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Montana Board of Crime Control Request for Proposals (RFP)

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**Request for Proposals (RFP)
#16-06 (G)
Justice Assistance Grant (JAG)
Multi-Jurisdictional Drug Task Forces**
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: **April 20, 2016 at 12:00 P.M. Noon**
Project Period: July 1, 2016 to June 30, 2017

Alternative accessible formats of this document will be provided upon request. Persons with disabilities who require this material in another format in order to participate in the Request for Proposal process should contact MBCC, 5 South Last Chance Gulch, PO Box 201408, Helena, MT 59620-1408. Phone (406) 444-3604; FAX (406) 444-4722; TTY (406) 444-7099.

For applicants without Internet access who cannot submit an application electronically through MBCC's Online Application System, contact Program Specialist Mark Thatcher at 406-444-3605 or mthatcher@mt.gov for approval and submission instructions.

*Proposals must be **RECEIVED** (not postmarked) by MBCC no later than **12:00 p.m. noon on April 20, 2016** in order to receive MBCC review and consideration.*

Be sure to read and understand this RFP in its entirety before starting to create the application. Pay close attention to items in **RED** as these are new updates or requirements to the RFP.

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I. Overview

The Montana Board of Crime Control (MBCC) is soliciting **competitive proposals** under the Justice Assistance Grant (JAG) Program to be funded by the Bureau of Justice Assistance, to fund multi-jurisdictional drug task forces (MJDTF) from agencies of state, local and tribal government; to implement Montana’s anti-drug abuse strategy; to enhance interagency coordination and intelligence; and to facilitate multi-jurisdictional investigation.

Approximately **\$771,214.00** will be available during fiscal year 2016-2017, depending upon the availability of federal funds.

Tentative Schedule of Events JAG Grant	
RFP Issue Date	March 7, 2016
RFP Submission Deadline	April 20, 2016 at 12:00p.m. noon
Staff Review	April through May, 2016
JAG Application Review Committee	Date TBD in May, 2016
Board of Crime Control Approval	June 9, 2016
Project Start Date	July 1, 2016
Project End Date	June 30, 2017

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

Programs have **one year** (FY 2016-2017) in which to implement the project and use the funds awarded.

Applicants must submit a complete application, and present a realistic and reasonable budget to validate the amount of funds requested.

II. Eligibility

Eligible applicants are limited to state, local and tribal government agencies that are able to qualify as a multi-jurisdictional drug task force, defined below:

- **MJDTF must be comprised of law enforcement representatives from five or more counties. A reservation will count as a county. A county or reservation may belong to more than one jurisdiction**

If MBCC wishes to fund a project that will be administered by the state but benefits local governments, this project may be considered part of the pass-through amount if each local jurisdiction benefiting voluntarily signs a waiver. This waiver must be signed by a budget authority such as a county commissioner or mayor and should certify that the local jurisdiction understands that the funds in question are set aside for local government use, believes that this program is for local benefit, and understands funding at the state level is a convenience to local

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government.

For the purposes of this RFP, MBCC will take the lead in collecting required local jurisdiction waivers described above, but may request your assistance if needed.

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

III. Application Deadline

Applications for RFP #16-06 (G) Justice Assistance Grant (JAG) - Multi-Jurisdictional Drug Task Forces must be submitted online on or before **April 20, 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 **April 20, 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

- 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

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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);**

- **Position descriptions** if personnel is requested in the budget;

- **Accounting and Financial Capabilities Questionnaire;**
Click on the following link to access the form:
<http://mbcc.mt.gov/Grants/Forms/FinCapability.PDF>.

- **Crime data reporting Memoranda of Understanding (MOUs)** (for local governments who are not compliant with the submission of crime data);

- **Certification of Affiliate Agencies Reporting Drug Task Force Crime Data;**

- **Current letters of support** with original signatures;

- **Drug Task Force Inter-agency Memorandum of Understanding** with original signatures, with all MJDTF participants. Click on the following link to access the MBCC Grant Resources page: <http://mbcc.mt.gov/Grants/Forms/GrantResources.asp>. Scroll down under “Forms”, then under “JAG”, and click on “Drug Task Force Inter-agency Memorandum of Understanding” to access a sample MOU template form.

