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

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

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## **Request for Proposals (RFP)**

**#17-06 (V)**

**Montana Statewide Coalitions of Domestic Violence and Sexual Assault;  
Montana Statewide Chapters of Child Advocacy Centers (CAC); and  
Montana Statewide Chapters of Court Appointed Special Advocates (CASA).**

**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: March 23th, 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 Kelly McIntosh, at (406) 444-1998, [kmcintosh@mt.gov](mailto: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 February 23<sup>th</sup> 2017** in order to receive MBCC review and consideration.

## **I. Overview**

The Montana Board of Crime Control (MBCC) is soliciting proposals from Montana Coalitions of Domestic Violence and Sexual Assault, Montana Statewide Chapters of Child Advocacy Centers, and Montana Statewide Chapters of Court Appointed Special Advocates. For the purpose of this RFP, funding is limited to those agencies who have member organizations that provide services to victims of crime, including adult and child domestic and sexual violence. Funding is

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available from the Department of Justice, Office for Victims of Crime under the New VOCA Assistance Rule. Under the New Rule, **Capacity Building**, States and localities can use VOCA Assistance funds to increase their *Capacity* to serve victims by strengthening and enhancing their interagency and multidisciplinary responses. Funds can be used to help service providers coordinate with federal agencies to service victims of federal crimes, or to facilitate their participation on statewide or other task forces. They may also use VOCA assistance funds to pay the salaries and expenses of staff serving on direct service child and adult abuse multidisciplinary response teams, and to support victim satisfaction surveys and needs assessments to improve the delivery of victim services.

MBCC is soliciting requests to support the efforts of these Statewide Coalitions and Chapters to ensure that their member agencies receive trauma informed, evidence-based, victim-centered, training that will enhance services to victims across Montana. Requesting funds for training may include events conducted by in-state or out-of-state experts, facilitated workshops, basic and advanced advocacy training offerings, specialized trainings, etc. Funds can also be used to support member agencies' travel to attend training events.

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

<b>Schedule of Events</b>	
RFP Issue Date	January 24 <sup>th</sup> 2017
Deadline for receipt of written questions	February 16 <sup>th</sup> 2017
Deadline for issuance of MBCC's written responses to questions	Within five working days of receipt of question.
<b>RFP Submission Deadline</b>	<b>February 23<sup>th</sup>, 2017 at 12:00 p.m. noon</b>
Staff Review	February 2017 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, 2018

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

## **II. Eligibility**

Eligible applicants include *Montana Coalition Against Domestic and Sexual Violence*, the *Children's Alliance of Montana* and *CASA of Montana*. These specific Chapters/Organizations consists of member programs that provide victim services to child abuse victims, adult victims of violence and their family members.

Please note: Federal regulations require applicants to establish and maintain proper accounting systems and financial records to include policies and procedures. See

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[mbcc.mt.gov/Portals/130/Funding/Forms/Financial/FinCapability.PDF](http://mbcc.mt.gov/Portals/130/Funding/Forms/Financial/FinCapability.PDF) for specific criteria.

**III. Application Deadline**

Applications for RFP #17-06 VOCA must be submitted online on or before **February 23th, 2017 at 12:00 p.m. noon.**

*Failure to meet the required deadline will result in disqualification of the application.*

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

**IV. Registration**

A new applicant agency must register with the Online Subgrantee Application System (OSAS) at <http://apps.mbcc.mt.gov/osas/Default.aspx> immediately to ensure meeting the application deadline on **February 23th, 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 1-855-284-5090. 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 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).
- Proof of non-profit status – Non-Profits only
- Position descriptions if personnel is requested in the budget
- Accounting and Financial Capabilities Questionnaire - Appendix A
- Acknowledgement of Question & Answer Addendum - Appendix C
- 2017 VOCA Appendix D

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- Federal Indirect Cost Rate Agreement (if applicable)

**Receipt Verification**

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

**Late Applications**

Regardless of cause, MBCC cannot accept late applications. Such applications will automatically be disqualified from consideration. Disqualified applicants will receive a letter indicating the application will not be reviewed.

**VI. Quarterly Reporting**

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

- Applicant agrees to 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 practice program approaches.
- Applicant agrees to submit online quarterly reports within ten days following the end of each program quarter. These reports include, but are not limited to:
  - Financial Reports
  - Narratives
  - Data
- Applicant agrees to submit online OVC PMP quarterly reports within ten days of the following the end of each program quarter.
- Applicant agrees to submit annual VOCA narrative and data requested to the VOCA Program Manager.
- Applicant acknowledges the quarterly reporting periods as follows:

Reporting Period:	Due Date:
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

<b>VII. Program-Specific Information</b>
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**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.**

**Cash or In-Kind Match**

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 the VOCA victim assistance 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. Providing more than 20% match is not encouraged. Total match amounts must be tracked separately and in full.

