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Montana Board of Crime Control Request for Proposals (RFP)

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Request for Proposals (RFP)

#16-05 (J)

Title II Formula 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: February 29, 2016 at 12:00 P.M. Noon

Project Period: October 1, 2016 – September 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 Julie Fischer (jfischer2@mt.gov, 406-444-2056) for approval and submission instructions.

Proposals must be **RECEIVED (not postmarked)** by MBCC no later than **12:00 p.m. noon on February 29, 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 Kristel Matchett at
kmatchett@mt.gov or Kathy Ruppert at kruppert@mt.gov for assistance.

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I. Overview

The Montana Board of Crime Control (MBCC) is soliciting proposals for Title II Formula Grant juvenile justice programs to be funded by the Office of Juvenile Justice and Delinquency Prevention (OJJDP). Approximately \$340,000 will be available during fiscal year 2016-2017, depending upon the availability of federal funds.

Schedule of Events Title II Formula Grant	
RFP Issue Date	January 15, 2016
Deadline for receipt of written questions	January 25, 2016
Deadline for issuance of MBCC’s written responses to questions	February 16, 2016
RFP Submission Deadline	February 29, 2016 at 12:00 p.m. (noon)
Staff Review	March through April 2016
Juvenile Justice Application Review Committee	May 11, 2016
Youth Justice Council Approval	June 8, 2016
Board of Crime Control Approval	June 9, 2016
Project Start Date	October 1, 2016
Project End Date	September 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 units of local government, federally recognized tribal governments, private nonprofit agencies, and local educational agencies. *Private nonprofit agencies must document their nonprofit status.*

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.

III. Application Deadline

Applications for Title II Formula Grant (J), RFP #16-05, must be submitted online on or before **February 29, 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.

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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 **February 29, 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, contact Kristel Matchett at kmatchett@mt.gov or Kathy Ruppert at kruppert@mt.gov for assistance.

From January 15 to January 31, 2016 (estimate):

- 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 February 1 to February 29, 2016 (estimate):

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

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- 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).
- Position descriptions if personnel is requested in the budget
- For Nonprofits only:
 - Proof of nonprofit status
 - Financial Resource Disclosure Form
 - Accounting and Financial Capabilities Questionnaire
 - Board of Directors: name, position, personal contact information for each
- Memoranda of Understanding (MOUs) (for local governments who are not compliant with the submission of crime data)
- All other required documents

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 in writing to MBCC on or before January 25, 2016. Applicants are to submit questions using the MBCC RFP Question and Answer Form (Attachment A). Clear reference to the section, page, and item in question must be included in the form. Provided on the form is how to submit the form. Questions received after the deadline will not be considered.

MBCC will provide a written response by February 16, 2016 to all questions received by the deadline. MBCC's response will be by written addendum and will be posted on the State's website with the RFP by the close of business February 16, 2016. Any other form of interpretation or change to this RFP will not be binding upon MBCC. **Applicants will sign and return with their RFP response an Acknowledgement of Question and Answer Addendum for any Q&A addendum issued (Attachment B). Failure to submit Attachment B with the application will result in the disqualification of the application.**

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*

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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 align 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
 - Performance Measurement Tools (DCTAT)
 - Data

- Applicant acknowledges the quarterly reporting periods as follows:

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

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

VII. Program-Specific Information

Project Period

The project period begins October 1, 2016, and concludes September 30, 2017. **Funds may not**

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be expended or obligated prior to October 1, 2016.

