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

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## Request for Proposals (RFP)

**#16-07 (R)**

### Residential Substance Abuse Treatment (RSAT)

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

**Proposal Deadline: July 22, 2016 at 12:00 Noon**

**Project Dates: October 1, 2016 to 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, please contact Kristel Matchett, Administrative Assistant, MBCC by e-mail, fax, or expedited/overnight mail (use of mail service with package tracking capability is strongly encouraged). Proposals must be received by MBCC by no later than **12:00 P.M. Noon on July 22, 2016**, in order to receive MBCC review and consideration.*

## I. Overview

The Montana Board of Crime Control (MBCC) is soliciting proposals for the Residential Substance Abuse Treatment (RSAT) for State Prisoners Program. Funding for this program comes from the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance. This program furthers the Department's mission to break the cycle of alcohol, drugs

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and violence by assisting state, local, and tribal efforts in reducing the demand for, use, and trafficking of illegal drugs; and reducing the number of repeat DUI offenders through the provision of alternative, community-based treatment, thereby increasing both offender productivity and public safety.

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

Approximately **\$57,374.00** will be available during fiscal year 2016-2017, depending upon the availability of federal funds.

Schedule of Events	
RFP Issue Date	June 10, 2016
Deadline for receipt of written questions	June 24, 2016
Deadline for issuance of MBCC's written responses to questions	June 30, 2016
<b>RFP Submission Deadline</b>	<b>July 22, 2016 at 12:00 p.m. noon</b>
Staff Review	July 23-25, 2016
Prevention/Treatment Committee	To be scheduled no earlier than July 28, 2016 and no later than August 15, 2016
Board of Crime Control Approval	September 14, 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 local government, tribal governments and state agencies. Private non-private nonprofit agencies are not eligible to apply for RSAT funds.

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 RFP #16-07 (R) RSAT must be submitted online on or before **July 22, 2016 at 12:00 p.m. noon.**

*Failure to meet 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 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 **July 22, 2016 at 12:00 p.m. noon.** Create a login ID, using 4 to 20 characters with no spacing or

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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 your existing User ID and Password. If you need assistance, contact MBCC at (406) 444-3604.

**V. How to Apply**

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

**REQUIREMENTS:**

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

- Signature page with original signatures (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/> 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](http://www.sam.gov) or call the Federal Service Desk and 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 budget
- Memoranda of Understanding (MOUs)/Letters of Support
- Accounting and Financial Capabilities Questionnaire - <http://mbcc.mt.gov/Grants/Forms/FinCapabilily.PDF>
- 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 via email or in writing to MBCC on or before June 24, 2016 at 5:00 p.m. MT. Applicants are to submit questions using the MBCC RFP Question and Answer Form included in this solicitation. Clear reference to the section, page and item in question must be included in the form. Questions received after the deadline will not be considered.

MBCC will provide a written response by June 30, 2016 to all questions received by the deadline. MBCC’s response will be by written addendum and will be posted on the MBCC website along with the posted RFP by the close of business June 30, 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.**

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

**Receipt Verification**

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

**Late Applications**

Regardless of the 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 from MBCC must comply with the following:

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

<u>Reporting Period:</u>	<u>Due Date:</u>
Quarter 1: July 1 – September 30	October 10
Quarter 2: October 1 – December 31	January 10
Quarter 3: January 1 – March 31	April 10
Quarter 4: April 1 – June 30	July 10
  
- Applicant acknowledges that failure to provide reporting as stated in this RFP can cause grant funding to be denied or rescinded.

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- Applicants should discuss in their application their proposed methods for collecting data for performance measures.

**VII. Program-Specific Information**

**Project Period**

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

**Cash or In-Kind Match**

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

How to Calculate Match  
Formula

**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 - 75/25 (Federal/Recipient) Federal Award = \$57,374  
Step 1 \$57,374 ÷ 75% Federal Share = \$76,499  
Step 2 \$76,499 x 25% Recipient's Share = \$19,125

**RSAT Program**

RSAT assists states, local, and tribal governments to develop and implement substance abuse treatment programs in state, local, and tribal jails, correctional and detention facilities and to create and maintain community-based aftercare services for individuals with a strong emphasis on evidence-based practices.

