Montana Board of Crime Control
Request for Proposals (RFP)

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Request for Proposals (RFP)
#17-01 (V)
Victims of Crime Act VOCA
New applicants must register online at http://apps.mbcc.mt.gov/osas/Default.aspx
and are encouraged to register immediately upon intent of application.

Proposal Deadline: January 26, 2017 at 12:00 P.M. Noon
Project Period: July 1, 2017 to June 30, 2019

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

For applicants without Internet access who cannot submit an application electronically through MBCC's Online Application System, contact Program Specialist Kelly McIntosh at (406) 444-1998 or kmcintosh@mt.gov for approval and submission instructions.

Proposals must be **RECEIVED (not postmarked)** by MBCC no later than **12:00 p.m. noon on January 26, 2017** in order to receive MBCC review and consideration.

I. Overview

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

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

Schedule of Events **Victims Grants**	
RFP Issue Date	December 15, 2016
Deadline for receipt of written questions	January 19, 2017
Deadline for issuance of MBCC's written responses to questions	Within 5 working days of receipt of questions
RFP Submission Deadline	**January 26, 2017 at 12:00 p.m. noon**
Staff Review	January through April 2017
Victim Application Review Committee	May 4, 2017 (tentative)
Board of Crime Control Approval	June 8, 2017 (tentative)
Project Start Date	July 1, 2017
Project End Date	June 30, 2019

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

II. Eligibility

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

Please note: Federal regulations require applicants to establish and maintain proper accounting systems and financial records to include policies and procedures. See mbcc.mt.gov/Portals/130/Funding/Forms/Financial/FinCapability.PDF for specific criteria.

III. Application Deadline

Applications for RFP #17-01 VOCA must be submitted online on or before **January 26, 2017 at 12:00 p.m. noon**. Applications will be submitted in the OSAS system under the registered applicant. **Regardless of cause, MBCC cannot accept late applications.**

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://apps.mbcc.mt.gov/osas/Default.aspx immediately to ensure meeting the application deadline on **January 26, 2017 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

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 1-800-526-9018. The DUNS number is required as part of registration with SAM. To register with SAM, go to www.sam.gov. *Effective November 2016, you can no longer access the System for Award Management (SAM) using Internet Explorer (IE) Versions older than IE9. You either need to upgrade to an Internet Explorer version of IE9 or higher, or access SAM with another supported browser type (Chrome, Firefox, Safari, etc.)* 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).
- Appendix A - Accounting and Financial Capability Questionnaire
- Appendix B - RFP Question and Answer Form - optional
- Appendix C - Acknowledgement of RFP Question & Answer Form
- Appendix D - 2017 VOCA SAR
- Appendix E - Federal Indirect Cost Rate Agreement (if applicable)
- Proof of non-profit status – Non-Profits only
- Position descriptions if personnel is requested in the budget
- Memorandum of Understanding - for local governments who are not compliant with the submission of crime data

If any required documents are not uploaded within the application packet, the application will be disqualified and will not move forward for review. A letter will be sent to the applicant indicating disqualification. Appeals cannot be allowed.

RFP Questions or Clarification

Applicants having questions or requiring clarification or interpretation of any section within this RFP must address these issues using the Question and Answer Form. Applicants must use the form and submit the form via e-mail to mbcc@.mt.gov on or before January 19, 2017. See Appendix B. Clear reference to the section, page, and item in question must be included in the

form. Questions will be answered within 5 working days of receipt and posted on the MBCC website. Questions received after the deadline cannot be considered. Program-specific questions cannot be addressed during this solicitation period.

Applicants are required to sign and return with their RFP response an Acknowledgement of Question and Answer Form. See Appendix C.

Crime Statistics
Agencies may utilize crime data that is collected by the MBCC Statistical Analysis Center to include in their applications. MTIBRS Online Reporting (MOR) is an analytical/statistical tool that takes full advantage of Montana's Incident-Based Reporting System. Users can select custom reports based on offense, offender/arrestee, victim, and property data elements. Users can also create their own custom reports based on many variables and export the reports in multiple formats (XML, or comma-delimited). Data from 2005 to the most complete current calendar year is available.