**Projects must document the basis for determining the value of match.**

**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

**MBCC Authorized Purpose Areas under this RFP: Capacity Building**

*Capacity Building* for programs that serve/support victims of domestic violence, sexual assault, dating violence and stalking including underserved populations; *Capacity Building* for programs that serve/support victims of child abuse and their family members including underserved populations.

**Allowable Direct Services under this Limited RPF:**

The VOCA Federal guidelines requires that VOCA funds be used to provide direct services to individual crime victims. In order to support direct services in the field, MBCC is targeting

**Capacity Building** in the follow direct service areas under this RPF:

1. Domestic Violence and Sexual Assault Response; statewide coordination and training for professionals/volunteers working to serve domestic violence, sexual assault, dating violence, and stalking victims; assisting direct service providers with successful program implementation, delivery of identified best practices and non-profit governance.

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2. Child Advocacy Centers; statewide coordination and training for professionals/volunteers working to serve child abuse/neglect victims; coordination of CAC MDT's, assisting direct service providers with successful program implementation and CAC Accreditation.
3. Court Appointed Special Advocates; statewide coordination and training for professionals/volunteers working directly with child abuse/neglect victims in the court system; assisting direct service providers with successful program implementation and delivery of identified best practices.

**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.

**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 may use volunteers in providing victim services capacity building;
4. the community, 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 because they disagree with the way the state is prosecuting 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 percent of the total project cost. The minimum match for projects providing services by Native American tribes on Native American reservations must equal five (5) percent 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. Complete Office of Civil Rights training and maintain records of certification.

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**VOCA Unallowable Activities**

1. Victim compensation costs which would otherwise be eligible for state or federal victim compensation reimbursement;
2. Lobbying for particular victim legislation, system improvement, etc.;
3. Offender rehabilitation/treatment.

**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, 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.

**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 3: Budget Narrative** (*upload as an attachment in the online application system*)

The narrative must be broken out by category and explained in detail to include the following:

- a. Demonstrate that all costs are reasonable;
- b. Explain and justify each budget item;
- c. Show detailed cost calculations to demonstrate how the Applicant arrived at the total amount requested;
- d. Provide a brief narrative to link costs with project activities;
- e. Include the source of the match and identify anticipated expenses to be covered by the match (if match is applicable); and,
- f. Identify personnel paid out of the grant by name and title (for example, personnel including fringe must include clear detail on 100% of the position and portion of full time equivalent (FTE) employee paid by the grant).

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The **Budget Narrative** must be explained in detail and correlate to the categories in the **Project Budget**. The **Budget Narrative** must be in a 12-point font, double or single spaced, and kept to 4 pages or less. Budget Narrative must be broken out by category. All categories should be represented even if applicant is not requesting funds in one or more of the categories. Graphs and tables are acceptable.

**Example:**

**A. Personnel** -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 (X foundation) = .25 FTE (520 hrs) @ \$15.38/hr = \$7,997.60

Other funding source (X OVW Rural) = .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
<b>Total Fringe Benefits</b>		<b>\$7,967</b>

MBCC funding = \$7,967 x .5 = \$3,983.50

Other funding source (X Foundation) = \$7,967 x .25 = \$1,991.75

Other funding source (X OVW Rural) = \$7,967 x .25 = \$1,991.75

**B. Contracted Services-** Big Star Accountant Group is contracted to provide oversight for X Agency’s accounting, payroll, & other financial management of the project.

Accounting Services	20 hrs per month x 12 months= 240 hrs per year x \$16 per hr = \$3,840.00	<b>Accounting Services Match (Big Star in kind donation of time):</b> 200 hours per year x \$16 an hour = \$3,200.00 <b>Request MBCC Portion</b> = 40 hour per year x \$16 an hour = \$640.00
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**C. Travel-** X Agency is requesting funds for travel to the MBCC subgrantee training.

MBCC subgrantee training: hosted in Bozeman, MT	Miles: (X agency home town to Bozeman, roundtrip) x MT State rate =\$__	Lodging (4 attendees from X agency) estimated lodging rates x nights of stay.	Per Diem: (4 attendees x MT State rate for meals x days of attendance = \$ ____	Registration Fees: (4 attendees x 4 registrations = \$ ____
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**D. Equipment-** X Agency is not requesting funds for equipment.



