum of three and maximum of five objectives are required.	10% out of 100
Implementation Plan	Is realistic; describes specific steps to be taken to accomplish each objective; includes responsible party(ies), timeline, and resources needed.	15% out of 100
Evaluation Plan	Describes how project success will be measured relative to the goals and objectives; describes community-level baseline data, capacity to support the program and assurance of agency's commitment to provide data; includes what data will be collected, how, by whom and when.	5% out of 100
Sustainability Plan	Realistically outlines how the project intends to be funded in the future, outside of federal funding sources; applying for additional grants is not considered an adequate sustainability plan.	5% out of 100

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Collaboration	Describes how program promotes coordinated public and private efforts.	5% out of 100
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For example, the first criteria “Executive Summary” is worth five percent (5%) 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 Application Review Committee, in evaluating the overall application. **Any proposal that fails to achieve 60% of the total available points will be eliminated from further consideration.**

Awards

Immediately following review of the applications, a notice will be sent to the applicant agency with the recommendation that will be presented to the Board. The Board will review all of the Committee’s recommendations during their June, 2016 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 Victims Application Review Committee, the applicant may appeal the recommendation if the applicant demonstrates one of the following:

- The Request for Proposal was inaccurate;
- Staff provided misinformation; or
- 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 ten calendar days of notice of the Victims Application Review Committee’s recommendation.

Montana Board of Crime Control
Deb Matteucci, Executive Director
5 South Last Chance Gulch
PO Box 201408
Helena, MT 59620-1408
(406) 444-3604

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XII. Application Checklist

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

<input type="checkbox"/>	Budget Detail and Budget Narrative
<input type="checkbox"/>	Project Narrative
<input type="checkbox"/>	Scanned Signature Page with Original Signatures
<input type="checkbox"/>	SAM Registration
<input type="checkbox"/>	Scanned Nonprofit Status – Non-profits only
<input type="checkbox"/>	List of Board Members and Contact Information - Non-Profits only
<input type="checkbox"/>	Position Descriptions (if personnel is requested in budget)
<input type="checkbox"/>	Organizational Chart
<input type="checkbox"/>	Financial Resource Disclosure Form - Non Profits and New Applicants
<input type="checkbox"/>	Accounting System and Financial Capability Questionnaire – Non Profits Only
<input type="checkbox"/>	MOU with Original Signatures (for compliance with Crime Data Policy – if applicable)
<input type="checkbox"/>	RFP Question and Answer Form – optional – due December 24, 2015
<input type="checkbox"/>	Acknowledgement of Q&A Addendum
<input type="checkbox"/>	Federally Negotiated Indirect Cost Rate Agreement (if applicable)
<input type="checkbox"/>	2016 VOCA Addendum

Attachments:

Appendix A - Financial Resource Disclosure Form

(THIS IS NOT AN ACTIVE FORM)

PLEASE ACCESS THE ACTIVE FORM ON OUR WEBSITE

Appendix B - Accounting and Financial Capabilities Questionnaire

(THIS IS NOT AN ACTIVE FORM)

PLEASE ACCESS THE ACTIVE FORM ON OUR WEBSITE

Appendix C – RFP Question and Answer Form

Appendix D- Acknowledgement of Question & Answer Addendum

Appendix E - 2016 VOCA Addendum

Appendix B – NOT AN ACTIVE FORM – SEE WEBSITE

	<p>MONTANA BOARD OF CRIME CONTROL</p> <p>ACCOUNTING SYSTEM AND FINANCIAL CAPABILITY QUESTIONNAIRE</p>
Section A: Purpose	
<p>In compliance with the office of Justice Programs (OJP) Financial Guide, adequate accounting systems shall meet the following criteria:</p> <p>(1) Accounting records need to provide information needed to adequately identify the receipt of funds under each grant awarded and the expenditure of funds for each grant.</p> <p>(2) Entries in accounting records shall refer to subsidiary records and/or documentation which support the entry and which can be readily located.</p> <p>(3) The accounting system shall provide accurate and current financial reporting information.</p> <p>(4) The accounting system shall be integrated with an adequate system of internal controls to safeguard the funds and assets covered, check the accuracy and reliability of accounting data, promote operational efficiency, and ensure adherence to prescribed management policies.</p>	
Section B: General	
1. Complete the following items:	
<p>a. When was the entity founded/incorporated (month, day, year)</p> <div style="border: 1px solid black; height: 20px; width: 100%; background-color: #e0e0ff;"></div>	<p>c. Board of Directors:</p> <div style="border: 1px solid black; height: 20px; width: 100%; background-color: #e0e0ff;"></div> <p>Chair</p> <div style="border: 1px solid black; height: 20px; width: 100%; background-color: #e0e0ff;"></div> <p>Vice Chair</p> <div style="border: 1px solid black; height: 20px; width: 100%; background-color: #e0e0ff;"></div> <p>Treasurer</p>
<p>b. Employer Identification Number:</p> <div style="border: 1px solid black; height: 20px; width: 100%; background-color: #e0e0ff;"></div>	
2. Fiscal year (date range):	3. Total Revenues in last fiscal year:
Section C: Accounting System / Funds Control	
1. Which of the following best describes the accounting system: <input type="checkbox"/> Manual <input type="checkbox"/> Automated <input type="checkbox"/> Combination	
2. Does the accounting system identify the receipt and expenditure of program funds separately for each funding source? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	
3. Does the accounting/financial system include budgetary controls to preclude incurring obligations in excess of:	
a. Total funds available for a grant?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
b. Total funds available for a budget cost category (e.g. Personnel, Travel, etc)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
4. Are time distribution records maintained for each employee to encompass his or her total activities and be specifically identified to a particular cost objective? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	
5. Is the entity generally familiar with the existing regulation and guidelines containing the cost principles and procedures for the determination and allowance of costs in connection with Federal grants? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	
6. If grants funds are commingled with entity's funds, can the grant funds and related costs and expenses be readily identified? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	
Section D: Applicant Certification	
I certify that the above information is complete and correct to the best of my knowledge.	
<p>Signature: </p> <hr/> <p>Title: </p>	<p>Entity Name, Address, and Telephone Number</p> <div style="border: 1px solid black; height: 40px; width: 100%; background-color: #e0e0ff;"></div>