The goal of the RSAT program is to break the cycle of alcohol, drugs and violence by reducing the demand for, use, and trafficking of illegal drugs. RSAT enhances the capabilities of states and units of local and tribal governments to provide residential substance abuse treatment for incarcerated inmates; prepares individuals for their reintegration into the communities from which they came by incorporating reentry planning activities into treatment programs; and assists offenders and their communities through the reentry process by delivering of community-based treatment and other broad-based aftercare services.

Treatment practices/services should be, to the extent possible, evidenced-based.

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**Priority Projects**

***Jail-based Programs***

- Engage participants for at least **three months**.
- Focus on the inmate's substance use diagnosis and addiction-related needs.
- Develop the inmate's cognitive, behavioral, social, vocational, and other skills to solve the substance abuse and related problems.
- Require urinalysis and/or other proven reliable forms of drug and alcohol testing for program participants, including both periodic and random testing, and for former participants while they remain in the custody of the state or local government.
- Prepare participants for successful community reintegration, including post-release referral to appropriate evidence-based aftercare treatment and service providers that support the use of medication-assisted treatment.

If possible, jail-based programs should separate the treatment population from the general correctional population and program design should be based on effective, scientific practices.

***Aftercare Programs***

Per 42 U.S.C. 3796ff-1(c), to be eligible for funding under the RSAT Program, a state shall ensure that individuals who participate in the substance abuse treatment program established or implemented with assistance provided under this program will be provided with aftercare services. Aftercare services must involve coordination between the correctional treatment program and other social service and rehabilitation programs, such as education and job training, parole supervision, halfway houses, self-help, and peer group programs. To qualify as an aftercare program, the head of the substance abuse treatment program must work in conjunction with state and local authorities and organizations involved in substance abuse treatment to assist in the placement of program participants into community substance abuse treatment facilities on release. In addition, states shall coordinate these activities with any Substance Abuse and Mental Health Services Administration (SAMHSA) funded state and/or local programs that address the needs of this target population. A state may use amounts received for aftercare if the chief executive officer of the state certifies that the state is providing, and will continue to provide, an adequate level of residential treatment services.

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

- Successful applicants for RSAT funding must demonstrate significant collaboration within their community; evidence of this collaboration may be in the form of a Letter of Support (LOS) or Memorandum of Understanding (MOU). The LOS or MOU must specifically cite the type of support/service being offered, such as office space, volunteer time, participation in planning, or other appropriate services.
- Applicants must have an active reentry/transitional/treatment court team that assists with the reentry/transitional services of the jail-based program participant.
- The team will need to examine ways to pool resources and funding streams to promote lower recidivism rates of offenders and minimize the harmful effects of offenders' time in jail on families and communities.
- Projects must use best or promising practices in the treatment of offenders.
- Projects must have evaluation plans that are the basis for quarterly reporting.
- Projects must describe treatment services(s)/practice(s) (including access to Medication Assisted Treatment (MAT)) available for participants and how those services are currently implemented and monitored for quality and effectiveness. Discuss the evidence

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- that shows that the services provided are effective for the target population. If the evidence is limited or non-existent for the target population, provide other information to support the intervention selection **including validated screening and assessment tools used to support the intervention. Provide local data and any evaluation findings that demonstrate the program's impact with regard to individual and community outcomes.**
- Description of how the applicant will ensure that individuals who participate in the RSAT program established or implemented with these funds will be provided aftercare services. Describe how the applicant will ensure providers furnishing aftercare services are approved by the appropriate state or local agency, **and are licensed, if necessary, to provide medical treatment or other health services. Describe the aftercare services that will be provided.**
  - Description of the planning and implementation strategies to: 1) identify and enroll uninsured individuals into Medicaid, or other health insurance through the Health Insurance Marketplace; and 2) **increase access to and use of primary healthcare and substance abuse and mental health treatment for newly insured individuals in order to ensure continuity of care and improve recidivism outcomes for RSAT participants after release from incarceration.**
  - Description of any federal/state/local funding that will support RSAT efforts.

