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Montana Board of Crime Control

Request for Proposals (RFP)

#17-07 (T)

Tribal Victim Service Programs responding to Victims of Crime and Violence Against Women

Proposal Deadline: March 23, 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, tchamberlain@mt.gov for approval and submission instructions.

Proposals must be **RECEIVED** by MBCC no later than **12:00 p.m. noon on March 23, 2017** to receive MBCC review and consideration.

For technical assistance throughout the application process, contact Program Specialist Tina Chamberlain, at (406) 444-4763, tchamberlain@mt.gov. Funding for grant writing assistance may be available on a first-come first-served basis. Applicants interested in funding assistance should contact the Program Specialist and complete a Training/Technical Assistance/Funding Assistance Request Form located on the MBCC website www.mbcc.mt.gov.

Registration

Please contact MBCC at (406) 444-3604 for assistance in submitting your online application.

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



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I. Overview

The Montana Board of Crime Control (MBCC) is soliciting proposals for funding victim advocacy and victim assistance programs that respond to victims of crime and violence against women in tribal communities and on reservations. Funding for these programs may come from the Office for Violence Against Women (OVW) and/or the Office of Victims of Crime (OVC).

Eligible Applicants

Tribal Governments

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.**

Project Activities

Must have demonstrated record of providing services.

Services must be provided free of charge to victims and their families.

Services must be provided to victims of federal crimes on the same basis as victims of state or local crimes.

Applicants will determine project activities that best address the needs of their reservation community. Activities should fit the overall purpose of:

1. **Violence Against Women (VAWA)** funding, with the goal of improving the criminal justice response to domestic violence and sexual assault victims or
2. **Victims of Crime funding (VOCA)** which responds to
 - o the emotional and physical needs of crime victims;
 - o assists primary and secondary victims of crime to stabilize their lives after a victimization;
 - o assists victims to understand and participate in the criminal justice system; and
 - o provides victims of crime with a measure of safety and security.

Priority Areas

Victims of domestic violence; Victims of dating violence; Victims of sexual assault; Victims of stalking; Victims of child abuse; Underserved victim populations (including elders, LGBTQ/Two-Spirit, migrant workers, etc.)

Tentative Schedule of Events	
Victims Grants	
RFP Issue Date	January 26, 2017
RFP Submission Deadline	March 23, 2017 at 12:00 p.m. noon
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.

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Cash or In-Kind Match

Match of 5% is required under this RFP. Matching contributions may be cash or in-kind. All funds designated as match are subject to the same allowable/unallowable restrictions as the federal funds to be awarded and must be expended within the project period.

Within the project budget, funds must be designated as MBCC (federal) and Local (match).

Application Requirements

1. Agency Information – Agency Name, address, phone number, Federal Employment ID Number (FEIN), DUNS Number
2. Project Director – Project Director name, address, phone, email
3. Project Title – Project Title, duration, number of months previously funded (if applicable), previous MBCC grant number
4. Project Budget – personnel, contracted services, travel and per diem, equipment, operating expenses
5. Budget Narrative – Description of the project that explains the relationship between budgeted items in the Project Budget and project activities.
6. Project Narrative – Description of the problem, how the funds will remedy the problem, goals and how the project will be implemented
7. Objectives – Minimum of 3 objectives that are specific milestones aimed at achieving project goals. Objectives must begin with the word “To” and be measurable. Example: *To provide court accompaniment to 50 victims during the project period.*
8. Special Assurances and Conditions – Assurance and conditions that form the contract between MBCC and the subgrantee upon award. The Official Budget Representative signature on the Signature Page certifies agreement with these Special Assurances and Conditions.
9. Signature Page – Official Budget Representative, Project Director and Financial Officer must sign. Signature of these three officials agree to adhere to all terms and conditions of the application and grant award contract
10. Other Required Documents
 - a. SAM 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). Print off verification form from the SAM website and upload.
 - b. Accounting System and Financial Capability Questionnaire
 - c. Position Descriptions – If grant funds will be used for personnel

Budget – Tips for completing the budget

Personnel Costs:

1. How were salary rates determined (Full time employee /FTE or part-time)?
2. What is included in fringe benefits?
3. What function(s) do budgeted employees perform?