- **Written knowledge of the task force** from law enforcement of non-active incorporated cities within regional boundaries;

- Provide a **2015 Threat Assessment** and state how your task force plans to respond to the threats outlined in your assessment;

- Provide a copy of your **Policy on Expenditure of Forfeiture Funds;**

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- **Supplemental Application narrative report** (only applicable to current JAG-funded MJDTFs);

RFP Questions or Clarification

If you need assistance with online registration or submission of the online application, please call our front office at (406) 444-3604.

If you have questions regarding the application content, please contact the following staff:

<u>Fiscal Staff</u>	<u>Phone</u>	<u>Program Staff</u>	<u>Phone</u>
Connie Young	444-7361	Mark Thatcher	444-3605
cyoung@mt.gov		mthatcher@mt.gov	

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. The MOR system can be accessed on the MBCC website at: <http://mbcc.mt.gov/Data/crimedata/crimedata.asp>.

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.

Applicant Agency Crime Data Reporting

If the applicant agency is a unit of local government, MBCC requires the applicant agency and its local law enforcement agencies to be compliant with the Crime Data Reporting Policy. Click here to review the policy: <http://mbcc.mt.gov/Data/CrimeDataSubmissions/B-03CrimeDataReportPolicy2015.pdf>.

Contact MBCC staff for your agency’s crime data reporting status - Kathy Ruppert (406-444-2084; kruppert@mt.gov) or Candy Kirby (406-444-3651; candyk@mt.gov) at least five working days before the RFP deadline.

Affiliate Member Agencies Crime Data Reporting

As a condition of the drug task force being awarded and receiving grant funds, affiliate member agencies named within the Drug Task Force Inter-agency Memorandum of Understanding (MOU) submitted within this application, are required to report accurate and timely crime data, including all drug task force crime data, in accordance with the MBCC reporting policy. Click here to review the policy: <http://mbcc.mt.gov/Data/CrimeDataSubmissions/B-03CrimeDataReportPolicy2015.pdf>.

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Local agencies that are not willing to comply with MBCC’s crime data reporting policy shall not be listed as affiliate member agencies within the Drug Task Force Inter-agency MOU.

Contact MBCC staff for an affiliate agency’s crime data reporting status - Kathy Ruppert (406-444-2084; kruppert@mt.gov) or Candy Kirby (406-444-3651; candyk@mt.gov) *at least five working days before the RFP deadline.*

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-whenver 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
 - Narrative Reports
 - Performance Measurement Tools
 - Data

- 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 will cause grant funding to be denied or rescinded.

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Accountability Measures

Applicants should discuss in their application their proposed methods for collecting applicable JAG accountability measures data that they will be required to submit in the Bureau of Justice Assistance (BJA) Performance Measurement Tool (PMT).

Below are the majority of the accountability measures for which you will be required to collect data and report into the PMT:

(**Note:** Click on the live links under “Questionnaire” to view the accountability measures).

Questionnaire	Description	Who Completes It
• <u>01 JAG General Information Questionnaire</u>	This questionnaire asks all grantees and subgrantees about general information and their funding usage.	All grantees and subgrantees
• <u>02 JAG Activity-Program Selection</u>	This questionnaire is used to identify which activity/program areas had JAG-funded activity.	All grantees and subgrantees
• <u>03 JAG Law Enforcement</u>	This module asks questions of grantees and subgrantees that use JAG funding for any programs (e.g., crime prevention, intervention), activities, or spending conducted by a law enforcement organization. This includes all task force activity but does not include crime lab/forensics activities or programs.	Law enforcement agencies with net awards of \$25,000 or more
• <u>15 JAG Goals and Objectives</u>	This module should be completed in January and July by all grantees and subgrantees that had any activity during the reporting period or at the close of the grant.	All grantees and subgrantees

VII. Program-Specific Information

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.**

Cash Match

A minimum 30% **hard cash local match** of the total cost of each MJDTF project (JAG grant funds plus local match) is required for each JAG-funded project. Task Forces may match more than 30% if they choose. Match must be derived from non-federal sources. All funds designated as match are restricted to the same uses as the JAG funds and must be expended within the grant period. Remember to identify the source of the match and the anticipated expenses that will be obligated by the match in the budget narrative. The budget must include the required match as a percentage of the total project budget. Specifics of the match (amount and source) must be clearly identified in both the Budget Detail and Budget Narrative.

