



Montana Board of Crime Control Request for Proposals (RFP)

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Request for Proposals (RFP)

#18-02 (W)

STOP Violence Against Women Act (VAWA)

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 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 (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 for the STOP (Services-Training-Officers-Prosecutors) Violence Against Women Act (VAWA) to be funded by the Office on Violence Against Women (OVW). Approximately \$1 million of funding will be available during fiscal year 2018-2019, depending upon the availability of federal funds. The purpose of the Violence Against Women Act is to promote a coordinated, multi-disciplinary approach to enhancing advocacy and improving the criminal justice system's response to violent crimes against women. The Act encourages the development and improvement of effective law enforcement and prosecution strategies to address violent crimes against women and the development and improvement of advocacy and services in cases involving violent crimes against women.

A VAWA Committee representing judges, prosecutors, law enforcement, and victim service providers was appointed by the MBCC Board of Directors to establish priorities for initiatives to be funded from OVW. The VAWA Committee supports a funding strategy that encourages local agencies to gradually institutionalize programs through demonstrated effectiveness. Such a funding strategy will allow MBCC to extend funding opportunities to new initiatives and broaden the impact of the STOP VAWA program. Public agencies receiving funding are strongly encouraged to demonstrate local support through increased match and reduced reliance on federal dollars.

The U.S. Department of Justice has not yet determined Montana’s allocation. Funding is granted annually. The STOP VAWA application process is competitive. Previous funding does not guarantee an award during this funding cycle.

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 government, tribal governments, state agencies, and private non-profit agencies.

III. Application Deadline

Applications for RFP #18-02 STOP VAWA 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)
- 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).
 - 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 System 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.
- [2018 Consultation with Victim Services Programs](#)
- [2018 STOP VAWA Sexual Assault Program Response](#)
- 2018 VAWA Information Sheet* - see note at the of RFP
- Position descriptions if personnel costs 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 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 Wilkins at (406) 444-4298 or kwilkins@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

- Applicant agrees to submit annual VAWA narrative and data requested to the VAWA Program Manager.
- 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.**

Cash or In-Kind Match

Matching contributions of 25% (cash or in-kind) of the total cost of each VAWA project (VAWA grant plus local match) are required for local, state and tribal government agencies for

those who plan to apply in the Law Enforcement, Prosecution, Courts, and Discretionary categories. Non-profit programs are not required to provide match. However, providing match helps in Montana’s efforts to receive continued VAWA funds. Match must be derived from non-federal sources.

- All funds designated as match are restricted to the same uses as the VAWA 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 Budget Detail and Budget Narrative.
- In-kind match must be supported by documentation to show fair market value and be available upon request.

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

STOP VAWA Authorized Purpose Areas

Subgrants supported through this Program **must** meet one or more of the following statutory purpose areas. Those purpose areas that are *italicized* are considered a priority by the VAWA Committee under the 2017-2020 STOP VAWA Implementation Plan. Indicate all the purpose areas that apply to your proposed project. Projects may meet more than one purpose area. Funds under the STOP VAWA Formula Grant Program may be used for the following purposes:

1. *Training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women, including the crimes of sexual assault, domestic violence, stalking, and dating violence, including the use of nonimmigrant status under subparagraphs (U) and (T) of section 101(a)(15) of the Immigration and Nationality Act (8 U.S.C. 1101(a));*
2. Developing, training, or expanding units of law enforcement officers, judges, other court personnel, and prosecutors specifically targeting violent crimes against women, including the crimes of sexual assault, dating violence, stalking, and domestic violence;

3. Developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women, including the crimes of sexual assault, dating violence, stalking, and domestic violence, as well as the appropriate treatment of victims;
4. *Developing, installing, or expanding data collection and communication systems, including computerized systems, linking police, prosecutors, and courts or for the purpose of identifying, classifying, and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of sexual assault, dating violence, stalking, and domestic violence;*
5. *Developing, enlarging, or strengthening victim services and legal assistance programs, including sexual assault, domestic violence, stalking, and dating violence programs, developing or improving delivery of victim services to underserved populations, providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted, and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including the crimes of sexual assault, dating violence, stalking, and domestic violence;*
6. *Developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against women, including the crimes of sexual assault, dating violence, stalking, and domestic violence;*
7. Supporting formal and informal statewide, multidisciplinary efforts, to the extent not supported by State funds, to coordinate the response of state law enforcement agencies, prosecutors, courts, victim services agencies, and other state agencies and departments, to violent crimes against women, including the crimes of sexual assault, domestic violence, stalking, and dating violence;
8. Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault;
9. *Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older and disabled women who are victims of domestic violence, dating violence, stalking, or sexual assault, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, and other victim services to such older and disabled individuals;*
10. Providing assistance to victims of domestic violence and sexual assault in immigration matters;
Maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families;

