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

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**Request for Proposals (RFP)**
**#18-08 (V)**

## Montana Statewide Capacity Building
## Member Agencies Serving Victims of Crime

**New applicants must register online at** http://mbcc.mt.gov/osas/Default.aspx
**and are encouraged to register immediately upon intent of application.**
**Proposal Deadline: January 16, 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 Kelly McIntosh, at (406) 444-1998, kmcintosh@mt.gov for approval and submission instructions.

Proposals must be **RECEIVED (not postmarked)** by MBCC no later than **12:00 p.m. noon on January 16, 2018** in order to receive MBCC review and consideration.

## I. Overview

The Montana Board of Crime Control (MBCC) is soliciting proposals for Capacity Building through Statewide Membership Agencies Serving Victims of Crime. For the purpose of this RFP, funding is limited to those agencies who have member organizations that provide trauma informed, evidence based, victim-centered services to primary crime victims. Funding is available from the Department of Justice, Office for Victims of Crime under the New VOCA Assistance Rule. Under the New Rule, **Capacity Building**, States and localities can use VOCA Assistance funds to increase their *Capacity* to serve victims by strengthening and enhancing their interagency and multidisciplinary responses. Funds can be used to help service providers coordinate with federal agencies to service victims of federal crimes, or to facilitate participation on statewide or other

task forces. VOCA Assistance funds may pay the salaries and expenses of staff serving on direct service child and adult abuse multidisciplinary response teams, and to support victim satisfaction surveys and needs assessments to improve victim service delivery. Funds for training may include events conducted by in-state or out-of-state experts, facilitated workshops, basic and advanced advocacy training, specialized trainings, etc. Funds may also be used to support member agencies' travel to attend training events, as well help with program implementation and development of internal controls.

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

| **Schedule of Events** | |
|---|---|
| RFP Issue Date | December 6, 2017 |
| Deadline for receipt of questions | January 11, 2018 |
| Deadline for issuance of MBCC's responses to questions | Within five working days of receipt of question. |
| **RFP Submission Deadline** | **January 16, 2018 at 12:00 p.m. noon** |
| Staff Review | January through April 2018 |
| Victim Application Review Committee | May 4, 2018 (tentative) |
| Board of Crime Control Approval | June 8, 2018 (tentative) |
| Project Start Date | July 1, 2018 |
| Project End Date | June 30, 2019 |

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

## II. Eligibility

Eligible applicants are limited to ***Montana Statewide Member Agencies wherein the Mission of the Agency is to Serve Victims of Crime.*** Eligible applicants **must** demonstrate a history of successful program implementation and serving primary victims of crime.

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

## III. Application Deadline

Applications for RFP #18-08 (V) must be submitted online on or before **January 16, 2018 at 12:00 p.m. noon**.

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

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

## IV. Registration

A new applicant agency must register with the Online Subgrantee Application System (OSAS) at http://apps.mbcc.mt.gov/osas/Default.aspx immediately to ensure meeting the application deadline on **January 16, 2018 at 12:00 p.m. noon**. Create a login ID, using 4 to 20 characters with no spacing or punctuation. Passwords must be at least 8 characters (at least 1 letter and 1 digit) and are case-sensitive. No special characters or punctuation is allowed. Enter New User and Agency Information, including the Federal Employer or Payee Identification Number (FEIN).

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

## V. How to Apply

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

- Signature page with original signatures (stamped or electronic signatures are not acceptable)
- Mandatory DUNS and SAM Registration and Verification -- Applicants for Federal awards are required to have a Dun & Bradstreet (DUNS) number and to maintain a current registration in the **System for Award Management (SAM)**.
- Proof of non-profit status – Non-Profits only
- Position descriptions if personnel is requested in the budget
- Accounting and Financial Capabilities Questionnaire - Appendix A
- VOCA SAR Appendix B
- Federal Indirect Cost Rate Agreement (if applicable) Appendix C

To obtain a DUNS number online, go to http://www.dnb.com/get-a-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.

**RFP Questions or Clarification**
Applicants having questions or requiring clarification or interpretation of any section within this RFP must go to the Question and Answer Form at http://mbcc.mt.gov/Funding/Grant-Offerings. When submitting questions, follow the format directions of the online Q and A Form. Program-Development 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.