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How to Calculate Match

Formula:

Step 1	Grant Request Amount	÷	% of Federal Share	=	Total (Adjusted) Project Cost
Step 2	Total (Adjusted) Project Cost	x	% of Recipient’s Share	=	Required Match

Example:

Match Requirement - 80/20 (Federal/Recipient) Federal Award = \$100,000					
Step 1	\$100,000	÷	80% Federal Share	=	\$125,000
Step 2	\$125,000	x	20% Recipient’s Share	=	\$25,000

Eligibility Period

Congress has established a 48-month eligibility period for all projects except multi-jurisdictional task forces. Waiver of the 48-month limit requires that projects meet all criteria below as established by MBCC:

- Multi-jurisdictional task forces must be comprised of law enforcement representatives from five or more counties. A reservation will count as a county. A county or reservation may belong to more than one jurisdiction.
- Enter into a written, annual **Memorandum of Understanding** with all participants. As a component of the MOU, projects to be administered by the state but benefiting local governments may be considered for funding if an authorized budget authority of each local jurisdiction it benefits, voluntarily signs a waiver (refer to Section II. Eligibility/page 2).
- Law enforcement from incorporated cities within the regional boundaries must document in writing their knowledge of the task force if they are not active participants.
- Provide letters of support with original signatures from local officials (e.g., school, city and county officials) in the area where your task force operates. The letters should address the impact and outcomes of the Task Force in the affected community or counties.

VIII. Application Requirements

Applications and all components must be submitted based upon a 12-month period (July 1, 2016 - 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

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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 the Subgrantee Workshop and Grant Writing Workshop.*

Indirect Costs - NEW

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

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

- **Federally Approved Indirect Cost Rate:** Applicants who have an established federally approved indirect cost rate agreement in place may include the allocation for indirect costs. Applicants MUST provide a copy of the agency's Federal Agreement. MBCC may negotiate the federally approved indirect cost rate if it is higher than the limit established in MBCC Board Policy and/or the grant's federal allowable limits, whichever is lower.
- **Negotiated Indirect Cost Rate:** For those agencies who have a pending application for a federally approved indirect cost rate, the subgrantee may negotiate an indirect cost rate with MBCC, limited to Board Policy and/or the grant's federal allowable limits, whichever is lower. See MBCC Board Policy on Indirect Costs below. Applicants must submit a copy of the application for the federally approved indirect cost rate with their application.
- **De Minimis Rate:** Any non-Federal entity that has never received a negotiated indirect cost rate may elect to charge a 10% De Minimis rate of modified total direct costs (MTCD) which may be used indefinitely.
 - MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

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- Costs must be consistently charged as either indirect or direct costs (only on allowable grant activities), but may not be double charged or inconsistently charged as both.
- This methodology, once elected, must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time.
- The rate can be applied to the first \$25,000 of the subaward (contract/consultant).
- The amount used for the De Minimis must be clearly stated and the grant application must list the budget items used to determine the De Minimis Rate.
- No Indirect Cost Rate: Applicants may choose not to include indirect costs in the budget request.

MBCC Indirect Costs Policy:

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

The 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 Advocate Salaries \$44,000 Advocate Fringe Benefits
Consultants/Contracts	\$132,000	<i>Consultant A – receives \$57,000</i> <i>Consultant B – receives \$30,000</i> <i>Consultant C – receives \$45,000</i>
Travel	\$10,000	Training and Outreach
Supplies/Operating	\$4,000	Office Supplies
Equipment	\$0	

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Other	\$0	
Total Direct Costs	\$390,000	

Modified Total Direct Costs (MTDC):

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

Section 3: Budget Narrative

The narrative must:

- 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 &	\$31,990.40 x	\$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	\$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

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- 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 written 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. 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.