Program Information

Priority Projects

The Governor-appointed Youth Justice Council (YJC) is responsible for planning and consultation on juvenile justice issues for the state of Montana. The YJC has assessed the priorities in Montana for resource allocation and determined that funding activities based on best and promising practices within the following purpose areas will improve Montana's capacity to serve youth along the continuum of intervention, prevention, and accountability:

1. Purpose Area 3: Alternatives to Detention
Alternative services provided to a juvenile offender in the community as an alternative to confinement
2. Purpose Area 6: Delinquency Prevention
Programs, research, or other initiatives to prevent or reduce the incidence of delinquent acts and directed to youth at risk of becoming delinquent to prevent them from entering the juvenile justice system or to intervene with first-time and non-serious offenders to keep them out of the juvenile justice system. This program area excludes programs targeted at youth already adjudicated delinquent, on probation, in corrections, and those programs designed specifically to prevent gang-related or substance abuse activities as part of other program areas.
3. Purpose Area 11: Diversion Programs
Programs to divert juveniles from entering the juvenile justice system
4. Purpose Area 17: School Programs
Education programs or supportive services in traditional public schools and in detention/corrections education settings to encourage youth to remain in school or alternative learning programs and to prevent truancy, suspension, and expulsion. School programs may include support for school resource officers and law-related education.
5. Purpose Area 21: Disproportionate Minority Contact (DMC)
Programs, research, or other initiatives primarily to address the disproportionate number of juvenile members of minority groups who come into contact with the juvenile justice system, pursuant to Section 223(a)(22) of the JJDP Act
6. Purpose Area 23: Gender-Specific Services
Services to address the needs of female offenders in the juvenile justice system
7. Purpose Area 24: Indian Tribe Programs
Programs to address juvenile justice and delinquency prevention issues for American Indians and Alaska Natives
8. Purpose Area 27: Juvenile Justice System Improvement
Programs, research, or other initiatives to eliminate or prevent the detention or

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confinement of youth in adult jails and lockups, as defined in Section 223(a)(13) of the JJDP Act.

9. Purpose Area 30: Rural Area Juvenile Programs
Prevention, intervention, and treatment services in an area located outside a metropolitan statistical area as designated by the US Bureau of the Census

If an applicant submits a grant in a purpose area other than those listed above, the application will be considered, but priority will be given to the above purpose areas. Priority will be given to those applications implementing best and promising practices.

Purpose Areas and Performance Measures

Applicants should choose the purpose area that best defines the proposed project. Each purpose area has corresponding performance measures for federal Data Collection Technical Assistance Tool (DCTAT) reporting purposes. **Applicants must choose only one purpose area and the corresponding performance measures.** For a complete list of purpose areas and their performance measures, visit the following site:

https://www.ojjdp-dctat.org/help/program_logic_model.cfm?grantID=3

Download the performance measure reporting form for your designated purpose area:

<http://mbcc.mt.gov/Grants/Reporting/TitleII/TitleIIReport.asp>

- List the bolded/mandatory reporting outcome and output performance measurements in your project narrative.
- List one other non-mandatory output performance reporting measurement in your narrative.
- List one other non-mandatory outcome performance reporting measurement in your project narrative

These measures will define the data the applicant must track for the grant; the applicant will be required to report the data to MBCC quarterly and to DCTAT annually. The goals and objectives of the project should align with these performance measures.

Cash or In-Kind Match

No match is required.

VIII. Application Requirements

Applications and all components must be submitted based upon a 12-month period (October 1, 2016 through September 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.*

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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 and Grant Writing Workshop.*

Section 3: Budget Narrative

The narrative must:

- 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 the portion of full time equivalent (FTE) employee paid by the grant).
 - i. Example: Sally Smith’s full time equivalent position at \$31,990.40 per year:

Position Title – 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 – Sally Jo Smith
Benefits are based on current payroll costs for a full time position.

FICA (Social Security & Worker’s Compensation	\$31,990.40 x .8%	\$2,447
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 7.7%	\$2,614
Health Insurance	\$31,990.40 x 7.7%	<u>\$2,463</u>
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.

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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 costs that are usually treated as indirect costs. For an organization that has an established, federally-approved indirect cost rate for federal awards, indirect costs means those costs that are included in the organization's established indirect cost rates. 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:

- 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 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 direct 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.