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

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

## 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
  - OVC PMT
- Quarterly Report(s) Schedule
  - July 1 - September 30 (Due October 10)
  - October 1 – December 31 (Due January 10)
  - January 1 – March 30 (Due April 10)
  - April 1 – June 30 (Due July 10)
- Applicant agrees to submit annual VOCA narrative and data requested to the VOCA Program Manager.
- New Subgrantees are required to attend Training for grant management. Training will be announced.

## 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 20% (cash or in-kind) of the VOCA project (VOCA grant plus match) must be derived from nonfederal sources. All funds designated as match are restricted to the same uses as the VOCA victim assistance funds and must be expended within the grant period. Remember to identify the source of the match and the anticipated expenses that will be obligated

by the match in the budget narrative. The budget must include the required match as a percentage of the total project budget. Specifics of the match (amount and source) must be clearly identified on both the Project Budget Sheet and Budget Narrative. Do not provide more than the required 20% match. Total match amounts must be tracked separately and in full. A Match Waiver may be request through the Project Director.

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

**How to calculate Match**

| **Formula:** | | | | | |
|---|---|---|---|---|---|
| Step 1 | Grant Request Amount | ÷ | % of Federal Share | = | Total (Adjusted) Project Cost |
| Step 2 | Total (Adjusted) Project Cost | x | % of Recipient's Share | = | Required Match |
| **Example:** | | | | | |
| Match Requirement - 80/20 (Federal/Recipient) Federal Award = $100,000 | | | | | |
| Step 1 | $100,000 | ÷ | 80% Federal Share | = | $125,000 |
| Step 2 | $125,000 | x | 20% Recipient's Share | = | $25,000 |

**MBCC Authorized Purpose Areas under this RFP:**
**Capacity Building** for member programs serving crime victims; in particular, primary crime victims of domestic violence, dating violence, stalking, sexual assault and exploitation.

**Allowable Direct Services under this Limited RPF:**
The VOCA Federal guidelines requires that VOCA funds be used to provide direct services to individual crime victims. In order to support direct services in the field, MBCC is targeting **Capacity Building** in the follow direct service areas under this RPF:

1. *Capacity Building* for member agencies to conduct statewide coordination and training to enhance services to crime victims, in particular victims of domestic violence, dating violence, stalking, sexual assault and exploitation.
2. *Capacity Building* for member agencies to facilitate and assist direct services providers with successful program implementation, delivery of trauma informed practices, and program/agency governance; including but not limited to, policies, procedures and internal controls.
3. *Capacity Building* for member agencies working to fill gaps in victim services for Montana youth, adolescents, adults, and senior citizen victims.

**VOCA Authorized Purpose Areas**
A purpose area is one that offers comprehensive specialized services tailored to the special needs of one or more priority category victims. The four federally required priority categories are: victims of child abuse, victims of domestic violence, victims of sexual assault, and underserved victim populations.

**VOCA Statutory Requirements**

1. Programs must be operated by a public agency, private nonprofit organization or a combination of such agencies;
2. Programs must demonstrate a record of providing effective services to crime victims. This includes having the support and approval of its services by the community, a history of providing direct services in a cost-effective manner, and financial support from other sources;
3. Programs may use volunteers in providing victim services capacity building;
4. The community must promote coordinated public and private efforts to aid crime victims;
5. Programs must provide assistance to potential recipients of crime victim compensation benefits; and
6. Programs cannot discriminate against victims because they disagree with the way the state is prosecuting the criminal case.

**Office for Victims of Crime (OVC) Requirements**

1. The minimum match (hard or soft) for projects other than those that provide victim assistance services by Native American tribes on Native American reservations must equal 20% of the total project cost. The minimum match for projects providing services by Native American tribes on Native American reservations must equal five (5%) of the total project cost. Match must be from a non-federal source;
2. Programs must maintain information on the demographic characteristics of the clients they serve. These data include information about the clients' age, gender, nationality/ethnic origin and disability;
3. Programs must provide services to victims of federal crimes on the same basis as victims of state or local crimes;
4. Programs must provide services to crime victims, at no charge, through the VOCA-funded project;
5. Programs must maintain client-counselor confidentiality and confidentiality of research information; and
6. Complete Office of Civil Rights training and maintain records of certification.