For assistance in accessing MOR or for technical assistance regarding crime statistics, agencies should request the information at mbcc@mt.gov *at least five working days before the RFP deadline.* For more information, please contact Kathy Ruppert at (406) 444-2084 or kruppert@mt.gov or Candy Kirby at (406) 444-3651 or candyk@mt.gov.

Receipt Verification
All applicants will receive a letter acknowledging receipt of their application and will be assigned a grant number and an MBCC contact person.

VI. Quarterly Reporting

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

- 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
    - OVC PMT

- Applicant agrees to submit annual VOCA narrative and data requested to the VOCA Program Manager.

VII. Program-Specific Information

Project Period
The project period begins July 1, 2017 and concludes June 30, 2019. **Funds may not be expended or obligated prior to July 1, 2017.**

First-time VOCA applicants must: 1) Demonstrate a record of providing direct services to victims of crime; and 2) Show that 25% of the project budget contains funds from non-federal sources; description should be included in the Budget Narrative.

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

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

- All funds designated as match are restricted to the same uses as VOCA victim assistance funds and must be expended within the grant period.
- Identify the source of the match and the anticipated expenses that will be obligated by the match in the budget narrative.
- The budget must include the required match as a percentage of the total project budget. Specifics of the match (amount and source) must be clearly identified on both the Project Budget Sheet and Budget Narrative. Providing more than 20% match is acceptable but not encouraged. Total match amounts must be tracked separately and in full.
- In-Kind match must be supported by documentation to show fair market value and be available upon request.

How to Calculate Match

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

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

VOCA Statutory Requirements

1. Programs must be operated by a public agency, private nonprofit organization or a combination of such agencies;
2. Programs must demonstrate a record of providing effective services to crime victims. This includes having the support and approval of its services by the community, a history

of providing direct services in a cost-effective manner, and financial support from other sources;
3. Programs must utilize volunteer(s);
4. Within the community, programs must promote coordinated public and private efforts to aid crime victims;
5. Programs must provide assistance to potential recipients of crime victim compensation benefits; and
6. Programs cannot discriminate against victims based on disagreement with the state's prosecution of the criminal case.

Office for Victims of Crime (OVC) Requirements

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

Allowable Direct Services

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

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

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

1. Victim compensation costs which would otherwise be eligible for state or federal victim compensation reimbursement;
2. Crime prevention activities;
3. Lobbying for particular victim legislation, system improvement, etc.;
4. Offender rehabilitation/treatment; and
5. Needs assessments, surveys, manuals and protocols.

VIII. Application Requirements

Applications and all components must be submitted based upon a 24-month grant period July 1, 2017 to June 30, 2019 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 Narrative

The Project Narrative describes the Applicant's approach in his/her community or area of operation. Submit a Project Narrative that presents a detailed description of the purpose, needs, goals, objectives, implementation, evaluation, sustainability, and collaboration of the proposed project. Material required under the Budget Detail and Budget Narrative and Other Attachments sections will not count toward the Project Narrative page count. The Project Narrative must be in a 12-point font, double-spaced, with one-inch margins and maximum of 24 pages.

The Project Narrative MUST contain the following elements:

Executive Summary

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

Needs Statement

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

Goals

Provide a broad statement that conveys the project's intent to change, reduce, or eliminate the problem described. Outline the specific goal(s) of the project. Goals must be clearly defined, dynamic, achievable, realistic and tangible. The project goals should adhere to the purpose area(s).

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

Objectives must:

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

Example: "To work directly with law enforcement to improve victim services" is not a measurable objective. "To hold 24 monthly meetings with law enforcement to discuss ways to improve victim services" is measurable and appropriate for the project period.

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

Example:

Activity/Action Steps	**Responsible Party**	**Resources Needed**	**Cost**	**Time Frame Start/End**	**Tracking Measures (Documentation of Progress)**
Ex: Cultivate 24 new referrals throughout the grant period	*Program Manager*	*Transportation Time*	*$2,500 $3,567*	*Quarter 1 – Quarter 8*	*Number of new referrals*

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
MBCC recognizes that diversification of funding allows for better risk management should federal grant funds not be available. In the sustainability plan, the applicant must identify distribution of proportion or percentage of non-federal funding. Ideally, no more than 75% of the overall project budget should come from one source. The plan should describe the community's support (not only financial), funding opportunities outside of MBCC grants,

and challenges to sustaining the program. Applying for additional MBCC grants is not considered an adequate sustainability plan.