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- 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:

- 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 are only 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 amounts 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 Salaries \$44,000 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):

Budget Category	Amount Requested	Comments
<i>Subtract the amounts over \$25,000 for each consultant (these are the three Consultants/Contracts listed)</i>	<i>\$390,000</i> <i>- \$57,000</i> <i>\$333,000</i>	<i>A –\$57,000 - \$25,000 = \$32,000</i> <i>B –\$30,000 - \$25,000 = \$5,000</i> <i>C –\$45,000 - \$25,000 = \$20,000</i> <i>Total = \$57,000</i>

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<i>above)</i>		
<i>10% of \$333,000</i>	<i>\$33,300</i>	<i>Modified Indirect Cost Rate</i>
Requested Direct Amount	\$390,000	
Requested Indirect Amount	\$33,300	
Total Federal Request	\$423,300	

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. Clearly list the performance measures for the selected purpose area in this section. Goals and objectives should adhere to those performance measures and must be reflected in quarterly reporting. 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.

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) and the performance measures tied 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 performance measures.

Objectives must:

- Start with the word ‘To’;

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- State the date when a milestone will be reached; and,
- Be specific, measurable, 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: Cultivate 12 new referrals 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>

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. Letters of Support and/or Memoranda of

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Understanding may be submitted.

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.*

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. **Nonprofit Requirements**
 - 1. Financial Resource Disclosure Form. All nonprofit agencies must complete this form. List all funding sources and amounts received to operate the program related to the grant application. Click <http://mbcc.mt.gov/Grants/Forms/GrantResources.asp> and proceed to FORMS to download the document in Excel.

 - 2. Accounting System and Financial Capability Questionnaire. Provide information demonstrating the agency's accounting and financial structure. <http://mbcc.mt.gov/Grants/Forms/FinCapability.PDF>

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3. Nonprofit Status. Nonprofit agencies must provide documentation of nonprofit status.
4. Listing of Current Board Members. Provide information on board compilation, positions and individual contact information.

D. Other Required Documents:

1. Position Description: If grant monies are used to fund personnel, include a position description.
2. Current Letters of Support: If applicable, copies of current letters of support with original signatures from networking agencies to MBCC must be uploaded into OSAS.
3. Memoranda of Understanding (MOU): If applicable, MOUs with original signatures to MBCC must be uploaded into OSAS.
4. Organization list: Include a list of the agency personnel and of personnel working on the project.
5. JDAI Implementation and Reporting Plan: Applicants applying for funds to participate in JDAI must attach a JDAI Implementation and Reporting Plan (Attachment C).
6. JDAI MOU: Applicants applying for funds to participate in JDAI must attach a JDAI MOU (Attachment D).
7. Tribal Resolution: Agencies applying for funds which will be used to serve Tribal youth must include a current, valid Tribal Resolution signed by an authorized official or body representing the Tribal entity (Attachment E).
8. Relative Rate Index: All applicants must submit a current relative rate index and include a plan for addressing disproportionate minority contact in the program narrative. For more information contact Juvenile Justice Specialist Julie Fischer.
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 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.

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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. Submit minutes and attendance rosters for all JDAI meetings with MBCC quarterly reports, if applying for JDAI funding.
3. 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.
4. Include any other program specific requirements *as shown below*.

Data Collection and Technical Assistant Tool (DCTAT)

Grant recipients are required to submit performance measure data as outlined in Section VI Performance Measures to the federal DCTAT. Subgrantees will be provided information regarding federal reporting requirements by email. Subgrantees will also be required to report DCTAT data to MBCC on a quarterly basis.

Applicants are responsible to review the information pertaining to these additional requirements prior to submitting the application. Additional information for each one 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 October 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 Office of Justice Programs (OJP) in the areas of grants, accounting and financial management. The provisions of this guide apply to Department of Justice awards.

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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 apply; • Memberships, subscriptions and professional activity costs – restrictions apply; • Professional/consultant service costs must follow the applicable federal grant guidelines and state policy; • Publication and printing costs – restrictions apply; • Rental costs of buildings and equipment; • Training costs; and • Travel costs – mileage, per diem, and lodging cannot exceed state rates. Go to http://mom.mt.gov/default.mcp 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>	<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. Unallowable Costs'.</p>

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XI. Application Review and Selection Criteria
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Initial Screening

MBCC staff will conduct an initial screening of the application to check for completeness. If any required documents are not submitted, the application will be deemed incomplete and disqualified from consideration. Disqualified applicants will receive a letter indicating 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 Title II Formula Grant (J) program and the requirements of this RFP.

