



Montana Board of Crime Control Request for Proposals (RFP)

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Request for Proposals (RFP)

#17-11 (R)

Residential Substance Abuse Treatment (RSAT) For State Prisoners Program

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

Proposal Deadline: July 28, 2017 at 12:00 Noon

Project Dates: October 1, 2017 to September 30, 2018

Alternative accessible formats of this document will be provided upon request. Persons who need this material in another format to participate in the Request for Proposals process should contact the Montana Board of Crime Control (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 apply electronically through MBCC's Online Subgrantee Application System, contact Kristel Matchett, Administrative Assistant by phone, fax or expedited/overnight mail (use of mail service with package tracking capability is strongly encouraged).

Proposals must be *received* by MBCC no later than **12:00 P.M. Noon on July 28, 2017** to receive MBCC review and consideration.

I. Overview

The Montana Board of Crime Control (MBCC) is soliciting proposals for the Residential Substance Abuse Treatment (RSAT) for State Prisoners Program. Funding for this program comes from the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance. This program furthers the Department's mission to break the cycle of alcohol, drugs and violence by aiding state, local, and tribal efforts to reduce the demand for, use, and trafficking of illegal drugs; and reducing the number of repeat DUI offenders through the provision of alternative, community-based treatment, thereby increasing both offender productivity and public safety.

Communities that demonstrate a collaborative approach in program development and execution will be given priority for funding. Involvement by participating agencies must be documented through current Memorandum of Understandings (MOUs) and/or Letters of Support (LOS) from active organizations, including specific contributions to be made.

Funding offered during the project period of October 1, 2017 and September 30, 2018 will depend upon the availability of federal funds, but will not be less than \$25,000.

Schedule of Events	
RFP Issue Date	June 16, 2017
Deadline for receipt of written questions	June 30, 2017
Deadline for issuance of MBCC’s written responses to questions	July 7, 2017
RFP Submission Deadline	July 28, 2017 at 12:00 p.m. noon
Staff Review	July 28 – August 4, 2017
Prevention/Treatment Committee	To be scheduled no earlier than August 7, 2017 and no later than September 13, 2017
Board of Crime Control Approval	September 13, 2017
Project Start Date	October 1, 2017
Project End Date	September 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 local and tribal governments and state agencies. Private, and non-private, nonprofit agencies are not eligible to apply.

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

III. Application Deadline

Applications for RFP #17-11 (R) RSAT must be submitted online on or before **July 28, 2017 at 12:00 p.m. noon.**

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

To mitigate any potential application submission difficulties, MBCC strongly urges application submission 72 hours prior to the due date.

IV. Registration

A new applicant 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 **July 28, 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, include at least 1 letter and 1 number, 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 you need assistance, contact MBCC at (406) 444-3604.

V. How to Apply

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

Required Documents

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).
- Accounting and Financial Capabilities Questionnaire - <http://mbcc.mt.gov/Grants/Forms/FinCapabilily.PDF>
- Collaborative MOUs or Letters of Support with Original Signatures
- Position descriptions (if personnel are requested in the budget)
- MOU with MBCC with Original Signatures regarding Crime Data Reporting Compliance (if applicable)
- Acknowledgement of Question & Answer Request form with Original Signature

To obtain a DUNS number online, go to <http://www.dnb.com/duns-number.html> or call the DUNS & 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 or call the Federal Service Desk at 1-866-606-8220 with any questions.

Questions or Clarification

Applicants having questions or requiring clarification or interpretation of any section within this RFP must address these issues via the MBCC website on or before June 30, 2017 at 5:00 p.m. Applicants are to submit questions using the online MBCC RFP Question and Answer Request found at <http://mbcc.mt.gov/Funding/Grant-Offerings>, under 17-11 RFP Question and Answer Request. Clear reference to the section, page and item in question must be included in the request. Questions received after the deadline will not be considered.

MBCC will provide a written response by July 7, 2017 to all questions received by the deadline. MBCC’s response will be by written response and will be posted on the MBCC website, under 17-11 RFP Question and Answer Request, by the close of business July 7, 2017. Any other form of interpretation or change to this RFP will not be binding upon MBCC. **Applicants will sign and return, with their RFP response, an Acknowledgement of Question and Answer Request form. See Appendix A.**

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 (MTIBRS). Users can select reports based on offense, offender/arrestee, victim, and property data elements or can create their own custom reports based on multiple variables. Data from 2005 through 2015 is currently available. Applicants are encouraged to continue checking the MBCC website for updated data.

