



Montana Board of Crime Control Request for Proposals (RFP)

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Request for Proposals (RFP)

#18-04 (M)

Misdemeanor Probation & Domestic Violence Intervention Grant

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

Proposal Deadline: January 17, 2018 at 12:00 P.M. Noon
Project Period: July 1, 2018 to June 30, 2019

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

For applicants without Internet access who cannot submit an application electronically through MBCC's Online Application System, contact Program Specialist Tina Chamberlain at (406) 444-4763 or tchamberlain@mt.gov for approval and submission instructions.

Proposals must be **RECEIVED (not postmarked)** by MBCC no later than **12:00 p.m. noon on January 17, 2018** to receive MBCC review and consideration.

I. Overview

The Montana Board of Crime Control (MBCC) is soliciting proposals to implement Misdemeanor Probation for Domestic Violence Intervention Program in Montana. The 2005 Legislature passed HB 476, increasing the marriage license fee to fund this program.

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

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

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

II. Eligibility

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

NEW: As a result of SB 67, the Domestic Violence Intervention Program may also provide grants to “a court to implement an offender intervention program that meets the standards adopted in Section 1.” MCA 44-4-311. These standards must be evidence-informed practices that are designed to reduce the risk of future violent behavior.

III. Application Deadline

Applications for RFP #18-04 M must be submitted online on or before **January 17, 2018 at 12:00 p.m. noon**. Applications will be submitted in the OSAS system under the registered applicant. *Late applications will not be reviewed.*

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

Schedule of Events	
RFP Issue Date	December 6, 2017
Deadline for receipt of written questions	January 10, 2018
Responses to Questions posted to MBCC Website	Every Friday after the RFP is released until the last Friday before the RFP is closed.
RFP Submission Deadline	January 17, 2018 at 12:00 p.m. noon
Staff and Committee Review	January through April, 2018
Victim Application Review Committee	May 2018 (tentative)
Board of Crime Control Approval	June 14, 2018 (tentative)

Project Start Date	July 1, 2018
Project End Date	June 30, 2019

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. Create a login ID, using 4 to 20 characters with no spacing or punctuation. Passwords must be at least 8 characters (at least 1 letter and 1 digit) and are case-sensitive. No special characters or punctuation is allowed. Enter New User and Agency Information, including the Federal Employer or Payee Identification Number (FEIN).

Previous applicants for funding with MBCC may use an existing User ID and Password. If assistance is needed, contact MBCC at (406) 444-3604.

V. How to Apply

Requirements

All required documents must be uploaded into the online application for submission; some documents must be scanned before uploading. These include the following:

- Signature page with original signatures (stamped or electronic signatures are not acceptable)
- Mandatory DUNS and SAM Registration and Verification -- Applicants for Federal awards are required to have a Dun & Bradstreet (DUNS) number and to maintain a current registration in the System for Award Management (SAM).
 - To obtain a DUNS number online, go to <http://www.dnb.com/get-a-duns-number.html> or call the Dun & Bradstreet hotline at 1-800-526-9018. The DUNS number is required as part of registration with SAM. To register with SAM, go to www.sam.gov.
 - A copy of the current, active SAM registration MUST be uploaded into the Online Subgrantee Application System (OSAS).
- [Accounting and Financial Capability Questionnaire](#). Please note: Federal regulations require applicants to establish and maintain proper accounting systems and financial records to include policies and procedures.
- Position descriptions if personnel are requested in the budget
- Proof of non-profit status - Non-Profits only
- Federal Indirect Cost Rate Agreement (if applicable)

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

RFP Questions or Clarification

Applicants having questions or requiring clarification or interpretation of any section within this RFP may address these issues using the Question and Answer Form available on the MBCC website: <http://mbcc.mt.gov/Funding/Grant-Offerings>. Clear reference to the RFP, section, page,

and item in question must be included in the form. Questions will be answered and posted on the MBCC website every Friday by 5:00 p.m. Questions received after the deadline cannot be considered. Program-specific questions cannot be addressed during this solicitation period.

