

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



Montana Board of Crime Control Request for Proposals (RFP)

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

Request for Proposals (RFP)

#17-04 (M)

Misdemeanor Probation Grant

New applicants must register online at <http://mbcc.mt.gov/osas/Default.aspx>
and are encouraged to register immediately upon intent of application.

Proposal Deadline: January 26, 2017 at 12:00 P.M. Noon

Project Period: July 1, 2017 to June 30, 2018

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

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

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

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

It is estimated that State Funding of \$110,000 will be available. Funding is granted annually. The Misdemeanor Probation Grant application process is competitive. Previous funding does not guarantee an award during this funding cycle.

Schedule of Events	
RFP Issue Date	December 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

II. Eligibility

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

III. Application Deadline

Applications for RFP #17-04 M must be submitted online on or before **January 26, 2017 at 12:00 p.m. noon.** *Late applications will not be reviewed.*

In an effort to mitigate any potential application submission problems, MBCC strongly urges applicants to submit applications 72 hours prior to the application due date.

IV. Registration

A new applicant agency must register with the Online Subgrantee Application System (OSAS) at <http://mbcc.mt.gov/osas/Default.aspx> immediately to ensure meeting the application deadline on **January 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
- Appendix C - Acknowledgement of RFP Question & Answer Form
- Appendix D - Indirect Costs (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 MBCC Crime Data reporting Policy

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 C. 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 RFP 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
 - Data

<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

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

- Failure to provide reporting as stated in this RFP will cause grant funding to be denied or rescinded.

VII. Program-Specific Information

Project Period

The project period begins July 1, 2017 and concludes June 30, 2018. **Funds may not be expended or obligated prior to July 1, 2017.**

Purpose of funds

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

Match

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

Misdemeanor Probation Authorized Purpose Areas

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

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

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

- Mediation or counseling for couples as a systematic response to domestic violence;
- Requiring victims to report domestic violence crimes to law enforcement or forcing victims to participate in criminal proceedings;
- Placement of batterers in anger management programs; and
- Procedures that would force victims of domestic violence to testify against their abusers or impose other sanctions on them. Rather, procedures that provide victims the opportunity to make an informed choice about whether to testify are encouraged.

VIII. Application Requirements

Applications and all components must be submitted based upon a 12-month period July 1, 2017 to June 30, 2018 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, project director, project title, project duration dates, 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.

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

Example: “To work directly with law enforcement to improve victim services” is not a measurable objective. “To hold 12 monthly meetings with law enforcement to discuss ways to improve victim services” is measurable and appropriate for the project period.

Implementation Plan

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

Example:

Activity/Action Steps	Responsible Party	Resources Needed	Cost	Time Frame Start/End	Tracking Measures (Documentation of Progress)
<i>Ex: Cultivate 12 new referrals throughout the year</i>	<i>Program Manager</i>	<i>Transportation Time</i>	<i>\$2,500 \$3,567</i>	<i>Quarter 1 – Quarter 4</i>	<i>Number of new referrals</i>

Evaluation Plan

Applicants must include a plan that describes how the grant-funded program is evaluated throughout the duration of the project to meet the program objectives and goals.

The plan will describe the existing community-level baseline data, the capacity to support the program, and an assurance of the agency’s commitment to provide pre- and post-data related to the specific performance measures and activities outlined in the narrative. Data collected should verify that the objectives have been met. The plan should clearly state what data will be collected, how, by whom, and when.

Sustainability Plan

Applicants must include a plan that outlines how the project will be sustained in the future. The plan should describe the community’s support (not only financial support), funding opportunities outside of MBCC grants, and challenges to sustaining the program. Applying for additional MBCC grants is not considered an adequate sustainability plan.

Collaboration

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

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

Section 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 E.

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

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

- 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.

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

D. Other Required Documents

1. Accounting System and Financial Capability Questionnaire. See Appendix A.
2. RFP Question & Answer Form. See Appendix B.
3. Acknowledgement of RFP Question & Answer Form. See Appendix C.
4. Federal Indirect Cost Rate Agreement (if applicable). See Appendix D. Applicants who have an established federally approved indirect cost rate agreement in place and wish to include indirect costs in the budget request must provide a copy of the federally approved indirect cost rate agreement.
5. 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. 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

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

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 MDVI 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 MDVI 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>Budget Detail must be explained and correlate to the categories in the Budget Narrative.</i>	20% out of 100
Needs Statement	Clearly identifies the problem(s) to be addressed; validates the need for the program and services; provides current data less than five years old that clearly establishes need.	25% out of 100
Goals	Clearly defined, meaningful, achievable, realistic, and tangible; addresses the long-range effect of the project and its intent to change, reduce or eliminate the problem described.	10% out of 100
Objectives	Are specific, measurable, achievable, realistic and time-bound; identifies specific milestones aimed at achieving the stated goal(s) and when	10% out of 100

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

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

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.