**VOCA Unallowable Activities**

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

## VIII. Application Requirements

**Applications and all components must be submitted based upon a 12-month grant project budget 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, the project director, the project title, the project duration dates, the

previously funded grant number, and the total number of months of federal support. *The Project Director must be an employee of the applicant agency.*

**Section 2: Project Budget**
Applicants must provide a budget that is (1) complete, allowable, and cost-effective in relation to the proposed activities; and (2) directly related to the development, implementation, or operations of the specific project.

**Indirect Costs**
MBCC allows indirect costs to be requested in accordance with OMB circular, 2 CFR 200. As such, the three authorized methods of applying indirect costs are from a Federally Approved Indirect Cost Rate (up to 25% per MBCC Indirect cost policy), negotiated indirect cost rate (pending federal approval), or by using the De Minimis Rate of 10%. If using a Federally Approved Indirect Cost Rate plan or negotiated indirect cost rate plan, a copy of that document must be provided in the RFP response. If no document or calculation of the De Minimis Rate are provided, the indirect cost portion of the application will be considered non-responsive and the indirect cost requests will not be considered. For more information on applying for indirect costs please refer to the indirect cost worksheet. See Appendix E.

**Section 3: Budget Narrative** *(upload as an attachment in the online application system)*
The narrative must be broken out by category and explained in detail to include the following:

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

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

**Example:**
**A.** *Personnel* -Sally Smith's full time equivalent position at $31,990.40 per year:
Position Title (i.e. Victim Advocate) – Sally Smith
1 FTE @ $15.38/hr. **$31,990.40**
MBCC funding = .5 FTE (1040 hrs) @ $15.38/hr = $15,995.20
Other funding source (X foundation) = .25 FTE (520 hrs) @ $15.38/hr = $7,997.60
Other funding source (X OVW Rural) = .25 FTE (520 hrs) @ $15.38/hr = $7,997.60
Grand Total = **$31,990.40**

Fringe Benefits: Position Title (i.e. Victim Advocate) – Sally Smith
Benefits are based on current payroll costs for a full time position.

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

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

| | | |
|---|---|---|
| Accounting Services | 20 hrs per month x 12 months= 240 hrs per year x $16 per hr = $3,840.00 | **Accounting Services Match (Big Star in kind donation of time):** 200 hours per year x $16 an hour = $3,200.00<br>**Request MBCC Portion** = 40 hour per year x $16 an hour = $640.00 |

**C.** *Travel*- X Agency is requesting funds for travel to the MBCC subgrantee training.

| | | | | |
|---|---|---|---|---|
| MBCC subgrantee training: hosted in Bozeman, MT | Miles: (X agency home town to Bozeman, roundtrip) x MT State rate =$__ | Lodging (4 attendees from X agency) estimated lodging rates x nights of stay. | Per Diem: (4 attendees x MT State rate for meals x days of attendance = $ ___ | Registration Fees: (4 attendees x 4 registrations = $ ____ |

**D.** Equipment- X Agency is not requesting funds for equipment. (Equipment item line is only used when an individual item is more than $5000.00)

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

**Section 4: Project Narrative** (*upload as an attachment in the online application system*)
The Project Narrative describes the Applicant's approach in his/her community or area of operation. Submit a Project Narrative that presents a detailed description of the purpose, needs, goals, objectives, implementation, evaluation, collaboration, and sustainability of the proposed project. Material required under the Project Budget and Budget Narrative and Other Attachments sections will not count toward the Project Narrative page count. The Project Narrative must be in a 12-point font, double-spaced, one-inch margins and kept to 24 pages or less.

The Project Narrative MUST contain the following elements:

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

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

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

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

- Start with the word 'To';
- State the date when a milestone will be reached; and,
- Be specific, measureable, 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.