12. Supporting the placement of special victim assistants (to be known as “Jessica Gonzales Victim Assistants”) in local law enforcement agencies to serve as liaisons between victims of domestic violence, dating violence, sexual assault, and stalking and personnel in local law enforcement agencies in order to improve the enforcement of protection orders. Jessica Gonzales Victim Assistants shall have expertise in domestic violence, dating violence, sexual assault, or stalking and may undertake the following activities:
 - a. Developing, in collaboration with prosecutors, courts, and victim service providers, standardized response policies for local law enforcement agencies, including the use of evidence-based indicators to assess the risk of domestic and dating violence homicide and prioritize dangerous or potentially lethal cases;
 - b. Notifying persons seeking enforcement of protection orders as to what responses will be provided by the relevant law enforcement agency;
 - c. Referring persons seeking enforcement of protection orders to supplementary services (such as emergency shelter programs, hotlines, or legal assistance services); and
 - d. Taking other appropriate action to assist or secure the safety of the person seeking enforcement of a protection order.

13. Providing funding to law enforcement agencies, victim services providers, and state, tribal, territorial, and local governments (which funding stream shall be known as the Crystal Judson Domestic Violence Protocol Program) to promote:
 - a. The development and implementation of training for local victim domestic violence service providers, and to fund victim services personnel, to be known as “Crystal Judson Victim Advocates,” to provide supportive services and advocacy for victims of domestic violence committed by law enforcement personnel;
 - b. The implementation of protocols within law enforcement agencies to ensure consistent and effective responses to the commission of domestic violence by personnel within such agencies such as the model policy promulgated by the International Association of Chiefs of Police (“Domestic Violence by Police Officers: A Policy of the IACP, Police Response to Violence Against Women Project” July 2003); and
 - c. The development of such protocols in collaboration with State, tribal, territorial and local victim services providers and domestic violence coalitions.

Note: Any law enforcement, state, tribal, territorial, or local government agency receiving funding under the Crystal Judson Domestic Violence Protocol Program shall, on an annual basis, receive additional training on the topic of incidents of domestic violence committed by law enforcement personnel from domestic violence and sexual assault nonprofit organizations and, after a period of two years, provide a report of the adopted protocol to the Department, including a summary of progress in implementing such protocol. As such, states and territories are responsible for ensuring that each subgrantee receiving funds under this purpose area will receive the required annual training. States are also responsible for ensuring that subgrantees submit their two-year report to the Department. States and territories must notify and provide OVW with a list of subgrantee recipients awarded STOP VAWA funds under the Crystal Judson Domestic Violence Protocol Program.

14. Developing and promoting State, local or tribal legislation and policies that enhance best practices for responding to domestic violence, dating violence, sexual assault, and stalking.
15. Developing, implementing, or enhancing Sexual Assault Response Teams, or other similar coordinated community responses to sexual assault.
16. Developing and strengthening policies, protocols, best practices, and training for law enforcement agencies and prosecutors relating to the investigation and prosecution of sexual assault cases and the appropriate treatment of victims.
17. *Developing, enlarging or strengthening programs addressing sexual assault against men, women, and youth in correctional or detention settings.*
18. 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.
19. Developing, enlarging, or strengthening programs and projects to provide services and responses to male and female victims of domestic violence, dating violence, sexual assault, or stalking, whose ability to access traditional services and responses is affected by their sexual orientation or gender identity, as defined in section 249(c) of title 18, United States Code.
20. Developing, enhancing, or strengthening prevention and educational programming to address domestic violence, dating violence, sexual assault, or stalking, with not more than 5 percent of the amount allocated to a State to be used for this purpose.

OVW GUIDELINES

Consultation with Victim Services Programs: The Office on Violence Against Women (OVW), U.S. Department of Justice, requires that all STOP VAWA funded state, local, and Tribal law enforcement, prosecution and court related applicants certify that they have consulted with victim services programs during the course of the development of their subgrant applications.

Sexual Assault Set-Aside: The Reauthorization of VAWA 2013 requires “not less than 20 percent of the total amount granted to a state under this subchapter shall be allocated to programs or projects in 2 or more allocations [victim services, courts, law enforcement, or prosecution] that meaningfully address sexual assault, including stranger rape, acquaintance rape, alcohol or drug-facilitated rape, and rape within the context of an intimate partner relationship.” The 20 percent is counted on the total amount granted to the state, but is not a separate allocation. Examples of programs are sexual assault nurse examiners (SANEs), sexual assault response teams (SARTs), or trainings. By statute, the allocation categories for STOP VAWA applications are not determined by type of agency (as in the past), but rather the purpose of the program.

Meaningful sexual assault services must be comprehensive and tailored for different forms of sexual assault and address the effects of trauma through supportive healing processes. Services must be provided by staff specializing or specifically trained to meet the unique needs and

concerns of sexual assault victims/survivors. Because the needs of sexual violence survivors are not the same as those of domestic violence survivors, dual/multi-services agencies will need to demonstrate the specific intent to serve sexual assault victims/survivors outside the context of interpersonal violence and how those services will be provided.

