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Montana Board of Crime Control Request for Proposals (RFP)

*5 South Last Chance Gulch, PO Box 201408 Helena, MT 59620-1408
Office (406) 444-3604 FAX (406) 444-4722 TTY (406) 444-7099*

Request for Proposals (RFP)

#16-04 (M)

Misdemeanor Probation Grant

**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 the Program Specialist, Tina Chamberlain, at (406) 444-4763 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 to implement the Misdemeanor Probation for Domestic Violence Program in Montana. The 2005 Legislature passed HB 476, increasing the marriage license fee to fund this program.

The purpose of this program is to promote victim safety and offender accountability through a variety of case management and compliance monitoring methods. These methods include but are not limited to: probation personnel, electronic or GPS monitoring, and case management systems that track recidivism and revocation. Recidivism and risk of serious injury or death to victims can be reduced when offenders are held accountable by the criminal justice system and are required to comply with court ordered sanctions such as payment of fines and restitution, batterer counseling/treatment, Orders of Protection, and drug and alcohol screening.

Communities should demonstrate a collaborative approach in program development between courts, law enforcement, prosecution, and victim assistance programs. Involvement by participating agencies should be documented and include specific contributions to be made.

It is estimated that State Funding of \$100,000 will be available. Funding is granted annually. **This year, the Misdemeanor Probation Grant 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

II. Eligibility

Eligible applicants include units of local government, tribal governments and private nonprofit agencies. Private nonprofit agencies are highly encouraged to submit a Memorandum of Understanding (MOU) with a local government.

III. Application Deadline

Applications for RFP #16-04 M 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
- Select 'Online Application'

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- 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.
- Organization Chart
- 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
- Appendix A - Financial Resource Disclosure Form – Non Profits and **New Applicants**
- Appendix B - Accounting System and Financial Capabilities Questionnaire - Non Profits Only
- **Appendix C (optional) - RFP Question and Answer Form — due December 24, 2015**
- **Appendix D - Acknowledgement of Question & Answer Addendum**
- **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 who have submitted an application by the deadline 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

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- 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.

Purpose of funds

The purpose of funding is to provide monitoring and enforcement of sentence compliance for offenders who have been convicted of first or second offense Partner or Family Member Assault (PFMA) under MCA 45-5-206 or of a violation of an order of protection under MCA 45-5-626. Communities are strongly encouraged to develop a comprehensive plan for achieving goals including assessment of need, demonstration of collaboration through community coordinated response teams, methodologies to be employed, meaningful sanctions for non-compliant offenders, plans for sustainability of the program, and details regarding how the program will be evaluated.

Match

Programs are not required to provide matching funds under this solicitation.

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Misdemeanor Probation Authorized Purpose Areas

Grants under this program may be used for the following purposes (a program containing most of these elements would qualify as a comprehensive program):

- Supervision/Probation for offenders convicted of first or second offense misdemeanor partner or family member assault or of a violation of an order of protection;
- Tracking of sentence requirements and compliance with each;
- Electronic or GPS monitoring of some offenders after risk assessment;
- Victim safety measures such as lethality assessment;
- Tracking of outcomes (i.e. recidivism, revocations of probation etc.); and
- Establishment of a supervision fee structure or other means of program sustainability.

Communities are *discouraged* from activities that may compromise victim safety such as:

- Offering perpetrators the option of entering pre-trial diversion programs;
- Mediation or counseling for couples as a systematic response to domestic violence;
- Requiring victims to report domestic violence crimes to law enforcement or forcing victims to participate in criminal proceedings;
- Court mandated batterer intervention programs that do not use the coercive power of the criminal justice system to hold batterers accountable for their behavior;
- Placement of batterers in anger management programs; and
- Procedures that would force victims of domestic violence to testify against their abusers or impose other sanctions on them. Rather, procedures that provide victims the opportunity to make an informed choice about whether to testify are encouraged.

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 Workshops, Grant Writing Workshops, and the Montana Victim Advocate Academy.**

Section 3: Budget Narrative

The narrative must:

- a. Demonstrate that all costs are reasonable;

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- 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, meaningful, 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)
<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 employee of the applicant agency.*

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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. Listing of Current Board Members. Provide information on Board members, including position, term, and individual contact information.
 - 3. Financial Resource Disclosure Form. List all funding sources and amounts received to operate the program related to the grant application. See Appendix A.
 - 4. Accounting System and Financial Capability Questionnaire. Provide information demonstrating the agency's accounting and financial structure. See Appendix B.

- D. **Other Required Documents:**
 - 5. 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.
 - 6. Acknowledgement of Question & Answer Addendum. See Appendix C.
 - 7. Position Description(s). If grant monies are used to fund personnel, include a position description for each.
 - 8. Organization Chart. Include a chart of the organization's project personnel and how they relate to the rest of the organization staff.
 - 9. Memorandum of Understanding (MOU) for Crime Data Reporting: If the applicant organization is a unit of local government, MBCC requires the local government applicant (and/or group of applicants listed within a collaborative agreement) to be compliant with the Crime Data Reporting

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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.

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.

X. 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 VAWA 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 (Victims 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 VAWA 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

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weight given to each based on the percentage value listed after each individual criteria.

Selection Criteria:

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	5% out of 100

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	funding sources; applying for additional grants is not considered an adequate sustainability plan.	
Collaboration	Describes how program promotes coordinated public and private efforts.	5% out of 100

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

Following review of the applications by the Victims ARC 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"/>	Position Descriptions (if personnel is requested in budget)
<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"/>	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"/>	RFP Question and Answer Form – (optional) due by December 24, 2015
<input type="checkbox"/>	Acknowledgement of Question & Answer Addendum
<input type="checkbox"/>	Scanned MOUs with Original Signatures (for compliance with Crime Data Policy – if applicable)

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 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> <ol style="list-style-type: none"> (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. (2) Entries in accounting records shall refer to subsidiary records and/or documentation which support the entry and which can be readily located. (3) The accounting system shall provide accurate and current financial reporting information. (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. 	
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: <div style="border: 1px solid black; height: 20px; width: 100%; background-color: #e0e0ff;"></div></p>	<p>Entity Name, Address, and Telephone Number</p> <div style="border: 1px solid black; height: 40px; width: 100%; background-color: #e0e0ff;"></div>

CLOSED - This Request for Proposal is for reference purposes only.



Appendix C
RFP Question and Answer Form
RFP #16-04 M
Misdemeanor Probation 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 # 16-04 M
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

CLOSED - This Request for Proposal is for reference purposes only.

Question Number	Page Number	Section Number	Questions & Answers for RFP # 16-04 M
9.			
10.			

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

CLOSED - This Request for Proposal is for reference purposes only.

Appendix D

ACKNOWLEDGEMENT OF QUESTION AND ANSWER ADDENDUM

December 11, 2015

MONTANA BOARD OF CRIME CONTROL

RFP NO. #16-04 M

Posting Date: December 11, 2015

Closing Date: January 22, 2016

TITLE: Misdemeanor Probation 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: _____