Collaboration

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

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

Section 3: Budget Detail

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

Indirect Costs

MBCC allows indirect costs to be requested in accordance with OMB circular, 2 CFR 200. As such, the three authorized methods of applying indirect costs are from a Federally Approved Indirect Cost Rate (up to 25% per MBCC Indirect cost policy), negotiated indirect cost rate (pending federal approval), or by using the De Minimis Rate of 10%. If using a Federally Approved Indirect Cost Rate plan or negotiated indirect cost rate plan, a copy of that document must be provided in the RFP response. If no document or calculation of the De Minimis Rate are provided, the indirect cost portion of the application will be considered non-responsive and the indirect cost requests will not be considered. For more information on applying for indirect costs please refer to the indirect cost. See Appendix F.

Section 4: Budget Narrative

The narrative must:

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

Example:

Personnel Costs

Sally Smith's full time equivalent position at $31,990.40 per year:
Position Title (i.e. Victim Advocate) – Sally Smith
1 FTE @ $15.38/hr. **$31,990.40**
MBCC funding = .5 FTE (1040 hrs.) @ $15.38/hr. = $15,995.20
Other funding source (name) = .25 FTE (520 hrs.) @ $15.38/hr. = $7,997.60
Other funding source (name) = .25 FTE (520 hrs.) @ $15.38/hr. = $7,997.60
Grand Total = **$31,990.40**

Fringe Benefits
Position Title (i.e. Victim Advocate) – Sally Smith
Benefits are based on current payroll costs for a full time position.

FICA (Social Security & Medicare)	$31,990.40 x 7.65%	$2,447
Worker's Compensation	$31,990.40 x .8%	$256
FUTA – on first $7,000/yr.	$7,000 x .6%	$42
SUI – on first $29,000	$29,000 x .5%	$145
Retirement	$31,990.40 x 8.17%	$2,614
Health Insurance	$31,990.40 x 7.7%	$2,463
Total Fringe Benefits		$7,967

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

c. Show detailed cost calculations to demonstrate how the Applicant arrived at the total amount requested;
d. Link costs with project activities;
e. Include the match source and identify anticipated expenses to be covered by the match (if match is applicable);
f. Identify personnel paid out of the grant by name and title;
g. Indicate how the project will be supported by non-federal funds; and
h. Specify how federal funding will be used.

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

Section 5: Special Assurances and Conditions.
The application contains a list of Special Assurances and Conditions that are part of the legal and binding agreement between MBCC and the Applicant upon award. The Signature Page of the application binds the Applicant to the Special Assurances and Conditions.

Section 6: Signature Page with Original Signatures.
The Signature Page with original signatures must be scanned and uploaded into OSAS. Electronic and stamped signatures are not acceptable. If awarded, the application and award documents form a legal and binding agreement between the Applicant and MBCC for the Applicant to perform all goals and objectives as submitted in the application, and to adhere to the approved budget.

No single person can sign as Official Budget Representative and Project Director. The Official Budget Representative must be a person with budget-setting authority, generally a mayor, chairperson, department director, etc. If any person in the position of Official Budget Representative, Project Director, or Financial Officer changes, the entire form must be completed with updated information and signed by all parties. *The Project Director must be an employee of the applicant agency.*

Section 7: Upload Required Documents.
Do not submit documents other than those specified in this solicitation. Any materials submitted

as part of an application may be released pursuant to a request under the Freedom of Information Act.

A. **Signed Signature Page:** All required parties must provide *original* signatures:
   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.