Fiscal and Program Staff will review applications and funding recommendations will be referred to the MBCC YJC Application Review Committee for their review. YJC Application Review Committee 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 Title II Formula Grant 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.

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, dynamic, 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

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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 Title II Formula grants is not considered an adequate sustainability plan.	5% out of 100
Collaboration	Describes how the 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

Immediately following review of the applications by YJC Application Review Committee a notice will be sent to the applicant agency with the recommendation that will be presented to the YJC and the Board. The Board will review all of the Committee’s recommendations during their June 9, 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 YJC 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 YJC 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"/>	Federally Negotiated Indirect Cost Rate Agreement (if applicable)
<input type="checkbox"/>	Project Narrative
<input type="checkbox"/>	Scanned Signature Page with Original Signatures
<input type="checkbox"/>	SAM Registration
<input type="checkbox"/>	Financial Resource Disclosure Form – Nonprofits only
<input type="checkbox"/>	Position Descriptions (if personnel is requested in budget)
<input type="checkbox"/>	Scanned Nonprofit Status – Nonprofits only
<input type="checkbox"/>	Accounting System and Financial Capability Questionnaire – Nonprofits and new applicants only
<input type="checkbox"/>	Current Letters of Support with Original Signatures (if applicable)
<input type="checkbox"/>	MOUs with Original Signatures (if applicable)
<input type="checkbox"/>	JDAI Implementation and Reporting Plan (if applicable)
<input type="checkbox"/>	Tribal Resolution (for Tribal applications only)
<input type="checkbox"/>	Relative Rate Index (RRI) data for applicant’s community
<input type="checkbox"/>	RFP Question and Answer Form (optional) – due by January 25, 2016
<input type="checkbox"/>	Acknowledgement of Question and Answer Addendum

Attachments

Attachment A

RFP Question and Answer Form for RFP #16-05 (J)

Attachment B

Acknowledgement of Question & Answer Addendum

Attachment C

RFP #16-05 (J) JDAI Implementation and Reporting Plan

Attachment D

RFP #16-05 (J) JDAI MOU

Attachment E

RFP #16-05 (J) Tribal Resolution

Attachment F

Financial Resource Disclosure Form

(This is not an active form; please access the active form on the MBCC website)

Attachment G

Accounting and Financial Capabilities Questionnaire

(This is not an active form; please access the active form on the MBCC website)

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Attachment A

RFP Question and Answer Form
Title II Formula Grant (J) RFP #16-05
Addendum JJ1

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. January 25, 2016**. Return to mbcc@mt.gov

Name: _____

Organization: _____

Email: _____

Question Number	Page Number	Section Number	Questions & Answers for RFP # 16-05
1.			
2.			
3.			
4.			
5.			
6.			
7.			

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Question Number	Page Number	Section Number	Questions & Answers for RFP # 16-05
8.			
9.			
10.			

Return to: mbcc@mt.gov by 5:00 p.m. January 25, 2016

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Attachment B

ACKNOWLEDGEMENT OF QUESTION AND ANSWER ADDENDUM

January 15, 2016

MONTANA BOARD OF CRIME CONTROL

RFP NO. #16-05 (J)

Posting Date: January 15, 2016

Closing Date: February 29, 2016

TITLE: Title II Formula Grant

ADDENDUM NO. JJ-1

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 with the application, or the proposal will be disqualified from further consideration.***

I acknowledge receipt of Addendum No. JJ-1.