Example:

| **Activity/Action Steps** | **Responsible Party** | **Resources Needed** | **Cost** | **Time Frame Start/End** | **Tracking Measures (Documentation of Progress)** |
|---|---|---|---|---|---|
| *Ex: Attend 12 monthly meetings throughout the year* | *Program Manager* | *Transportation*<br><br>*Time* | *$2,500*<br><br>*$3,567* | *Quarter 1 – Quarter 4* | *Number of new referrals* |

*Evaluation Plan*
Applicants must include a plan that describes how the grant-funded program is evaluated throughout the duration of the project to meet the program objectives and goals.

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

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

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

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

**Section 5: Special Assurances and Conditions.**
The application contains a list of Special Assurances and Conditions that are part of the legal and binding agreement between MBCC and the Applicant upon award. The Signature Page of the application binds the Applicant to the Special Assurances and Conditions.

**Section 6: Signature Page with Original Signatures.**
The Signature Page with original signatures must be scanned and uploaded into OSAS. Electronic and stamped signatures are not acceptable. If awarded, the application and award documents form a legal and binding agreement between the Applicant and MBCC for the Applicant to perform all goals and objectives as submitted in the application, and to adhere to the approved budget.

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

**Section 7: Upload Required Documents.**
Do not submit documents other than those specified in this solicitation. Any materials submitted

as part of an application may be released pursuant to a request under the Freedom of Information Act.

A. **Signed Signature Page:** All required parties must provide original signatures (electronic and stamped signatures are not acceptable):
   1. Official Budget Representative
   2. Project Director
   3. Financial Officer

B. **Verification of SAM Registration:** A copy of the current, active SAM registration must be uploaded into OSAS. See Part II: Eligibility.

C. **Non-Profit Requirements:**
   1. Non-Profit Status. Non-profit agencies must provide documentation of non-profit status.

D. **Other Required Documents**:
   1. Accounting and Financial Capabilities Questionnaire - Appendix A
   2. VOCA SAR. Appendix B
   3. Position Description: If grant monies are used to fund personnel, include a position description.
   4. Federal Indirect Cost Rate Agreement (if applicable). Appendix C
   5. Memorandum of Understanding (MOU) for Crime Data Reporting: 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) to be compliant with the Crime Data Reporting Policy. For the MBCC Crime Data Reporting Policy or for agency-specific crime data reporting **status** (*at least five business days before the RFP deadline)*, contact Kathy Wilkins at (406) 444-4298 or kwilkins@mt.gov or Candy Kirby at (406) 444-3651 or candyk@mt.gov .

   If the agency is not compliant with the Crime Data Reporting Policy, the agency must have in place an MOU with MBCC in order to become compliant. MOUs with original signatures to MBCC must be uploaded into OSAS. MOU can be requested from Kathy Wilkins at (406) 444-4298 or kwilkins@mt.gov.

## IX. Special Requirements

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

1. Submit quarterly narrative, performance measures, data, financial, and annual reports *in the prescribed format according to MBCC time frames.* See Section VI.

2. If personnel costs are included in the budget, timesheets must be maintained to track actual time worked and show all funding sources. Any personnel being used as match (volunteers, personnel, etc.) must maintain timesheets to track actual time worked. Timesheets must be signed by the employee/volunteer and certified by a supervisor.

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

## 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 July 1, 2017.
- Be necessary and reasonable for proper and efficient performance and administration of the award;
- Be allocable under the provisions of the Uniform Guidance found in 2 C.F.R. 200;
- Be authorized or not prohibited under State or local laws or regulations;
- Conform to any limitations or exclusions set forth in the Uniform Guidance found in 2 C.F.R. 200, federal laws, terms and conditions of the award or other governing regulations as to types or amounts of cost items;
- Be consistent with policies, regulations, and procedures that apply uniformly to both federal awards and other activities of the organization;
- Be accorded consistent treatment;
- Be determined in accordance with generally accepted accounting principles (GAAP);
- Not be included as a cost or used to meet cost sharing or matching requirements of any other federal award in either the current or a prior period, except as specifically provided by federal law or regulation; and
- Be adequately documented.