C. Non-Profit Requirements
Non-Profit Status. Non-profit agencies must provide documentation of non-profit status.

D. Other Required Documents:

1. Accounting System and Financial Capability Questionnaire. Provide information demonstrating the agency's accounting and financial structure. See Appendix A.
2. RFP Question and Answer Form. See Appendix B.
3. Acknowledgement of Question & Answer Form. See Appendix C.
4. VOCA SAR. See Appendix D.
5. Position Description: If grant monies are used to fund personnel, include a position description.
6. Federal Indirect Cost Rate Agreement (if applicable). See Appendix E.
7. Memorandum of Understanding (MOU) for Crime Data Reporting: If the applicant organization is a unit of local government, MBCC requires the local government applicant (and/or group of applicants listed within a collaborative agreement) to be compliant with the Crime Data Reporting Policy. For the MBCC Crime Data Reporting Policy or for agency-specific crime data reporting **status** (*at least five business days before the RFP deadline),* contact Kathy Ruppert at (406) 444-2084 or kruppert@mt.gov or Candy Kirby at (406) 444-3651 or candyk@mt.gov .

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

IX. Special Requirements

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

1. Submit quarterly narrative, performance measures, data, financial, and annual reports *in the prescribed format according to MBCC time frames.* See Section VI.

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

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, 2017.
- 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.

Generally Allowable Costs – this is not all inclusive	Unallowable Costs – this is not all inclusive
• Advertising and public relations costs – restrictions apply; • Audit costs - Agencies receiving 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.mcpx to access the Montana Operations Manual. Once inside the manual, click Travel. For allowable costs, go to http://ojp.gov/financialguide/DOJ/index.htm . Under *Top 10 Topics* select '*2. Allowable Costs'*.	• Bad debts; • Construction in general; • Compensation and travel of federal employees; • Costs incurred outside the project period; • Donations and contributions; • Entertainment; • Fines, penalties, and interest expense; • Food and beverages (including alcoholic); • Fundraising and investment costs; • Goods or services for personal use; • Land acquisition/purchase of real property; • Lobbying; • Membership fees to organizations whose *primary* activity is lobbying; • Pre-agreement costs; • Purchase or lease of vehicles; • Supplanting; • Tips; and • Uniform allowances. For unallowable costs go to http://ojp.gov/financialguide/DOJ/index.htm . Under *Top 10 Topics* select '*3. Unallowable Costs'*.

XI. Application Review and Selection Criteria

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. Applicants will receive a letter indicating the application has been disqualified.

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

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

Selection Criteria

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. ***Budget Detail must be explained and correlate to the categories in the Budget Narrative.***	20% out of 100
Needs Statement	Clearly identifies the problem(s) to be addressed; validates the need for the program and services; provides current data less than five years old that clearly establishes need.	25% out of 100
Goals	Clearly defined, meaningful, achievable, realistic, and tangible; addresses the long-range effect of the project and its intent to change, reduce or eliminate the problem	10% out of 100

	described.	
Objectives	Are specific, measurable, achievable, realistic and time-bound; identifies specific milestones aimed at achieving the stated goal(s) and when milestones will be achieved. Minimum of three and maximum of five objectives are required.	10% out of 100
Implementation Plan	Is realistic; describes specific steps to be taken to accomplish each objective; includes responsible party(ies), timeline, and resources needed.	15% out of 100
Evaluation Plan	Describes how project success will be measured relative to the goals and objectives; describes community-level baseline data, capacity to support the program and assurance of agency's commitment to provide data; includes what data will be collected, how, by whom and when.	5% out of 100
Sustainability Plan	Outlines how the project intends to 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

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

Appeals
Per Board policy, if an application is recommended for denial by the ARC, the applicant may appeal the recommendation if the applicant demonstrates one of the following:

- The Request for Proposal was inaccurate;
- Staff provided misinformation;
- Staff failed to follow existing policies;
- The federal award to MBCC would be jeopardized without program funding in the geographic region or service category; or
- A specific geographic region would no longer have any available program in a service category.

Notice of Appeal must be made in writing to the Executive Director of the Montana Board of Crime Control within ten calendar days of notice of the Victims Application Review Committee's recommendation.

Awards
Immediately following review of the applications, a notice will be sent to the applicant agency

funding with the recommendation that will be presented to the Board. The Board will review all recommendations during their annual meeting and make final funding decisions. Each applicant will receive either an award notice or a denial letter.

Addendums
Consult the MBCC website during the posting period for potential addendums to the RFP.