Signed: _____

Company Name: _____

Date: _____

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**Attachment C
JDAI Implementation and Reporting Plan**

Instructions: Do one plan for implementing each of the eight Juvenile Detention Alternative Initiative (JDAI) Core Strategies. Short Term Output measures must relate directly to the task. i.e.,

- Task = To have stakeholders meet once a month
- Short Term measure = Number of monthly meeting minutes on file
- Report Progress Made During Reporting Period = Stakeholders met three times during the reporting period as reflected by monthly meeting minutes for July, August and September on file.
- Task Status= ongoing

Use this plan to report quarterly progress on the activities identified for each strategy. If a task was completed in a prior reporting period, or was not a priority for the current period indicate N/A in the column entitled “Progress Made During Reporting Period”.

JDAI Plan Reporting Period:			
Task	Short Term Output Measures	Progress Made During Reporting Period	Task Status
Core Strategy #1: Collaboration			
Obtain minimum required signatures on MOU	MOU on file will be current with minimum signatures of active stakeholders		Ongoing
Develop work groups, work-group tasks and meeting schedules	List of all work groups, work group tasks and work group meeting schedules will be on file		
Key stakeholders will meet together at least once quarterly to update the plan and report to MBCC	Number of key stakeholder meetings held as measured by meeting minutes		Ongoing
Identify training needs and schedule those with the Statewide JDAI Coordinator.	Record of training request will be on file. Schedule of training provided and list of stakeholders in		

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JDAI Plan Reporting Period:			
Task	Short Term Output Measures	Progress Made During Reporting Period	Task Status
	attendance		
Develop/update a plan to implement the 8 Core Strategies of JDAI	A plan to implement 8 core strategies will be on file		
Identify how savings from detaining fewer youth will be reinvested to make further improvements to the juvenile court system.	Reinvestment strategy will be on file		
Core Strategy #2: Data driven decisions			
Identify data sources for all AECF QRT Results Reports	List of data sources for all report fields, and a plan for how to capture missing data (if any) will be on file		
Core Strategy #3: Objective Admissions			
Identify date statewide DRAI implemented in your site and process used to complete the DRAI	DRAI Implementation date and implementation process will be on file.		
Core Strategy #4: Alternatives to Detention			
Inventory existing	List of existing site ATDs, if		

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JDAI Plan Reporting Period:			
Task	Short Term Output Measures	Progress Made During Reporting Period	Task Status
alternatives to detention (ATDs)	any, will be on file		
Identify ATDs needed	List of needed ATDs (if any) and plan to implement them will be on file		
Core Strategy #5: Case Processing Reforms			
Identify current court case processing procedures as baseline	Record of baseline court case processing procedures will be on file		
Identify where case processing delays occur in current court process, research the JDAI help desk for ways other jurisdictions addressed similar delays.	Record of where delays occur in current case process will be documented and on file. A plan to streamline the court process or a request for technical assistance will be on file.		
Core Strategy #6: Special Detention Cases			
Identify those cases that commonly represent large percentages of inappropriate or unnecessary stays in detention (i.e. youth	Analysis of case processing delays will be on file.		

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JDAI Plan Reporting Period:			
Task	Short Term Output Measures	Progress Made During Reporting Period	Task Status
detained on warrants, probation violations, or pending dispositional placements			
Research JDAI Help Desk for ways that other jurisdictions resolved delays	List of possible solutions or request for technical assistance will be on file with the Statewide JDAI Coordinator		
Revise court processing procedures to streamline process	New court procedures will be documented and implemented		
Core Strategy #7: Reducing Racial & Ethnic Disparities			
Schedule an analysis for disproportionate minority contact (DMC) with your Statewide DMC Coordinator	Date and time analysis scheduled will be on file. List of stakeholders attending presentation of DMC analysis will be on file.		
Research JDAI Help Desk for strategies to address racial and ethnic disparities (RED) if any identified.	Strategies to address RED will be on file.		
Implement strategies to address RED	Record of strategies implemented to address RED will be on file.		

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JDAI Plan Reporting Period:			
Task	Short Term Output Measures	Progress Made During Reporting Period	Task Status
Core Strategy #8: Conditions of Confinement			
Establish a “self-inspection” team of local volunteers and schedule training in JDAI methodology and standards that carefully examine all aspects of facility policies, practices, and programs.	Members of self-inspection team will be on file. Date and time training was delivered will be on file. List of attendance at self-inspection training will be on file.		
Schedule a self-inspection with the site’s juvenile detention facility	Date and time of the self-inspection will be on file Findings and recommendations of the self-inspection team will be on file.		