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Appendix C
RFP Question and Answer Form
RFP #16-01 V
Victims of Crime Grant
Deadline: December 24, 2015

Applicants are encouraged to ask clarifying questions to obtain a better understanding of the project, Applicants having questions or requiring clarification or interpretation of any section within this RFP must address these issues via email or in writing to MBCC on or before **5:00 p.m. December 24, 2015**. Return to: mbcc@mt.gov

Name: _____

Organization: _____

Email: _____

Question Number	Page Number	Section Number	Questions & Answers for RFP # 16-01 V
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

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Question Number	Page Number	Section Number	Questions & Answers for RFP # 16-01 V
9.			
10.			

Return to: mbcc@mt.gov by **5:00 p.m. December 24, 2015**

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Appendix D

ACKNOWLEDGEMENT OF QUESTION AND ANSWER ADDENDUM

December 11, 2015

MONTANA BOARD OF CRIME CONTROL

RFP NO. #16-01 V

Posting Date: December 11, 2015

Closing Date: January 22, 2016

TITLE: Victims of Crime Grant

ADDENDUM NO. (insert number)

To All Applicants:

Attached are written questions received in response to this RFP. These questions, along with the Board of Crime Control's response, become an official amendment to this RFP.

All other terms of the subject "Request for Proposal" are to remain as previously stated.

Acknowledgment of Addendum:

The applicant for this solicitation must acknowledge receipt of this addendum. This page must be submitted at the time set for the proposal opening or the proposal may be disqualified from further consideration.

I acknowledge receipt of Addendum No. (insert number).

Signed: _____

Company Name: _____

Date: _____



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**Appendix E
VOCA Addendum**

Project Director:

Program Name:

Check the appropriate box reflecting the applicant agency type and sub-type.

- Criminal Justice – Government
 - Law Enforcement Prosecution Probation
 - Court Corrections Other

- Non-Criminal Justice – Government
 - Social Services Mental Health Public Housing
 - Hospital Other

- Private Non-Profit
 - Hospital Rape Crisis Religious Organization
 - Shelter Mental Health Other

- Native American Tribe/Organization
 - On Reservation Off Reservation

- Other

Check the appropriate box reflecting the purpose of the application.

- Start a new victim services project
- Continue a VOCA funded victim project funded in a previous year
- Expand or enhance an existing project not funded by VOCA in the previous year
- Start a new Native American victim services project
- Expand or enhance an existing Native American project
- Technology

Check the appropriate box reflecting the primary use of the funds.

- Expand services into a new geographic area
- Offer new types of services
- Serve additional victim populations
- Continue existing services to crime victims
- Other

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2,080 hours = 1 FTE (Full Time Equivalent)

For this victim services program identify:

Number of paid staff (Full-time equivalents)

Number of volunteers (Full-time equivalents)

The use of volunteers is a requirement of VOCA funding unless the agency has a compelling reason to request waiver of the requirement.

I wish to apply for a waiver of the requirement to use volunteers.

Reason:

Estimate the percentage of total VOCA caseload for each type of victim served.

Must equal 100%

% Child Physical Abuse

% Child Sexual Abuse

% DUI/DWI Crashes

% Domestic Violence

% Adult Sexual Assault

% Elder Abuse

% Adults Molested as Children

% Survivors of Homicide Victims

% Robbery

% Assault

% Other Violent Crimes

% Other

List the cities and counties that will be served by your program.

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Identify the services to be provided by this VOCA funded project.

- | | |
|--|---|
| <input type="checkbox"/> Crisis Counseling | <input type="checkbox"/> Criminal Justice Support/Advocacy |
| <input type="checkbox"/> Follow-up Contact | <input type="checkbox"/> Emergency Financial Assistance |
| <input type="checkbox"/> Therapy | <input type="checkbox"/> Emergency Legal Advocacy |
| <input type="checkbox"/> Group Treatment | <input type="checkbox"/> Assistance in Filing Compensation Claims |
| <input type="checkbox"/> Crisis Hotline Counseling | <input type="checkbox"/> Personal Advocacy |
| <input type="checkbox"/> Shelter/Safe House | <input type="checkbox"/> Telephone Contacts |
| <input type="checkbox"/> Information & Referral
(In Person) | <input type="checkbox"/> Other |