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
❑	Scanned Nonprofit Status – Non-profits only
❑	Position Descriptions (When personnel is requested in budget)
❑	Accounting System and Financial Capability Questionnaire
❑	Acknowledgement of RFP Question & Answer Form
❑	2017 VOCA SAR
❑	Federal Indirect Cost Rate Agreement (if applicable)
❑	MOU with Original Signatures (for compliance with Crime Data Policy – if applicable)

Attachments:
Appendix A - Accounting and Financial Capability Questionnaire
Appendix B - RFP Question and Answer Form
Appendix C - Acknowledgement of RFP Question & Answer form
Appendix D - 2017 VOCA SAR
Appendix E - Federal Indirect Cost Rate Agreement (if applicable)

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

Appendix A – NOT AN ACTIVE FORM – SEE WEBSITE

MONTANA BOARD OF CRIME CONTROL

ACCOUNTING SYSTEM AND FINANCIAL CAPABILITY QUESTIONNAIRE

Section A: Purpose

In compliance with the office of Justice Programs (OJP) Financial Guide, adequate accounting systems shall meet the following criteria:

(1) Accounting records need to provide information needed to adequately identify the receipt of funds under each grant awarded and the expenditure of funds for each grant.

(2) Entries in accounting records shall refer to subsidiary records and/or documentation which support the entry and which can be readily located.

(3) The accounting system shall provide accurate and current financial reporting information.

(4) The accounting system shall be integrated with an adequate system of internal controls to safeguard the funds and assets covered, check the accuracy and reliability of accounting data, promote operational efficiency, and ensure adherence to prescribed management policies.

Section B: General

1. Complete the following items:

a. When was the entity founded/incorporated *(month, day, year)*

b. Employer Identification Number:

c. Board of Directors:

Chair

Vice Chair

Treasurer

2. Fiscal year (date range):

3. Total Revenues in last fiscal year:

Section C: Accounting System / Funds Control

1. Which of the following best describes the accounting system: ☐ Manual ☐ Automated ☐ Combination

2. Does the accounting system identify the receipt and expenditure of program funds separately for each funding source? ☐ Yes ☐ No ☐ Not Sure

3. Does the accounting/financial system include budgetary controls to preclude incurring obligations in excess of:
   a. Total funds available for a grant? ☐ Yes ☐ No ☐ Not Sure
   b. Total funds available for a budget cost category (e.g. Personnel, Travel, etc)? ☐ Yes ☐ No ☐ Not Sure

4. Are time distribution records maintained for each employee to encompass his or her total activities and be specifically identified to a particular cost objective? ☐ Yes ☐ No ☐ Not Sure

5. Is the entity generally familiar with the existing regulation and guidelines containing the cost principles and procedures for the determination and allowance of costs in connection with Federal grants? ☐ Yes ☐ No ☐ Not Sure

6. If grants funds are commingled with entity's funds, can the grant funds and related costs and expenses be readily identified? ☐ Yes ☐ No ☐ Not Sure

Section D: Applicant Certification

I certify that the above information is complete and correct to the best of my knowledge.

Signature:

Title:

Entity Name, Address, and Telephone Number

Appendix B

RFP Question and Answer Form
RFP #17-01 V
Victims of Crime Grant
Deadline: January 19, 2017

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 submit a scanned copy of this form via e-mail to mbcc@.mt.gov on or before **5:00 p.m. January 19, 2017.**

Name: _____

Organization: _____

Email: _____

Question Number	Page Number	Section Number	Questions & Answers for RFP # 17-01 V
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Return to: mbcc@mt.gov by **5:00 p.m. January 19, 2017**

Appendix C

ACKNOWLEDGEMENT OF QUESTION AND ANSWER FORM

MONTANA BOARD OF CRIME CONTROL

RFP NO. #17-01 V
Posting Date: December 15, 2016
Closing Date: January 26, 2017
TITLE: Victims of Crime Grant

Acknowledgment of Form:

The applicant for this solicitation must acknowledge receipt of the RFP Questions and Answers. This page must be uploaded as part of the Required Documents at the time of application submission or the proposal will be disqualified from further consideration.