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Attachment D

MEMORANDUM OF UNDERSTANDING

I: PARTIES

This document constitutes an agreement between ... (At a minimum the administrators (or their designee) of the following agencies must be represented: Law Enforcement, County Attorney's Office, Public Defender's Office, Chief Juvenile Probation Officer, Chief Judge, the Detention Center, and a County Commissioner.)

II: PURPOSE

This agreement is entered into by the above named agencies for the purpose of establishing a cooperative relationship in order to replicate the eight core strategies of the Juvenile Detention Alternatives Initiative.

III: PERIOD OF AGREEMENT AND MODIFICATION/TERMINATION

This MOU will become effective when signed by all parties. Modifications to this MOU must be submitted in writing at least 30 days in advance and approved by all agencies represented herein. Intent to terminate participation in this MOU must be submitted in writing at least 30 days in advance of termination to all participating agencies.

IV: RESPONSIBILITIES OF THE PARTIES

All parties agree to work cooperatively to review the objectives and measures described below and will participate in meetings held on a monthly basis, unless all agencies agree to an alternative meeting schedule.

- 1) Specific responsibilities of each agency
- 2) Specifically address eight core strategies and implementation plan for each
 - a. Collaboration
 - b. Data Driven Decisions
 - c. Objective Admissions (which includes mandatory, consistent use of the DRAI created by the Montana JDAI Stakeholders)
 - d. Alternatives to Detention
 - e. Case Processing Reforms
 - f. Special Detention Cases
 - g. Reducing Racial Disparities
 - h. Conditions of Confinement
- 3) DCTAT Performance Measures – agree to collection methodology and responsible party
- 4) How working relationship will be managed, including designation of a local coordinator to work with the Judge or his/her designee to develop an agenda; gather and report data to the state coordinator; write and update the plan to implement JDAI; research the JDAI Help Desk for resolution to local problems; request training and technical assistance from the state JDAI Coordinator; and otherwise coordinate implementation of the JDAI Plan.
- 5) Dispute resolution

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Attachment E Tribal Resolution Requirements

Tribes must provide a valid Tribal Resolution, signed by an authorized official or body representing the tribal entity, that provides assurances that:

1. the tribal entity is included in the most recently approved listing by the Secretary of the Interior as an Indian tribe that performs law enforcement functions.
2. the tribe shall attempt to comply with the requirements contained in Section 223(a)(12)(A), (13), and (14) of the Juvenile Justice and Delinquency Prevention Act by developing and implementing tribal strategy designed to:
 - a. provide those juveniles who are charged with or who have committed offenses that would not be criminal if committed by adults and non-offenders (i.e., dependent or neglected youth) shall not be placed in secure detention facilities, jails, lockups, or secure correctional facilities,
 - b. provide that no juvenile shall be detained or confined in any institution in which they have regular contact with accused or convicted adult offenders, and
 - c. provide that no juvenile shall be detained or confined in any jail or lockup for adults.
3. the tribe will identify the juvenile justice needs to be served by these funds within the geographical area where the tribe performs law enforcement functions.
4. the tribe will allow the state to conduct an analysis of its juvenile crime problems and determine the extent to which the tribe is complying with the requirements of 223(a)(12)(A), (13) and (14) of the Juvenile Justice and Delinquency Prevention Act.
5. Based on this analysis, the tribe must develop a strategy for implementing a comprehensive, coordinated juvenile service system providing that:
 - a. status offenders and non-offenders are not placed in secure detention or secure correctional facilities;
 - b. juveniles are not held in regular contact with incarcerated adult persons, and
 - c. juveniles are not detained nor confined in any adult jail or lockup.
6. Each application to the state for funds under the Indian pass-through program must identify how the proposed use of funds is consistent with the tribe's strategy.