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

Receipt Verification

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

Late Applications

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

VI. Quarterly Reporting

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

- Applicant agrees to provide a minimum of three and a maximum of five objectives in OSAS.
- Applicant agrees to submit online quarterly reports within ten days following the end of each program quarter. These reports include, but are not limited to:
 - Financial Reports
 - Narratives
 - Data
- Applicant acknowledges the RSAT quarterly reporting periods as follows:

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

VII. Program-Specific Information

Project Period

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

Cash or In-Kind Match

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

How to Calculate Match

Formula:					
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 - 72/25 (Federal/Recipient) Federal Award = \$50,000					
Step 1	\$50,000	÷	75% Federal Share	=	\$66,667
Step 2	\$66,667	x	25% Recipient's Share	=	\$16,667

Program Purpose

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

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

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

Priority Projects

Jail-based Programs

- Engage participants for at least **three months**.
- Focus on the inmate's substance use diagnosis and addiction-related needs.
- Develop the inmate's cognitive, behavioral, social, vocational, and other skills to solve the substance abuse and related problems.
- Require urinalysis and/or other proven reliable forms of drug and alcohol testing for program participants, including both periodic and random testing, and for former participants while they remain in the custody of the state or local government.

- Prepare participants for successful community reintegration, including post-release referral to appropriate evidence-based aftercare treatment and service providers that support the use of medication-assisted treatment.

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

Aftercare Programs

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

Specific requirements of the Residential Substance Abuse Treatment (RSAT) Grant that must be addressed in the Project Narrative section of the application:

- Demonstrate significant collaboration within the community; evidence of collaboration may be in the form of a Letter of Support (LOS) or MOU. The LOS or MOU must specifically cite the type of support being offered, such as office space, volunteer time, participation in planning, or other appropriate services.
- Have an active reentry/transitional/treatment court team that assists with reentry/transitional services of the jail-based program participant.
- Examine ways to combine resources and funding streams to promote reduced rates of recidivism for offenders and minimize harmful effects of offenders' time in jail on families and communities.
- Use best or promising practices in offender treatment.
- Have evaluation plans that form the basis for quarterly reporting.
- Describe treatment services(s)/practice(s) (including access to Medication Assisted Treatment (MAT)) available for participants and how those services are currently implemented and monitored for quality and efficacy. Discuss the evidence showing services provided are effective for the target population. If the evidence is limited or non-existent for the target population, provide other information to support the selected intervention, including validated screening and assessment tools used to support the intervention. Provide local data and any evaluation findings that demonstrate the program's impact regarding individual and community outcomes.
- Describe how the applicant will ensure participating individuals have aftercare services provided. Define how the applicant will ensure providers delivering aftercare services are approved by the appropriate state or local agency, and are licensed, if necessary, to provide medical treatment or other health services. Describe the aftercare services to be provided.

- Describe planning and implementation strategies to: 1) identify and enroll uninsured individuals into Medicaid, or other health insurance through the Health Insurance Marketplace; and 2) increase access to and use of primary healthcare and substance abuse and mental health treatment for newly insured individuals to ensure continuity of care and improve recidivism outcomes for RSAT participants after release from incarceration.
- Describe any federal/state/local funding that will support RSAT efforts.

Best Practices

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

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

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

Provision of Evidence-Based Substance Abuse Treatment Services

Applicants are strongly urged to provide substance abuse treatment practices and services that have a demonstrated evidence base and are appropriate for the target population. Applicants should identify the evidence-based practice being proposed, identify and discuss the evidence showing the practice is effective, discuss the population(s) for which the practice has been shown effective, and show it is appropriate for the proposed target population. Additional information on evidence-based treatment practices can be found in SAMHSA’s *Guide to Evidence-Based Practices* available at www.samhsa.gov/ebpwebguide. The *Guide* provides a short description and a link to websites with relevant evidence-based practices information—either specific interventions or comprehensive reviews of research findings. Note that SAMHSA’s *Guide* also references the National Registry of Evidence-Based Programs and Practices (NREPP), a searchable database of interventions for the prevention and treatment of mental and substance use disorders. NREPP is intended to serve as a decision support tool, not as an authoritative list of effective interventions. *Being included in NREPP, or in any other resource listed in the Guide, does not mean an intervention is “recommended” or that it has been demonstrated to achieve positive results in all circumstances.*