**Best Practices**

OJP places a strong emphasis on the use of data and evidence in policy making and program development in criminal justice. OJP is committed to:

- Improving the quantity and quality of evidence OJP generates.
- Integrating evidence into program, practice, and policy decisions within OJP and the field.
- Improving the translation of evidence into practice.

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence (generally obtained through one or more outcome evaluations). Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. OJP's Crime Solutions (<http://www.crimesolutions.gov/>) web site is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

Provision of Evidence-Based Substance Abuse Treatment Services: Applicants are strongly urged to provide substance abuse treatment practices and services that have a demonstrated evidence base and that are appropriate for the target population. Applicants should identify the evidence-based practice being proposed for implementation, identify and discuss the evidence that shows that the practice is effective, discuss the population(s) for which this practice has been shown to be effective, and show that it is appropriate for the proposed target population. Applicants can find information on evidence-based treatment practices in SAMHSA's *Guide to Evidence-Based Practices* available at [www.samhsa.gov/ebpwebguide](http://www.samhsa.gov/ebpwebguide). The *Guide* provides a short description and a link to dozens of websites with relevant evidence-based practices information—either specific interventions or comprehensive reviews of research findings. Note that SAMHSA's *Guide* also references the National Registry of Evidence-Based Programs and Practices (NREPP),

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a searchable database of interventions for the prevention and treatment of mental and substance use disorders. NREPP is intended to serve as a decision support tool, not as an authoritative list of effective interventions. *Being included in NREPP, or in any other resource listed in the Guide, does not mean an intervention is “recommended” or that it has been demonstrated to achieve positive results in all circumstances.* Applicants should document that the selected practice is appropriate for the specific target population and purposes of their project.

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

- Counselor salaries
- Treatment therapist, family therapy
- Case management services

### **Prohibited Uses**

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

### Selection Criteria

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

- Executive Summary – 5 percent out of 100
- Budget and Budget Narrative – 20 percent out of 100
- Needs Statement - 25 percent out of 100
- Goals – 10 percent out of 100
- Objectives – 10 percent out of 100
- Implementation Plan – 15 percent out of 100
- Evaluation Plan – 5 percent out of 100
- Sustainability Plan – 5 percent out of 100
- Collaboration Plan – 5 percent out of 100

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

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

## **VIII. Application Requirements**

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

### **Section 2: Project Budget**

Applicants must provide a budget that is (1) complete, allowable, and cost-effective in relation to the proposed activities; and (2) directly related to the development, implementation, or operations of the specific project. *It is strongly recommended that applicants budget the appropriate hotel and travel expenses for 1-2 staff in the travel category to attend appropriate workshops offered by MBCC. This includes but may not be limited to Subgrantee Workshop and Grant Writing*

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*Workshop.*

**Section 3: Budget Narrative**

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

**Section 4: Project Narrative**

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

The Project Narrative MUST contain the following elements:

*Executive Summary*

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

*Needs Statement*

The Needs Statement identifies the problem(s) to be addressed and validates the need for your program and services within your area. The statement includes current data (less than 5 years old) that justifies the grant request. The Needs Statement should reflect regional or community data in addition to statewide data. 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, challenging, achievable, realistic and tangible. The project goals should adhere to the purpose area(s) and the performance measures tied to that purpose area(s).

*Objectives*

A minimum of three objectives 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 goal. Objectives must:

- Start with the word 'To';
- State the date when the 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 measureable objective. "To hold 12 monthly meetings with law enforcement to discuss

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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:

<b>Objective(s)</b>	<b>Responsible Party</b>	<b>Resources Needed</b>	<b>Projected Cost</b>	<b>Time Frame Start/End</b>	<b>Tracking Measures (How Objectives Accomplished)</b>
<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 other federal and state grants, and challenges to sustaining the program.

*Collaboration*

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

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

**Section 5: Special Assurances and Conditions**

The subgrant application contains a list of Special Assurances and Conditions that are part of the contract between MBCC and the subgrantee upon award. The signature page of this application binds the applicant to the Special Assurances and Conditions.