I acknowledge receipt of all submitted questions and answers.

Signed: _____

Agency Name: _____

Date: _____

Appendix D
2017 VOCA SAR

Sub-grantee Contact Information: Please fill out the information below. The Point of Contact (POC) is the Project Director or the staff person responsible for reporting and managing the VOCA grant.

Agency Name:
Address:
City:
Zip code:
Point of Contact (POC) Name:
POC Email:
POC Phone:

Sub-grantee Organization Type: Review the four organization types below. Please select the organization type that best describes applicant agency. Please circle the type of entity under the organization type that best describes applicant agency. You may only select one organization type and one entity type.

Campus Organization Only	Government Agency
Campus-Based Victims Services	Corrections
Law Enforcement	Courts
Physical or mental health service program	Juvenile Justice
Other	Law Enforcement
	Prosecutor
	Other

Nonprofit Organization Only	Federally Recognized Tribal Government, Agencies, and Organization Only
Child Abuse Service Organization (i.e. Child Advocacy Center) Coalition (state DV & or SA Coalition) Domestic & Family Violence Organization Faith-Based Organization Organization Provides Domestic & Family Violence & Sexual Assault Services Organization by &/or for underserved victims of crime (i.e. drunk driving, homicide, elder abuse) Sexual Assault Services Organization (i.e. Rape Crisis Center) Multiservice Agency Other	Child Abuse Service Organization (i.e. Child Advocacy Center) Court Domestic & Family Violence Organization Faith-Based Organization Juvenile Justice Law Enforcement Organization Provides Domestic & Family Violence & Sexual Assault Services Prosecutor Sexual Assault Services Organization Other Justice-Based Agency Other Agency that is NOT Justice Based (i.e. human services, health, education) Organization by &/or for a specific traditionally underserved community Organization by &/or for underserved victims of crime (i.e. drunk driving, homicide, elder abuse) Other

Continued Sub-Grantee Information-

State-assigned Sub-Award Number: (i.e. 16-VO1-987451)
Sub-award amount: $ (MBCC award amount only. Do not list the 20% match here.)
Project Start Date: July 1, 20_____
Project End Date: June 30, 20_____

Sub-award Purpose: Please check the box that best describes your subaward purpose.

- ☐ A. Continue a VOCA-funded victim project funding in a previous year
- ☐ B. Expand or enhance an existing project not funded by VOCA in the previous year
- ☐ C. Start up a new victim services project
- ☐ D. Start up a new Native American victim services project
- ☐ E. Expand or enhance an existing Native American project

Priority and Underserved Requirements: Please indicate below the dollar amount of your sub-award that is expended to support the following categories and the sub-categories. The total of all categories must be equal to the sub-award amount awarded by the state.

A. Child Abuse: $ _____

A1. Child physical abuse/neglect: $ _____

A2. Child sexual abuse: $_____

B. Domestic and Family Violence: $ _____

C. Sexual Assault: $_____

C1. Child Sexual Assault: $ _____

C2. Adult Sexual Assault: $ _____

D. Underserved: $ _____

D1. Underserved (DUI, DWI crashes): $ _____

D2. Underserved (assault): $ _____

D3. Underserved (adults molested as children): $ _____

D4. Underserved (elder abuse): $ _____

D5. Underserved (robbery): $ _____

D6. Underserved (survivors of homicide victims): $ _____

D7. Other underserved (other violent crimes): $ _____

D8. Please briefly describe "other underserved-other violent crimes":

D9. Other Underserved (non-violent crimes): $ _____

D10. Please briefly describe "other underserved non-violent crimes":

Appendix E
Indirect Costs

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 mean 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.

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

Example for Calculating 10% De Minimis Rate for Indirect Costs

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

Direct Costs:

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

Modified Total Direct Costs (MTDC):

Subtract the amounts over $25,000 for each consultant (these are the three Consultants/Contracts listed above)	$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 = *$20,000* *Total = $57,000*
10% of $333,000	*$33,300*	*Modified Indirect Cost Rate*
Requested Direct Amount	**$390,000**	
Requested Indirect Amount	**$33,300**	
Total Federal Request	**$423,300**	