Allowable Uses of RSAT funds can include, but are not limited to, the following:

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

Prohibited Uses

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

VIII. Application Requirements

Applications and their components must be submitted based upon a 12-month period (October 1, 2017 to September 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: 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 travel expenses for 1-2 staff, in the travel category, to attend appropriate workshops offered by MBCC or OJP.*

Section 3: Budget Narrative

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

Section 4: Project Narrative

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

The Project Narrative MUST contain the following elements:

Executive Summary

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

Needs Statement

The Needs Statement identifies the problem(s) to be addressed and validates the need for the program and services within your area. The statement includes current data (less than 5 years old) that justifies the grant request. The Needs Statement should reflect regional or community data, in addition to statewide data. The date range of the data must be identified.

Goals

Provide a broad statement, written in general terms, that conveys the intent to change, reduce, or eliminate the problem described. Outline the specific Goal(s) of the project. Goals must be

clearly defined, achievable, realistic and tangible. The project goals should adhere to the purpose area(s) and the performance measures tied to that purpose area(s).

Objectives

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

- Start with the word ‘To’;
- State the date when the milestone will be reached; and,
- Be specific, measurable, achievable, realistic, and time-bound.

Example: “To work directly with law enforcement to improve services” is not a measurable objective. “To hold 12 monthly meetings with law enforcement to discuss ways to improve substance use disorder 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 undertaken to achieve each objective.

Example:

Objective(s)	Responsible Party	Resources Needed	Projected Cost	Time Frame Start/End	Tracking Measures (How Objectives Accomplished)
<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 describing how the grant-funded program is evaluated, throughout the duration of the project, to meet the program objectives and goals.

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

Sustainability Plan

Applicants must include a plan outlining how the project will be sustained in the future. The plan should describe the community’s support, funding opportunities outside of MBCC grants and other federal and state grants, and challenges to sustaining the program.

Collaboration Plan

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

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

Section 5: Special Assurances and Conditions

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

Section 6: Signature Page with Original Signatures

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

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

Section 7: Other 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. Collaborative MOUs or Letters of Support

B. Position Description: If grant monies are used to fund personnel, include a position description.

C. Crime Data Reporting Compliance: 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) be compliant with the Crime Data Reporting Policy. Click here to review the policy: <http://www.mbcc.mt.gov/Data/CrimeDataSubmissions/B03CrimeDataReportPolicy2015.pdf> or <http://www.mbcc.mt.gov >Data>Crime Data Reporting>Crime Data Submissions>

Contact Kathy Ruppert at (406) 444-2084 or kruppert@mt.gov or Candy Kirby at (406) 444-3651 or candyk@mt.gov for **agency-specific reporting status** *at least five business days before the RFP deadline*. If the agency is not compliant with the Crime Data Reporting Policy, the agency must have in place an MOU with MBCC to become compliant. MOUs with original signatures must be uploaded into OSAS.

IX. Special Requirements

All successful applicants for MBCC grant award funds must agree to the following:

1. Submit quarterly narrative, performance measures, data, financial, and annual reports *in the prescribed format per 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 must show all funding sources. Any personnel being used as match (volunteers, personnel, etc.) must maintain timesheets to track actual time worked. Timesheets must be signed by the employee/volunteer and certified by a supervisor.

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

X. Limitations and Fund Use

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

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

- Funds may not be expended or obligated prior to October 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;
- 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 provides policy guidance, financial control, and support services to OJP in the areas of grants, accounting and financial management. The provisions of the guide below apply to Department of Justice awards.