**Section 6: Signature Page with Original Signatures**

The Signature Page with original signatures must be scanned and uploaded into OSAS. Electronic and stamped signatures are not acceptable. If awarded, the application and award documents

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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 the 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. **Other Required Documents:**

1. Position Description: If grant monies are used to fund personnel, include a position description.
2. Organization list: Include a list of the agency personnel and of personnel working on the project.
3. 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://www.mbcc.mt.gov/Data/CrimeDataSubmissions/B-03CrimeDataReportPolicy2015.pdf> or <http://www.mbcc.mt.gov/Data/CrimeDataReporting/CrimeDataSubmissions>

Contact Kathy Ruppert at (406) 444-2084 or [kruppert@mt.gov](mailto:kruppert@mt.gov) or Candy Kirby at (406) 444-3651 or [candyk@mt.gov](mailto:candyk@mt.gov) for agency-specific crime data reporting **status** *at least five business days before the RFP deadline.*

4. Memoranda of Understanding (MOU): 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.

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**IX. Special Requirements**

All successful applicants for MBCC grant award funds must agree to the following requirement(s):

1. Submit quarterly narrative, performance measures, data, financial, and annual reports *in the prescribed format according to MBCC time frames*. See Section VI.
2. If personnel costs are included in the budget, timesheets must be maintained to track actual time worked and show all funding sources. Any personnel being used as match (volunteers, personnel, etc.) must maintain timesheets to track actual time worked. Timesheets must be signed by the employee/volunteer and certified by a supervisor.

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

**X. Limitations and Fund Use**

All MBCC grant funds are governed by the Department of Justice grant program's legislation, statutes, and regulations and the Uniform Guidance found in 2 C.F.R. 200 of the Office of Management and Budget (OMB) and the 2015 DOJ Grants Financial Guide found at <http://ojp.gov/financialguide/DOJ/index.htm>.

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

- Funds may not be expended or obligated prior to July 1, 2016.
- Be necessary and reasonable for proper and efficient performance and administration of the award;
- Be allocable under the provisions of the Uniform Guidance found in 2 C.F.R. 200;
- Be authorized or not prohibited under State or local laws or regulations;
- Conform to any limitations or exclusions set forth in the Uniform Guidance found in 2 C.F.R. 200, federal laws, terms and conditions of the award or other governing regulations as to types or amounts of cost items;
- Be consistent with policies, regulations, and procedures that apply uniformly to both federal awards and other activities of the organization;
- Be accorded consistent treatment;
- Be determined in accordance with generally accepted accounting principles (GAAP);
- Not be included as a cost or used to meet cost sharing or matching requirements of any other federal award in either the current or a prior period, except as specifically provided by federal law or regulation; and
- Be adequately documented.

In addition to the Department of Justice (DOJ), the Office of the Chief Financial Officer (OCFO) provides policy guidance, financial control, and support services to OJP in the areas of grants, accounting and financial management. The provisions of this guide apply to Department of Justice awards.