Objectives

A minimum of three and a maximum of five objectives are required. Identify the specific milestones aimed at achieving the goal(s).

Objectives must:

- Start with the word ‘To’;
- 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

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

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objective.

Example Implementation Plan:

Objective/Action Steps	Responsible Party	Resources Needed	Cost	Time Frame Start/End	How Objective Accomplished
<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>Facilitate with service providers to identify victims in need of assistance</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, including how they will continue to operate should grant funding be reduced or eliminated. The plan should describe funding opportunities outside of MBCC grants and challenges to sustain the program. List potential alternate sources of funding/services or provide assurances that the task force will become part of the parent government budget. **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 Understanding should be submitted as a component of a Collaboration Plan as required by the grant.

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.

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- A. **Certification of Affiliate Agencies Reporting Drug Task Force Crime Data:** If awarded funds, the drug task force will receive a certification form and instructions in their award package. The certification form must identify the agencies responsible for reporting drug task force crime data in their jurisdiction. The completed certification form including affiliate agency signatures must be submitted to MBCC by **5 PM on Friday June 17, 2016**. Funds will not be released until this certification is received.

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 V: How to Apply.
- C. **Other Required Documents:**
1. Accounting System and Financial Capability Questionnaire. Provide information demonstrating the agency's accounting and financial structure. <http://mbcc.mt.gov/Grants/Forms/FinCapability.PDF>
 2. Position Description: If grant monies are used to fund personnel, include a position description.
 3. Current Letters of Support: Copies of current letters of support with original signatures from networking agencies to MBCC must be uploaded into OSAS.

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4. Drug Task Force Inter-agency Memorandum of Understanding with all MJDTF participants with original signatures. Click on the following link to access the MBCC Grant Resources page: <http://mbcc.mt.gov/Grants/Forms/GrantResources.asp>. Scroll down under “Forms”, then under “JAG”, and click on “Drug Task Force Inter-agency Memorandum of Understanding” to access a sample MOU template form.
5. Written Knowledge of the Task Force: Law enforcement from incorporated cities within the regional boundaries must document in writing their knowledge of the task force if they are not active participants. This written documentation must be uploaded into OSAS.
6. 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. Click here to review the policy: <http://mbcc.mt.gov/Data/CrimeDataSubmissions/B-03CrimeDataReportPolicy2015.pdf>

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. MOUs can be requested from Kathy Ruppert at (406) 444-2084 or kruppert@mt.gov.

7. 2015 Threat Assessment: State how your task force plans to respond to the threats outlined in your assessment.
8. Policy on Expenditure of Forfeiture Funds: A copy of your policy must be uploaded into OSAS and may be incorporated as a component of your Drug Task Force Inter-agency MOU.
9. Supplemental Application Narrative Report (only applicable to current JAG-funded MJDTFs): Include the following narrative report in your application **as a separate upload into OSAS**:
 - A. Provide a progress report for your FY 2016 (July 1, 2015 – June 30, 2016) project goals and objectives.
 - B. Provide a report for FY 2016 on the number of cases your task force has worked with HIDTA, other drug task forces, prosecutors, tribes, and other local, state and federal agencies. In your report provide specific examples of the outcomes and successes of this

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interagency coordination and the results of each case.

- C. Provide the number of cases for FY 2016 your drug task force has referred to federal prosecutors and the number accepted for federal prosecution. If the case was rejected, explain the reasons why.
- D. Provide a description for FY 2016 of the impact that your drug task force has had on drug availability, deterrence and public awareness in your area of operations and statewide.

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. Timesheets must be signed by the employee/volunteer and certified by a supervisor.

Performance Measurement Tool (PMT)

Grant recipients will be required to submit JAG accountability measures data as outlined in Section VI - Quarterly Reporting directly to the federal PMT website; <https://www.bjaperformancetools.org/>. Subgrantees will be provided information regarding federal reporting requirements by email.