Contracted Services:

1. What is the daily fee of consultant? (Daily fee may not exceed \$650/day or \$82.50/hour)
2. How many days will service be provided?

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3. What service will be provided?

Travel and Per Diem:

1. Indicate mileage and per diem calculations using state rates.
2. Is mileage and per diem directly related to project activities?
3. If out-of-state travel is anticipated, give detail - location, dates, purpose, cost (MBCC Program Specialist requires pre-approval request in writing for out-of-state travel)

Equipment:

1. Must be over \$5,000 (computers are not considered equipment)
2. Description of equipment, make model, etc.
3. What is unit cost?
4. Equipment must be integral to project success.

Operating Expenses:

1. Rent
2. Utilities
3. Supplies

Quarterly Reporting

All grantees will need to complete narrative and financial reports in MBCC's online grant management system.

Quarterly Reporting Schedule:

Quarter 1: July 1 – September 30	Reporting due October 10
Quarter 2: October 1 – December 31	Reporting due January 10
Quarter 3: January 1 – March 31	Reporting due April 10
Quarter 4: April 1 – June 30	Reporting due July 10

OVW grantees must complete the annual *U.S. Department of Justice VAWA STOP Annual Progress Report* at the end of the calendar year. MBCC staff will communicate the types of data that should be collected, based on your project activities (i.e., number of people attending training, number of victims served, number of services provided).

OVC grantees must report quarterly on performance measures using the VOCA Performance Measurement Tool.

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Limitations and Fund Use

Allowable Activities Using Federal Funding:

VAWA	VOCA
Core services for victims to include shelter, counseling, medical accompaniment, court accompaniment	Direct services to individual crime victims
Training to Law Enforcement, Judges and Prosecutors to effectively identify and respond to violent crimes against women	Crisis intervention
Developing or expanding units of law enforcement, judges or prosecutors specifically targeting violent crimes against women	Emergency services such as follow-up counseling, personal or legal advocacy, referral to other service agencies
Developing and implementing effective police, court and prosecution policies and protocols, orders and services in preventing, identifying and responding to violent crimes against women as well as the appropriate treatment of victims	Court related services such as legal advocacy, emotional support during trial, and parole/probation hearings
Data Collection and communication systems for the purpose of identifying, classifying, and tracking arrests, protection orders, violations of protection orders, prosecutions and convictions for violent crimes against women	Court Appointed Special Advocates working directly with child victims of crime or coordinating volunteers
Legal assistance programs	Restitution advocacy
Addressing the needs and circumstances of Indian tribes dealing with violent crimes against women	Personal advocacy such as intervention with employers
Multidisciplinary efforts to coordinate response to violence against women	Victim impact panels
Sexual Assault forensic medical personnel training	Recruitment, training and coordination of volunteers who provide direct services to victims
Programs addressing violence against older and disabled women who are victims of violent crimes	Transitional housing for victims of domestic abuse
Assistance to victims of domestic violence and sexual assault in immigration matters	Sexual assault forensic exams
Core criminal justice initiatives for victims of violent crime and their families	Expanded legal services
Special victim assistants in local law enforcement agencies	Services to victims who are incarcerated
Development and implementation of protocols to ensure consistent and effective response as well as services for victims of domestic violence committed by law enforcement personnel	Forensic interviews with vulnerable populations (children and adults with cognitive or communicative disabilities)
Developing and promoting tribal legislation and policies that enhance best practices for responding to domestic violence, dating violence, sexual assault, and stalking	Capacity building by strengthening and enhancing interagency and multidisciplinary responses to victims
Developing, implementing or enhancing Sexual Assault Response Teams, or other similar coordinated community responses to sexual assault.	Coordination of service providers and federal agencies to serve victims of crime or facilitate participation on statewide or other task forces
Developing and strengthening policies, protocols, best practices, and training for law enforcement agencies	Advocates serving on direct service child and adult abuse multidisciplinary response teams