In addition to the Department of Justice (DOJ), the Office of the Chief Financial Officer (OCFO) provides policy guidance, financial control, and support services to OJP in the areas of grants, accounting and financial management. The provisions of this guide apply to Department of Justice awards.

| Generally Allowable Costs – this is not all inclusive | Unallowable Costs – this is not all inclusive |
|---|---|
| • Advertising and public relations costs – restrictions apply;<br>• 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 *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;<br>• Communication costs;<br>• Compensation for personal services – detailed time and attendance records are required<br>• Employee morale, health, and welfare costs;<br>• 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;<br>• Insurance and indemnification – restrictions apply;<br>• Maintenance and repair costs – restrictions apply;<br>• Material and supplies costs;<br>• Meetings and conferences – restrictions apply;<br>• Memberships, subscriptions and professional activity costs – restrictions apply;<br>• Professional/consultant service costs must follow the applicable federal grant guidelines and state policy;<br>• Publication and printing costs – restrictions apply;<br>• Rental costs of buildings and equipment;<br>• Training costs; and<br>• Travel costs – mileage, per diem, and lodging cannot exceed state rates. Go to http://mom.mt.gov/default.mcpx to access the Montana Operations Manual. Once inside the manual, click Travel.<br>For allowable costs, go to http://ojp.gov/financialguide/DOJ/index.htm . Under *Top 10 Topics* select '*2. Allowable Costs'*. | • Bad debts;<br>• Construction in general;<br>• Compensation and travel of federal employees;<br>• Costs incurred outside the project period;<br>• Donations and contributions;<br>• Entertainment;<br>• Fines, penalties, and interest expense;<br>• Food and beverages (including alcoholic);<br>• Fundraising and investment costs;<br>• Goods or services for personal use;<br>• Land acquisition/purchase of real property;<br>• Lobbying;<br>• Membership fees to organizations whose *primary* activity is lobbying;<br>• Pre-agreement costs;<br>• Purchase or lease of vehicles;<br>• Supplanting;<br>• Tips; and<br>• Uniform allowances.<br>For unallowable costs go to http://ojp.gov/financialguide/DOJ/index.htm . Under *Top 10 Topics* select '*3. Unallowable Costs'*. |

## XI. Application Review and Selection Criteria

**Initial Screening**
MBCC staff will conduct an initial screening of the application to check for completeness. If any required documents are not submitted, the application will be deemed incomplete and disqualified from consideration. Disqualified applicants will receive a letter indicating the application will not be reviewed.

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

The selected review team conducts application reviews and determines scores. MBCC staff makes funding recommendations based on scores to the MBCC Victims Application Review Committee (ARC). 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 VOCA funds, regardless of the Applicant's application score. The MBCC Board of Directors supports the use of evidence-based and promising practices and will also consider this factor when reviewing applications.

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

**Selection Criteria:**

| 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. ***Project Budget must be explained and correlate to the categories in the Budget Narrative.*** | 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, | 10% out of 100 |

| | | |
|---|---|---|
| | realistic, and tangible; addresses the long-range effect of the project and its intent to change, reduce or eliminate the problem described. | |
| 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 | Realistically outlines how the project intends to funded in the future, outside of federal funding sources; applying for additional grants is not considered an adequate sustainability plan. | 5% out of 100 |

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

**Awards**

Immediately following review of the applications, a notice will be sent to the applicant agency with the recommendation that will be presented to the Board. The Board will review all of the Committee's recommendations during their June 2018 meeting and make final funding decisions. Each applicant will receive either an award notice or a denial letter.

**Appeals**

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

- 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 Victims Application Review Committee's recommendation.

**Addendums**
Consult the MBCC website during the posting period for potential addendums to the RFP.

## XII. Application Checklist

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

| | |
|---|---|
| ❑ | Project Budget and Budget Narrative |
| ❑ | Project Narrative |
| ❑ | Signature Page |
| ❑ | SAM Registration |
| ❑ | Nonprofit Status – Non-profits only |
| ❑ | Position Descriptions (When personnel is requested in budget) |
| ❑ | Accounting System and Financial Capability Questionnaire (Appendix A) |
| ❑ | VOCA SAR (Appendix B) |
| ❑ | Federal Indirect Cost Rate Agreement (if applicable) (Appendix C) |
| ❑ | MOU with Original Signatures (for compliance with Crime Data Policy – if applicable) |

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

Appendix A - Accounting and Financial Capabilities Questionnaire

Appendix B - VOCA SAR

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

## Appendix A – NOT AN ACTIVE FORM – SEE WEBSITE

### MONTANA BOARD OF CRIME CONTROL

### ACCOUNTING SYSTEM AND FINANCIAL CAPABILITY QUESTIONNAIRE

**Section A: Purpose**

In compliance with the office of Justice Programs (OJP) Financial Guide, adequate accounting systems shall meet the following criteria:

(1) Accounting records need to provide information needed to adequately identify the receipt of funds under each grant awarded and the expenditure of funds for each grant.