Task Force Integrity and Leadership Training

The subgrantee agrees that **within 120 days of award acceptance**, any law enforcement task force funded with these funds, the task force commander, agency executive, task force officers, and other task force members of equivalent rank, will complete required online (internet-based) task force training to be provided free of charge through BJA's Center for Task Force Integrity and Leadership. *Additionally, all future task force members are required to complete this training once during the life of this award, or once every four years if multiple awards include this requirement.* This training will address task force effectiveness as well as other key issues including privacy and civil liberties/rights, task force performance measurement, personnel selection, and task force oversight and accountability. Additional information will be provided by BJA regarding the required training and access methods via BJA's web site and the Center for Task Force Integrity and Leadership at www.ctfli.org.

Civil Rights Training

The subgrantee agrees to complete Civil Rights Training provided by MBCC at the beginning of every new grant cycle. This training must be completed and certified by the Project Director and made available for review to every subrecipient staff member who provides services, is involved

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in grant activity, or utilizes funds under this funding stream. Civil Rights Training is available on MBCC's website at: <http://mbcc.mt.gov/Grants/SubrecipientOCRTrain.pdf>.

Upon completing the training, the Project Director must complete, sign and date the Civil Rights Training Certification form, keeping a copy in their file. The Project Director must send the signed original certification form with the award package documents to MBCC within 45 calendar days after receiving the award.

Confidential Funds Certification

For all projects involved with confidential funds from either Federal or matching funds, the U.S. Department of Justice (USDOJ) requires signed certification that the Project Director has read, understands, and agrees to abide by the confidential funds conditions as stated in the **USDOJ 2014 Financial Guide; III. Post award Requirements; Section 3.12 Confidential Funds; (Pages 85-91)** at: http://ojp.gov/financialguide/PDFs/OCFO_2014Financial_Guide.pdf.

The signed certification must be submitted upon returning to MBCC the accepted subgrant award package. A sample Confidential Funds Certification form for use is available at: <http://ojp.gov/financialguide/PDFs/CFcertification.pdf>

Clandestine Methamphetamine Laboratory Mitigation Measures

Each of the Multi-jurisdictional Drug Task Forces will insure that it complies with the terms of the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance (BJA) Award Continuation Sheet, Special Condition mitigation measures.

This special condition facilitates compliance with the provision of the National Environmental Policy Act (NEPA) relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories [hereinafter, "meth lab operations"]. No monies from this award may be obligated to support meth lab operations unless the Grantee implements this special condition.

- Mitigation of Health, Safety, and Environmental Risks:
 1. Provide medical screening of personnel assigned or to be assigned by the grantee to the seizure or closure of clandestine methamphetamine laboratories;
 2. Provide Occupational Safety and Health Administration (OSHA) required initial and refresher training for law enforcement officials and all other personnel assigned to either the seizure or closure of clandestine methamphetamine laboratories;
 3. As determined by their specific duties, equip the personnel with OSHA required protective wear and other required safety equipment;
 4. Assign properly trained personnel to prepare a comprehensive contamination report on each seized/closed laboratory;
 5. Utilize qualified disposal personnel to remove all chemicals and associated glassware, equipment, and contaminated materials and wastes from the site(s) of each seized laboratory;

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6. Dispose of the chemicals, equipment, and contaminated materials and wastes at properly licensed disposable facilities or, when allowable, at properly licensed recycling facilities;
7. Monitor the transport, disposal, and recycling components of subparagraphs numbered 5 and 6 immediately above in order to ensure proper compliance;
8. Have in place and implement a written agreement with the responsible State environmental agency. The Agreement must provide that the responsible State environmental agency agrees to (i) timely evaluate the environmental conditions at and around the site of a closed clandestine laboratory and (ii) coordinate with the responsible party, property owner, or others to ensure that any residual contamination is remediated, if determined necessary by the state environmental agency, and in accordance with existing State and federal requirements; and
9. Have in place and implement a written agreement with the responsible state or local service agencies to properly respond to any minor, as defined by state law, at the site. This agreement must ensure immediate response by qualified personnel who can (i) respond to the potential health needs of any minor at the site; (ii) take that minor into protective custody unless the minor is criminally involved in the meth lab activities or is subject to arrest for other criminal violations; (iii) ensure immediate medical testing for methamphetamine toxicity; and (iv) arrange for any follow-up medical tests, examinations, or health care made necessary as a result of methamphetamine toxicity.