Crime Statistics

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

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

Receipt Verification

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

VI. Quarterly Reporting

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

- Applicant agrees to submit online quarterly reports within ten days following the end of each program quarter. These reports include, but are not limited to:
 - Financial Reports
 - Narratives
 - Data

<u>Reporting Period:</u>	<u>Due Date:</u>
Quarter 1: July 1 – September 30	October 10
Quarter 2: October 1 – December 31	January 10
Quarter 3: January 1 – March 31	April 10
Quarter 4: April 1 – June 30	July 10

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

VII. Program-Specific Information

Project Period

The project period begins July 1, 2018 and concludes June 30, 2019. **Funds may not be expended or obligated prior to July 1, 2018.**

Purpose of funds

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

The purpose of funding for the Domestic Violence Intervention Program is to assist courts in implementing an offender intervention program that provides evidence-based counseling and other services to reduce the risk of future violent behavior of those convicted of partner or family member assault.

Match

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

Misdemeanor Probation Authorized Purpose Areas

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

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

Domestic Violence Intervention Program Authorized Purpose Areas

Grants may be used for the following purposes:

- Development of a court-based program that provides counseling and other intervention services to those convicted of partner or family member assault;
- Development of new offender intervention practices that are evidence-based;
- Tracking of outcomes.

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

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

VIII. Application Requirements

Applications and all components must be submitted based upon a 12-month period July 1, 2018 to June 30, 2019 and MUST include the following:

Section 1: Face Page

The face page is automatically generated in the online application system. The face page identifies the applicant, project director, project title, project duration dates, previously funded grant number, and the total number of months of federal support. *The Project Director must be an employee of the applicant agency.*

Section 2: Project Budget

Applicants must complete the budget form with requests for Personnel, Contracted Services, Travel and Per Diem, Equipment, and Operating Costs (all categories may include local match). Budget requests must be (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.

It is strongly recommended that applicants budget the appropriate hotel and travel expenses for 1 to 2 staff in the travel category to attend appropriate workshops offered by MBCC. This includes but may not be limited to the following: MBCC Subgrantee Workshop, MBCC Grant Writing Workshop, Montana Victim Advocate Academy and the MBCC Crime Prevention Conference.

Section 3: Budget Narrative

The narrative must:

- a. Demonstrate all costs are reasonable;
- b. Explain and justify each budget item (personnel including fringe must include clear detail on 100% of the position and portion of full time equivalent (FTE) employee paid by the grant; identify by name the person for whom personnel costs are requested);
- 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 match source and identify anticipated expenses to be covered by the match (if match is applicable);
- f. Identify personnel paid out of the grant by name and title (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).
- g. Indicate how the project will be supported by non-federal funds; and
- h. Specify how federal funding will be used.

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:

Personnel Costs

Sally Smith’s full time equivalent position at \$31,990.40 per year:

Position Title (i.e. Victim Advocate) – Sally Smith

1 FTE @ \$15.38/hr. **\$31,990.40**

MBCC funding = .5 FTE (1040 hrs.) @ \$15.38/hr. = \$15,995.20

Other funding source (X Foundation) = .25 FTE (520 hrs.) @ \$15.38/hr. = \$7,997.60

Other funding source (name) = .25 FTE (520 hrs.) @ \$15.38/hr. = \$7,997.60

Grand Total = **\$31,990.40**

Fringe Benefits

Position Title (i.e. Victim Advocate) – Sally Smith

Benefits are based on current payroll costs for a full-time position.

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

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

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

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

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 (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 is provided, the indirect cost portion of the application will be considered non-responsive and the indirect cost requests will not be considered.

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

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

Executive Summary

Briefly summarize the scope of the project; state the problem or need; identify objectives and

outcomes to be gained. Explain how the proposal addresses the purpose area(s) identified. This section should be limited to four double-spaced, 12-point font pages with one-inch margins.

Needs Statement

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

Goals

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

Objectives

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

- Start with the word ‘To’;
- State the date when a milestone will be reached; and,
- Be specific, 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. The Implementation Plan should be developed using the format in the example below.

Example:

Activity/Action Steps	Responsible Party	Resources Needed	Cost	Time Frame Start/End	Tracking Measures (Documentation of Progress)
Ex: Develop and present three trainings throughout the year	Exec. Director	Time Transportation	\$2,500 \$3,567	Quarter 1 – Quarter 4	<ul style="list-style-type: none"> • Developed training materials • Number of new trainings

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

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

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 application requires an Official Budget Representative, Project Director, and Financial Officer to certify the application and the Special Assurances and Conditions (Section 5). 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. *The Project Director must be an employee of the applicant agency.* This page must be printed and signed by all three representatives, scanned and uploaded in Section 7.