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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"> <li>• Advertising and public relations costs – restrictions apply;</li> <li>• 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;</li> <li>• Communication costs;</li> <li>• Compensation for personal services – detailed time and attendance records are required</li> <li>• Employee morale, health, and welfare costs;</li> <li>• 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;</li> <li>• Insurance and indemnification – restrictions apply;</li> <li>• Maintenance and repair costs – restrictions apply;</li> <li>• Material and supplies costs;</li> <li>• Meetings and conferences – restrictions apply;</li> <li>• Memberships, subscriptions and professional activity costs – restrictions apply;</li> <li>• Professional/consultant service costs must follow the applicable federal grant guidelines and state policy;</li> <li>• Publication and printing costs – restrictions apply;</li> <li>• Rental costs of buildings and equipment;</li> <li>• Training costs; and</li> <li>• Travel costs – mileage, per diem, and lodging cannot exceed state rates. Go to <a href="http://mom.mt.gov/default.mcp">http://mom.mt.gov/default.mcp</a> to access the Montana Operations Manual. Once inside the manual, click Travel.</li> </ul> <p>For allowable costs, go to <a href="http://ojp.gov/financialguide/DOJ/index.htm">http://ojp.gov/financialguide/DOJ/index.htm</a> . Under <i>Top 10 Topics</i> select ‘2. Allowable Costs’.</p>	<ul style="list-style-type: none"> <li>• Bad debts;</li> <li>• Construction in general;</li> <li>• Compensation and travel of federal employees;</li> <li>• Costs incurred outside the project period;</li> <li>• Donations and contributions;</li> <li>• Entertainment;</li> <li>• Fines, penalties, and interest expense;</li> <li>• Food and beverages (including alcoholic);</li> <li>• Fundraising and investment costs;</li> <li>• Goods or services for personal use;</li> <li>• Land acquisition/purchase of real property;</li> <li>• Lobbying;</li> <li>• Membership fees to organizations whose <i>primary</i> activity is lobbying;</li> <li>• Pre-agreement costs;</li> <li>• Purchase or lease of vehicles;</li> <li>• Supplanting;</li> <li>• Tips; and</li> <li>• Uniform allowances.</li> </ul> <p>For unallowable costs go to <a href="http://ojp.gov/financialguide/DOJ/index.htm">http://ojp.gov/financialguide/DOJ/index.htm</a> . Under <i>Top 10 Topics</i> select ‘3. Unallowable Costs’.</p>

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<b>XI. Application Review and Selection Criteria</b>
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**Initial Screening**

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

**Application Review**

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

Fiscal and Program Staff will review applications and funding recommendations will be referred to the MBCC Prevention/Treatment Application Review Committee for their review. The Prevention/Treatment 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 RSAT funds, regardless of the Applicant’s application score. The MBCC Board of Directors supports the use of evidence-based and promising practices and will also consider this factor when reviewing applications.

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

**Selection Criteria:**

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><b>Budget Detail must be explained and correlate to the categories in the Budget Narrative.</b></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	10% out of 100

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

For example, the first criteria "Executive Summary" is worth five percent (5%) of the entire score in the application review process.

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

**Awards**

Immediately following review of the applications, a notice will be sent to the applicant agency with the recommendation that will be presented to the Board. The Board will review all of the Committee's recommendations during their September 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 Prevention/Treatment 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 Prevention/Treatment 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.

- Budget Detail and Budget Narrative
- Project Narrative
- Scanned Signature Page with Original Signatures
- SAM Registration
- Position Descriptions (if personnel is requested in budget)
- Financial Resource Disclosure Form
- Scanned Accounting System and Financial Capability Questionnaire
- Scanned MOUs with Original Signatures (for compliance with Crime Data Policy – if applicable)
- Other Required Documents:
- Acknowledgement of Q&A Addendum
- Organization List

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**RFP Addendum – Question and Answer Form**  
**RFP# 16-07**  
**Residential Substance Abuse Treatment Program**  
**(RSAT)**

**Deadline: June 24, 2016**

Applicants are encouraged to ask clarifying questions, obtain a better understanding of the project, and to notify MBCC of any ambiguities, inconsistencies or errors discovered upon examination of this RFP. 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 **June 24, 2016**

Name: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Email: \_\_\_\_\_

<b>Question Number</b>	<b>Page Number</b>	<b>Section Number</b>	<b>Questions &amp; Answers for RFP # 16-07</b>
1.			
2.			
3.			
4.			
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9.			
10.			

Return to: [mbcc@mt.gov](mailto:mbcc@mt.gov) by 5:00 p.m. June 24, 2016

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June 10, 2016

MONTANA BOARD OF CRIME CONTROL

**ACKNOWLEDGEMENT OF QUESTION AND ANSWER ADDENDUM**

RFP NO. 16-07

TO BE OPENED: June 10, 2016

TITLE: Residential Substance Abuse Treatment Program (RSAT)

ADDENDUM NO. (insert number)

To All Applicants:

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

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

**Acknowledgment of Addendum:**

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

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

Signed: \_\_\_\_\_

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_