Additional clandestine methamphetamine laboratory mitigation information can be found on the BJA website at <https://www.bja.gov/Funding/nepa.html>.

Federal Compliance Requirements

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

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Applicants are responsible to review the information pertaining to these additional federal compliance 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 July 1, 2016.
- Be necessary and reasonable for proper and efficient performance and administration of the award;
- 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.
- Buy money, Purchase of Evidence/Purchase of Information (referred to as PEPI or Confidential funds) no longer have a limit, but any increase over the FY 2016 (July 1, 2015 – June 30, 2016) award must come from within your budget. A line-item transfer can be requested during the project year from within your existing budget in order to increase PEPI funds. In addition, confidential funds must follow certain federal and state accounting guidelines.

Any activity using buy money must comply with federal and state guidelines, regardless of the source of the buy money and must be reported quarterly to the MBCC.

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

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(OJP) in the areas of grants, accounting and financial management. The provisions of this guide apply to Department of Justice awards.

Generally Allowable Costs – this is not all inclusive	Unallowable Costs – this is not all inclusive
<ul style="list-style-type: none"> • Advertising and public relations costs – restrictions apply; • Audit costs - If your agency receives less than \$750,000 per year in total federal assistance, you will not be required to arrange for an audit and may not charge audit costs to your grant. Agencies receiving \$750,000 per year or more in total federal assistance will be required to have an audit performed, in accordance with federal guidelines. Costs for such an audit should be charged proportionately to all programs being audited; • Communication costs; • Compensation for personal services – detailed time and attendance records are required • Employee morale, health, and welfare costs; • Equipment – must be integral of the project. Equipment is defined as having a useful life of more than one year and an acquisition cost greater than \$5,000; • Insurance and indemnification – restrictions apply; • Maintenance and repair costs – restrictions apply; • Material and supplies costs; • Meetings and conferences – restrictions 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"> • Tracked armor vehicles; • Weaponized aircraft, vessels and vehicles; • Firearms and/or ammunition (50 caliber or higher); • Grenade launchers; • Bayonets; • Camouflage uniforms (digital pattern), (woodland and desert patterns allowed); • Bad debts; • Construction projects (other than penal or correctional institutions); • 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 of luxury items; • Purchase of vehicles (excluding police vehicles); • Lease of vehicles; • Supplanting; • Tips; and • Uniform allowances; • Vessels (excluding police boats). <p>For unallowable costs go to http://ojp.gov/financialguide/DOJ/index.htm . Under <i>Top 10 Topics</i> select '3. Unallowable Costs'.</p>

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 JAG program and the requirements of this RFP.

Fiscal and Program Staff will review applications and funding recommendations will be referred to the MBCC Anti-Drug Committee for their review. Anti-Drug 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 JAG 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 matches. <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	10% out of 100

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	aimed at achieving the stated goal(s) and when milestones will be achieved. Minimum of three and maximum of five objectives are required.	
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 (federal/state) 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 the Anti-Drug Committee 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 Anti-Drug 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 10 calendar days of notice of the Anti-Drug Committee’s recommendation.

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XII. Application Checklist

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

- Budget Detail and Budget Narrative
- Project Narrative with Required Elements
- Scanned Signature Page with Original Signatures
- Scanned Verification of DUNS Number and SAM Registration
- Scanned Accounting System and Financial Capability Questionnaire
- Position Descriptions (if personnel is requested in budget)
- Scanned Current Letters of Support with Original Signatures
- Scanned Written Knowledge of the Task Force
- Scanned MOU with MBCC for Crime Data Reporting (if required)
- Scanned DTF Inter-Agency MOUs with Original Signatures
- 2015 Threat Assessment
- Scanned Policy on Expenditure of Forfeiture Funds
- Supplemental Application Narrative Report (current JAG-funded MJDTFs only)

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