Upon award, 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. If, during the project period, any person in the position of Official Budget Representative, Project Director, or Financial Officer changes, the entire form must be completed with updated information, signed by all parties, and returned to the DVI Program Manager.

Section 7: Upload Required Documents.

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

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

1. Official Budget Representative
2. Project Director
3. Financial Officer

b. Verification of SAM Registration: A copy of the current, active SAM registration must be uploaded into OSAS.

c. Non-Profit Requirements: Non-profit agencies must provide documentation of non-profit status.

d. Other Required Documents:

1. [Accounting and Financial Capability Questionnaire](#)
2. Federal Indirect Cost Rate Agreement (if applicable). Applicants who have an established federally approved indirect cost rate agreement in place and wish to include indirect costs in the budget request must provide a copy of the federally approved indirect cost rate agreement.
3. Position Descriptions. (If grant monies are used to fund personnel.)

IX. Special Requirements

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

1. 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.
2. If the local government agency is not compliant with the [MBCC Crime Data Reporting Policy](#), the agency must have an MOU in place within 120 days of award. Contact Kathy Ruppert at (406) 444-2084 or kruppert@mt.gov to determine if the county is compliant.

X. Application Review and Selection Criteria

Initial Screening

MBCC staff will conduct an initial screening of the application to check for completeness. If any required documents are not submitted, the application will be deemed incomplete and

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

Application Review

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

Fiscal, Program and Committee Staff will review applications and funding recommendations will be referred to the MBCC Victims Application Review Committee (ARC) for their review. The Victims ARC funding recommendations will be referred to the MBCC Board of Directors for final funding decisions/awards. The MBCC Board of Directors reserves the right to award funds to programs they believe are the best use of MDVI funds, regardless of the Applicant’s application score. The MBCC Board of Directors supports the use of evidence-based and promising practices and will also consider this factor when reviewing applications.

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

Selection Criteria

Criteria	Description	Scoring
Executive Summary	Provides a clear, concise summary of proposal (i.e. describes/justifies services); states problems or needs; identifies objectives and outcomes to be gained.	5% out of 100
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>Budget must be explained and correlate to the categories in the Budget Narrative.</i>	20% out of 100
Needs Statement	Clearly identifies the problem(s) to be addressed; validates the need for the program and services; provides current data less than five years old that clearly establishes need.	25% out of 100
Goals	Clearly defined, meaningful, achievable, realistic, and tangible; addresses the long-range effect of the project and its intent to change, reduce or eliminate the problem described.	10% out of 100
Objectives	Are specific, measurable, achievable, realistic and time-bound; identifies specific milestones aimed at achieving the stated goal(s) and when milestones will be achieved. Minimum of three	10% out of 100

	and maximum of five objectives are required.	
Implementation Plan	Is realistic; describes specific steps to be taken to accomplish each objective; includes responsible party(ies), timeline, and resources needed.	15% out of 100
Evaluation Plan	Describes how project success will be measured relative to the goals and objectives; describes community-level baseline data, capacity to support the program and assurance of agency's commitment to provide data; includes what data will be collected, how, by whom and when.	5% out of 100
Collaboration	Describes how program promotes coordinated public and private efforts.	5% out of 100
Sustainability Plan	Outlines how the project intends to be funded in the future, outside of federal funding sources; applying for additional grants is not considered an adequate sustainability plan.	5% out of 100

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

Appeals

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

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

Notice of Appeal must be made in writing to the Criminal Justice Relations Director within ten calendar days of notice of the Victims ARC's recommendation.

Awards

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

XII. Application Checklist

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

<input type="checkbox"/>	Budget Narrative
<input type="checkbox"/>	Project Narrative
<input type="checkbox"/>	Signature Page with Original Signatures
<input type="checkbox"/>	SAM Verification
<input type="checkbox"/>	Other Required Documents: Accounting and Financial Capability Questionnaire
<input type="checkbox"/>	Position Descriptions (When personnel costs are requested in budget)
<input type="checkbox"/>	Non-Profit Status
<input type="checkbox"/>	Federal Indirect Cost Rate Agreement (if applicable)