Per Board policy, if an application is recommended for denial by the Victims 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 regarding 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.

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

Addendums

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

XII. Application Checklist

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

<input type="checkbox"/>	Budget Detail and Budget Narrative
<input type="checkbox"/>	Project Narrative
<input type="checkbox"/>	Scanned Signature Page with Original Signatures
<input type="checkbox"/>	SAM Registration
<input type="checkbox"/>	Position Descriptions (if personnel is requested in budget)
<input type="checkbox"/>	Scanned Nonprofit Status – Non-profits only
<input type="checkbox"/>	Accounting System and Financial Capability Questionnaire
<input type="checkbox"/>	MOU with Original Signatures (for compliance with Crime Data Policy – if applicable)
<input type="checkbox"/>	Acknowledgement of RFP Question & Answer Form
<input type="checkbox"/>	Federal Indirect Cost Rate Agreement (if applicable)

Attachments:

- Appendix A - Accounting and Financial Capability Questionnaire
- Appendix B - RFP Question and Answer Form
- Appendix C - Acknowledgement of RFP Question & Answer Addendum
- Appendix D - Indirect Costs

**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

 <p>MONTANA BOARD OF CRIME CONTROL</p> <p>ACCOUNTING SYSTEM AND FINANCIAL CAPABILITY QUESTIONNAIRE</p>	
Section A: Purpose	
<p>In compliance with the office of Justice Programs (OJP) Financial Guide, adequate accounting systems shall meet the following criteria:</p> <ol style="list-style-type: none"> (1) Accounting records need to provide information needed to adequately identify the receipt of funds under each grant awarded and the expenditure of funds for each grant. (2) Entries in accounting records shall refer to subsidiary records and/or documentation which support the entry and which can be readily located. (3) The accounting system shall provide accurate and current financial reporting information. (4) The accounting system shall be integrated with an adequate system of internal controls to safeguard the funds and assets covered, check the accuracy and reliability of accounting data, promote operational efficiency, and ensure adherence to prescribed management policies. 	
Section B: General	
1. Complete the following items:	
<p>a. When was the entity founded/incorporated (month, day, year)</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<p>c. Board of Directors:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Chair</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Vice Chair</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Treasurer</p>
<p>b. Employer Identification Number:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
2. Fiscal year (date range):	3. Total Revenues in last fiscal year:
Section C: Accounting System / Funds Control	
1. Which of the following best describes the accounting system: <input type="checkbox"/> Manual <input type="checkbox"/> Automated <input type="checkbox"/> Combination	
2. Does the accounting system identify the receipt and expenditure of program funds separately for each funding source? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	
3. Does the accounting/financial system include budgetary controls to preclude incurring obligations in excess of:	
a. Total funds available for a grant?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
b. Total funds available for a budget cost category (e.g. Personnel, Travel, etc)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
4. Are time distribution records maintained for each employee to encompass his or her total activities and be specifically identified to a particular cost objective? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	
5. Is the entity generally familiar with the existing regulation and guidelines containing the cost principles and procedures for the determination and allowance of costs in connection with Federal grants? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	
6. If grants funds are commingled with entity's funds, can the grant funds and related costs and expenses be readily identified? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	
Section D: Applicant Certification	
I certify that the above information is complete and correct to the best of my knowledge.	
<p>Signature: </p> <hr/> <p>Title: </p>	<p>Entity Name, Address, and Telephone Number</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>

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



RFP Question and Answer Form
RFP #17-04 M
Sexual Assault Services Program 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 # 17-04 M
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

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

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 #17-04 M

Posting Date: December 15, 2016

Closing Date: January 26, 2017

TITLE: Misdemeanor Probation 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 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 (MTDC) which may be used indefinitely.
 - MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for 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.

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

- 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	<i>Consultant A – receives \$57,000 Consultant B – receives \$30,000 Consultant C – receives \$45,000</i>
Travel	\$10,000	Training and Outreach
Supplies/Operating	\$4,000	Office Supplies
Equipment	\$0	
Other	\$0	
Total Direct Costs	\$390,000	

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

Modified Total Direct Costs (MTDC):

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