Generally Allowable Costs – list not all inclusive	Unallowable Costs – list not all inclusive
<ul style="list-style-type: none"> • Advertising and public relations costs – restrictions apply; • Audit costs - If your agency receives less than \$750,000 per year in total federal assistance, you will not be required to arrange for an audit and may not charge audit costs to your grant. Agencies receiving \$750,000 per year or more in total federal assistance will be required to have an audit performed, in accordance with federal guidelines. Costs for such an audit should be charged proportionately to all programs being audited; • Communication costs; • Compensation for personal services – detailed time and attendance records are required • Employee morale, health, and welfare costs; • Equipment – must be integral to the project. Equipment is defined as having a useful life of more than one year and an acquisition cost greater than \$5,000; • Insurance and indemnification – restrictions apply; • Maintenance and repair costs – restrictions apply; • Material and supplies costs; • Meetings and conferences – restrictions apply; • Memberships, subscriptions and professional activity costs – restrictions apply; • Professional/consultant service costs must follow the applicable federal grant guidelines and state policy; • Publication and printing costs – restrictions apply; • Rental costs of buildings and equipment; • Training costs; and • Travel costs – mileage, per diem, and lodging cannot exceed state rates. Go to http://mom.mt.gov/default.mcp.x to access the Montana Operations Manual. Once inside the manual, click Travel. 	<ul style="list-style-type: none"> • Bad debts; • Construction in general; • Compensation and travel of federal employees; • Costs incurred outside the project period; • Donations and contributions; • Entertainment; • Fines, penalties, and interest expense; • Food and beverages (including alcoholic); • Fundraising and investment costs; • Goods or services for personal use; • Land acquisition/purchase of real property; • Lobbying; • Membership fees to organizations whose <i>primary</i> activity is lobbying; • Pre-agreement costs; • Purchase or lease of vehicles; • Supplanting; • Tips; and • Uniform allowances. <p>For unallowable costs go to http://ojp.gov/financialguide/DOJ/index.htm . Under <i>Top 10 Topics</i> select '3. Unallowable Costs'.</p>

For allowable costs, go to http://ojp.gov/financialguide/DOJ/index.htm . Under <i>Top 10 Topics</i> select ‘2. Allowable Costs’.	
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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 has been disqualified and will not be reviewed.

Application Review

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

Fiscal and Program Staff will review applications and funding recommendations will be referred to the MBCC Prevention/Treatment Application Review Committee for review. The Prevention/Treatment Application Review Committee funding recommendations will be referred to the MBCC Board of Directors for final funding decisions/awards. The MBCC Board of Directors reserves the right to award funds to programs they believe are the best use of RSAT funds, regardless of the application score. The MBCC Board of Directors supports the use of evidence-based and promising practices and will consider this when reviewing applications.

Selection Criteria

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

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

For example, the criteria “Executive Summary” is worth 5 percent of the entire score in the application review process.

Scoring Criteria will be used as a tool *to assist* the Fiscal and Program Staff, as well as the Prevention/Treatment Committee, in evaluating the overall application. Any proposal failing to achieve 60% of the total available points will be eliminated from further consideration.

Awards

Immediately following review of applications, a notice will be sent to the applicant with the recommendation that will be presented to the Board. The Board will review all the Committee’s

recommendations during their September 2017 meeting and will make final funding decisions. Each applicant will receive either an award notice or a denial letter.

Appeals

Per Board policy, if an application is recommended for denial by the Prevention/Treatment Application Review Committee, the applicant may appeal the recommendation if the applicant demonstrates one of the following:

- The Request for Proposal was inaccurate;
- Staff provided misinformation;
- 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 Prevention/Treatment Committee’s recommendation.

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

XII. Application Checklist

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

	Budget Detail
	Budget Narrative
	Project Narrative
	Signature Page with Original Signatures (scanned)
	SAM Registration (scanned)
	Accounting System and Financial Capability Questionnaire (scanned)
	Collaborative MOUs and/or Letters of Support with Original Signatures (scanned)
	Position Descriptions (if personnel is requested in budget) (scanned)
	MOU with MBCC with Original Signatures for compliance with Crime Data Policy (if applicable) (scanned)
	Acknowledgement of Question and Answer Request form with Original Signature (scanned)

APPENDIX A

June 16, 2017

MONTANA BOARD OF CRIME CONTROL

ACKNOWLEDGEMENT OF QUESTION AND ANSWER REQUEST

RFP NO. 17-11 (R)

TO BE OPENED: June 16, 2017

TITLE: Residential Substance Abuse Treatment Program (RSAT) For State Prisoners Program

To All Applicants:

Questions received in response to this RFP, along with the Board of Crime Control's response are available on MBCC's website at <http://mbcc.mt.gov/Funding/Grant-Offerings>, under 17-11 RFP Question and Answer Request and are considered an official amendment to this RFP.

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

Acknowledgment:

The applicant for this solicitation must acknowledge review of the Question and Answer Request.

This page must be submitted at the time set for application submission or the proposal may be disqualified from further consideration.

I acknowledge that I have reviewed the 17-11 Question and Answer Request.

Signed: _____

Agency Name: _____

Date: _____