(2) Entries in accounting records shall refer to subsidiary records and/or documentation which support the entry and which can be readily located.

(3) The accounting system shall provide accurate and current financial reporting information.

(4) The accounting system shall be integrated with an adequate system of internal controls to safeguard the funds and assets covered, check the accuracy and reliability of accounting data, promote operational efficiency, and ensure adherence to prescribed management policies.

**Section B: General**

1. Complete the following items:

a. When was the entity founded/incorporated *(month, day, year)*

b. Employer Identification Number:

c. Board of Directors:

Chair

Vice Chair

Treasurer

2. Fiscal year (date range):

3. Total Revenues in last fiscal year:

**Section C: Accounting System / Funds Control**

1. Which of the following best describes the accounting system: ☐ Manual ☐ Automated ☐ Combination

2. Does the accounting system identify the receipt and expenditure of program funds separately for each funding source? ☐ Yes ☐ No ☐ Not Sure

3. Does the accounting/financial system include budgetary controls to preclude incurring obligations in excess of:
   a. Total funds available for a grant? ☐ Yes ☐ No ☐ Not Sure
   b. Total funds available for a budget cost category (e.g. Personnel, Travel, etc)? ☐ Yes ☐ No ☐ Not Sure

4. Are time distribution records maintained for each employee to encompass his or her total activities and be specifically identified to a particular cost objective? ☐ Yes ☐ No ☐ Not Sure

5. Is the entity generally familiar with the existing regulation and guidelines containing the cost principles and procedures for the determination and allowance of costs in connection with Federal grants? ☐ Yes ☐ No ☐ Not Sure

6. If grants funds are commingled with entity's funds, can the grant funds and related costs and expenses be readily identified? ☐ Yes ☐ No ☐ Not Sure

**Section D: Applicant Certification**

I certify that the above information is complete and correct to the best of my knowledge.

Signature:

Title:

Entity Name, Address, and Telephone Number

**Appendix B**
**VOCA SAR**

**Sub-grantee Contact Information:** Please fill out the information below. The Point of Contact (POC) is the Project Director or the staff person responsible for reporting and managing the VOCA grant.

| |
|---|
| Agency Name: |
| Address: |
| City: |
| Zip code: |
| Point of Contact (POC) Name: |
| POC Email: |
| POC Phone: |

**Sub-grantee Organization Type:** Review the four organization types below. Please select the organization type that best describes applicant agency. Please circle the type of entity under the organization type that best describes applicant agency. You may only select one organization type and one entity type.

| Campus Organization Only | Government Agency |
|---|---|
| Campus-Based Victims Services | Corrections |
| Law Enforcement | Courts |
| Physical or mental health service program | Juvenile Justice |
| Other | Law Enforcement |
| | Prosecutor |
| | Other |

| Nonprofit Organization Only | Federally Recognized Tribal Government, Agencies, and Organization Only |
|---|---|
| Child Abuse Service Organization (i.e. Child Advocacy Center)<br><br>Coalition (state DV & or SA Coalition)<br><br>Domestic & Family Violence Organization<br><br>Faith-Based Organization<br><br>Organization Provides Domestic & Family Violence & Sexual Assault Services<br><br>Organization by &/or for underserved victims of crime (i.e. drunk driving, homicide, elder abuse)<br><br>Sexual Assault Services Organization (i.e. Rape Crisis Center)<br><br>Multiservice Agency<br><br>Other | Child Abuse Service Organization (i.e. Child Advocacy Center)<br><br>Court<br><br>Domestic & Family Violence Organization<br><br>Faith-Based Organization<br><br>Juvenile Justice<br><br>Law Enforcement<br><br>Organization Provides Domestic & Family Violence & Sexual Assault Services<br><br>Prosecutor<br><br>Sexual Assault Services Organization<br><br>Other Justice-Based Agency<br><br>Other Agency that is NOT Justice Based (i.e. human services, health, education)<br><br>Organization by &/or for a specific traditionally underserved community<br><br>Organization by &/or for underserved victims of crime (i.e. drunk driving, homicide, elder abuse)<br><br>Other |