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and prosecutors relating to the investigation and prosecution of sexual assault cases and the appropriate treatment of victims	
Developing, enlarging or strengthening programs addressing sexual assault against men, women, and youth in correctional or detention settings	Victim satisfaction surveys and needs assessments
Identifying and conducting inventories of backlogs of sexual assault evidence collection kits and developing protocols and policies for responding to and addressing such backlogs, including protocols and policies for notifying and involving victims	
Services and responses to male and female victims whose ability to access traditional services is affected by their sexual orientation or gender identity	
Prevention and educational programming to address domestic violence, dating violence, stalking, sexual assault (limit of 5%)	

Food and Beverage Costs

VAWA funds cannot be used to purchase food and/or beverages for any meeting, conference, training, or other event, except if the following applies:

- The location of the event is not in close proximity to food establishments. (It should be a priority to try to secure a location near reasonably priced and accessible commercial food establishments.)
- Not serving food will significantly lengthen the day or necessitate extending the meeting to achieve meeting outcomes.
- A special presentation at a conference requires a plenary address where there is no other time for food to be obtained; or
- Other extenuating circumstances which necessitate the provision of food.

Unallowable Activities using Federal Funding:

- Construction in general;
- Bad debts;
- Compensation and travel of federal employees;
- 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;

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- Tips; and
- Uniform allowances


Activities That May Compromise Victim Safety

Ensuring victim safety is the guiding principle underlying the VAWA funding program. The following activities have been found to jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions and cannot be supported with VAWA funding:

- Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, relationship to the perpetrator, or the age and/or gender of their children;
- Procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services;
- Requiring mediation or counseling for couples as a systemic response to domestic violence or sexual assault, or in situations in which child sexual abuse is alleged;
- Requiring victims to report sexual assault, stalking, or domestic violence crimes to law enforcement or forcing victims to participate in criminal proceedings;
- Supporting policies or engaging in practices that impose restrictive conditions to be met by the victim in order to receive services (e.g., attending counseling, seeking an order for protection);

In addition, applicants should be aware of victim confidentiality. In accordance with 42 U.S.C. § 13925(b)(2), applicants receiving OVW funding must protect the confidentiality and privacy of persons receiving OVW-funded services to support victims' safety. OVW sub-grantees are prohibited from disclosing personally identifying information collected in connection with services requested, utilized, or denied through the grantee, to any third party or third party database without informed, written, reasonably time-limited, consent of the person, unless compelled by statutory or court mandate. In this case, grantees and sub-grantees must make reasonable attempts to provide notice to victims affected by the disclosure of information. They must also take necessary steps to protect the privacy and safety of the persons affected by the release of the information. Regarding un-emancipated minors or persons with disabilities lacking capacity to consent, a parent or guardian may consent to the disclosure; however, if the parent or guardian is the abuser of the minor, the person with disabilities, or the minor's other parent, he or she is prohibited from giving consent to the disclosure.

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	<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: 30px; width: 100%; background-color: #e0e0ff;"></div>	<p>c. Board of Directors:</p> <div style="border: 1px solid black; height: 30px; width: 100%; background-color: #e0e0ff;"></div> <p>Chair</p> <div style="border: 1px solid black; height: 30px; width: 100%; background-color: #e0e0ff;"></div> <p>Vice Chair</p> <div style="border: 1px solid black; height: 30px; width: 100%; background-color: #e0e0ff;"></div> <p>Treasurer</p>
<p>b. Employer Identification Number:</p> <div style="border: 1px solid black; height: 30px; width: 100%; background-color: #e0e0ff;"></div>	
2. Fiscal year (date range): <div style="border: 1px solid black; width: 150px; height: 20px; background-color: #e0e0ff;"></div>	3. Total Revenues in last fiscal year: <div style="border: 1px solid black; width: 150px; height: 20px; background-color: #e0e0ff;"></div>
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: <div style="border: 1px solid black; width: 150px; height: 25px; background-color: #e0e0ff; display: inline-block;"></div></p> <hr style="width: 100%;"/> <p>Title: <div style="border: 1px solid black; width: 150px; height: 25px; background-color: #e0e0ff; display: inline-block;"></div></p>	<p>Entity Name, Address, and Telephone Number</p> <div style="border: 1px solid black; height: 50px; width: 100%; background-color: #e0e0ff;"></div>