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E. Operating Expenses- X Agency is not requesting funds for operating expense.

**Section 4: Project Narrative** (*upload as an attachment in the online application system*)

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, collaboration, and sustainability of the proposed project. Material required under the Project Budget and Budget Narrative and Other Attachments sections will not count toward the Project Narrative page count. The Project Narrative must be in a 12-point font, double-spaced, one-inch margins and kept to 24 pages or less.

The Project Narrative **MUST** contain the following elements:

*Executive Summary*

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

*Needs Statement*

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

*Goals*

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

*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, measurable, achievable, realistic, and time-bound.

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

*Implementation Plan*

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

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Example:

<b>Activity/Action Steps</b>	<b>Responsible Party</b>	<b>Resources Needed</b>	<b>Cost</b>	<b>Time Frame Start/End</b>	<b>Tracking Measures (Documentation of Progress)</b>
<i>Ex: Attend 12 monthly meetings 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.

*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.

*Sustainability Plan*

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

**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.

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

**Section 7: Upload Required Documents.**

Do not submit documents other than those specified in this solicitation. Any materials submitted as part of an application may be released pursuant to a request under the Freedom of Information Act.

- A. Signed Signature Page:** All required parties must provide original signatures (electronic and stamped signatures are not acceptable):
  1. Official Budget Representative
  2. Project Director
  3. Financial Officer
- B. Verification of SAM Registration:** A copy of the current, active SAM registration must be uploaded into OSAS. See Part II: Eligibility.
- C. Non-Profit Requirements:**
  1. Non-Profit Status. Non-profit agencies must provide documentation of non-profit status.
- D. Other Required Documents:**
  1. Accounting and Financial Capabilities Questionnaire - Appendix A
  2. Acknowledgement of Question & Answer Addendum – Appendix C
  3. Position Description: If grant monies are used to fund personnel, include a position description.
  4. VOCA SAR. See Appendix D.

<b>IX. Special Requirements</b>
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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>.

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<b>X. Limitations and Fund Use</b>
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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
<ul style="list-style-type: none"> <li>• Advertising and public relations costs – restrictions apply;</li> <li>• 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 <i>will</i> 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> </ul>	<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> </ul>

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<ul style="list-style-type: none"><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.mcpx">http://mom.mt.gov/default.mcpx</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>• 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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**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. 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 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

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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:**

<b>Criteria</b>	<b>Description</b>	<b>Scoring</b>
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
Project Budget/ 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>Project Budget 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, 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 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

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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
Collaboration	Describes how program promotes coordinated public and private efforts.	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

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 June, 2017 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 Victims Application Review Committee, the applicant may appeal the recommendation if the applicant demonstrates one of the following:

- 1) The Request for Proposal was inaccurate;
- 2) Staff provided misinformation;
- 3) Staff failed to follow existing policies;
- 4) The federal award to MBCC would be jeopardized without program funding in the geographic region or service category; or
- 5) 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.

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

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**XII. Application Checklist**

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

<input type="checkbox"/>	Budget Detail
<input type="checkbox"/>	Budget Narrative (upload as an attachment)
<input type="checkbox"/>	Project Narrative (upload as an attachment)
<input type="checkbox"/>	Scanned Signature Page with Original Signatures
<input type="checkbox"/>	SAM Registration
<input type="checkbox"/>	Scanned Nonprofit Status – Non-profits only
<input type="checkbox"/>	Position Descriptions (if personnel is requested in budget)
<input type="checkbox"/>	Accounting System and Financial Capability Questionnaire
<input type="checkbox"/>	Acknowledgement of Q&A Addendum
<input type="checkbox"/>	2017 VOCA SAR Appendix D
<input type="checkbox"/>	Federally Approved Indirect Cost (if applicable)

**Attachments: All forms are available on our website to download.**

Appendix A - [Accounting and Financial Capabilities Questionnaire](#)

Appendix B – [RFP Question and Answer Form](#)

Appendix C- [RFP Question and Answer Acknowledgment Form](#)

Appendix D - [2017 VOCA SAR](#)

Appendix E – Indirect Costs  
*This is NOT a live form on the website.*



## **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 (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.
  - This methodology, once elected, must be used consistently for all Federal

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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:**

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

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**Modified Total Direct Costs (MTDC):**

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