STOP funds may be used for health care providers' time conducting forensic examinations, if the examinations are performed by specially trained examiners for victims of sexual assault (such as Sexual Assault Nurse Examiners); and the jurisdiction does not require victims of sexual assault to seek reimbursement from their insurance carriers. This activity could be funded from the Law Enforcement, Prosecution, Victims Services or Discretionary category request.

In order to meet the OVW provision for the Sexual Assault Set-Aside, some information contained in the STOP VAWA Addendum is now required as a separate document titled Sexual Assault Program Response Form.

Supplanting: STOP VAWA funds must be used to supplement existing state and local funds for program activities and must not replace those funds that have been appropriated for the same purpose.

Activities that Compromise Victim Safety and Recovery: 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:

- 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, 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;
- Offering perpetrators, the option of entering pre-trial diversion programs;
- 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;
- Relying on court-mandated batterer intervention programs that do not use the coercive power of the criminal justice system to hold batterers accountable for their behavior;
- Supporting policies that deny individuals access to services based on their relationship to the perpetrator;
- 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 of protection);
- Sharing confidential victim information with outside organizations and/or individuals without the documented consent of the victim;
- Placing of batterers in anger management programs; or
- Procedures that would penalize or impose sanctions on victims of domestic violence or sexual assault for failure to testify against the abuser and/or the perpetrator.

Out-of-Scope Activities: OVW has determined research projects to be out of the program scope and will not be supported by STOP VAWA funding:

- Research projects (This does not include program assessments conducted only for internal improvement purposes.) Applicants may not use any STOP VAWA funds to conduct research. However, up to 3 percent of the budget may be allocated for the purposes of assessing the effectiveness of funded activities. For example, funds may be used to conduct pre- and post-testing of training recipients or for victim satisfaction surveys. In conducting such testing or surveys, subgrantees may not collect, analyze or disseminate any information that would disclose the identity of an individual.

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 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 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 VAWA 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. SAM Verification: 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 System and Financial Capability Questionnaire](#)
2. [2018 Consultation with Victim Services Programs.](#)
Prosecution, law enforcement and court-based applicants are required to consult with state or local victim service programs during the course of developing their grant applications in order to ensure that the proposed services, activities and equipment acquisitions are designed to promote the safety, confidentiality and economic independence of victims of domestic violence, sexual assault, stalking and dating violence.
3. [2018 STOP VAWA Sexual Assault Program Response.](#) Identify the percentage of program funding and the dollar amount of program funds dedicated to sexual assault, domestic and/or dating violence, and stalking. Then provide a description of how your program meaningfully addresses sexual assault victimizations.
4. 2018 VAWA Information Sheet* - see note at the end of RFP.
5. 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.
6. 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. Applicants are responsible to review the information pertaining to these additional requirements prior to submitting the application. Additional information for each one can be found at <http://ojp.gov/funding/Explore/SolicitationRequirements/index.htm>.
3. 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 Wilkins at (406) 444-4298 or kwilkins@mt.gov to determine if the county is compliant.

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 meet the following general criteria:

- Funds may not be expended or obligated prior to July 1, 2018.
- 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 Office of Justice Programs

(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"> • Advertising and public relations costs – restrictions apply; • 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; • Communication costs; • Compensation for personal services – detailed time and attendance records are required • Employee morale, health, and welfare costs; • 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; • 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; 	<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. <i>Unallowable Costs</i>’.</p>

<ul style="list-style-type: none"> • 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 to access the Montana Operations Manual. Once inside the manual, click Travel. <p>For allowable costs, go to http://ojp.gov/financialguide/DOJ/index.htm Under <i>Top 10 Topics</i> select ‘2. Allowable 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. Applicants will receive a letter indicating the application has been disqualified.

Application Review

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

Fiscal, Program, and Committee Staff will review applications and funding recommendations will be referred to the MBCC Victim Application Review Committee (ARC) for their review. The 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 VAWA funds, regardless of the Applicant’s application score. The MBCC Board of Directors supports the use of best practice/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 a 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	20% out of 100

	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 correlate to the categories in the Budget Narrative.</i>	
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, dynamic, 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
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 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 agency regarding the recommendation that will be presented to the Board. The Board will review all of the Committee’s recommendations during their June meeting and make final funding decisions. Each applicant will receive either an Intent to Award notice or a denial letter.

XII. Application Checklist

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 System and Financial Capability Questionnaire
<input type="checkbox"/>	2018 Consultation with Victim Services Programs
<input type="checkbox"/>	2018 STOP VAWA Sexual Assault Program Response
<input type="checkbox"/>	2018 VAWA Information Sheet* - see note at the of RFP
<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)

2018 VAWA Information Sheet - Copy and paste the following into your browser for access to an electronic fillable form: [http://mbcc.mt.gov/Funding/Forms-Info#Victim Services](http://mbcc.mt.gov/Funding/Forms-Info#Victim%20Services)

Click on 2018 VAWA Info Sheet. If you have difficulty, contact the Program Specialist.