**Sub-grantee Information-**

| |
|---|
| State-assigned Sub-award Number:<br>(i.e. 16-VO1-987451) |
| Sub-award amount:$<br>(MBCC award amount only. Do not list the 20% match here.) |
| Project Start Date: July 1, 20_____ |
| Project End Date: June 30, 20_____ |

**Sub-award Purpose: Please check the box that best describes your subaward purpose.**

- ☐ A. Continue a VOCA-funded victim project funding in a previous year
- ☐ B. Expand or enhance an existing project not funded by VOCA in the previous year
- ☐ C. Start up a new victim services project
- ☐ D. Start up a new Native American victim services project
- ☐ E. Expand or enhance an existing Native American project

**Priority and Underserved Requirements: Please indicate below the dollar amount of your sub-award that is expended to support the following categories and the sub-categories. The total of all categories must be equal to the sub-award amount awarded by the state.**

**A. Child Abuse: $ _____**

A1. Child physical abuse/neglect: $ _____

A2. Child sexual abuse: $_____

**B. Domestic and Family Violence: $ _____**

**C. Sexual Assault: $_____**

C1. Child Sexual Assault: $ _____

C2. Adult Sexual Assault: $ _____

**D. Underserved: $ _____**

D1. Underserved (DUI, DWI crashes): $ _____

D2. Underserved (assault): $ _____

D3. Underserved (adults molested as children): $ _____

D4. Underserved (elder abuse): $ _____

D5. Underserved (robbery): $ _____

D6. Underserved (survivors of homicide victims): $ _____

D7. Other underserved (other violent crimes): $ _____

D8. Please briefly describe "other underserved-other violent crimes" :

D9. Other Underserved (non-violent crimes): $ _____

D10. Please briefly describe "other underserved non-violent crimes":

## Appendix C
## Indirect Costs

Indirect costs are the costs of an organization that are not readily assignable to particular project costs, but are necessary to the operation of the organization and the performance of the project. The cost of operating and maintaining facilities, depreciation, and administrative salaries are examples of the types of cost that are usually treated as indirect costs. For organizations that have an established federally approved indirect cost rate for Federal awards, indirect costs mean those costs that are included in the organizations' established indirect cost rate. Such costs are generally identified with the organization's overall operation and are further described in the Office of Management and Budget, Circular 2 CFR 200.

MBCC will authorize indirect costs on this grant program provided that applicants will utilize one of the following methods:

- Federally Approved Indirect Cost Rate: Applicants who have an established Federally Approved Indirect Cost rate agreement in place may include the allocation for indirect costs. Applicants MUST provide a copy of the agency's Federal Agreement. MBCC may negotiate the Federally Approved Indirect Cost rate if it is higher than the limit established in MBCC Board Policy and/or the grant's federal allowable limits, whichever is lower.

- Negotiated Indirect Cost Rate: For those agencies who have a pending application for a Federally Approved Indirect Cost rate, the subgrantee may negotiate an indirect cost rate with MBCC, limited to Board Policy and/or the grant's federal allowable limits, whichever is lower. See MBCC Board Policy on Indirect Costs below. Applicants must submit a copy of the application for the Federally Approved Indirect Cost rate with their application.

- De Minimis Rate: Any non-Federal entity that has never received a negotiated indirect cost rate may elect to charge a 10% De Minimis rate of Modified Total Direct Costs (MTCD) which may be used indefinitely.

    - MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first $25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of $25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

    - Costs must be consistently charged as either indirect or direct costs (only on allowable grant activities), but may not be double charged or inconsistently charged as both.

    - This methodology, once elected, must be used consistently for all Federal

awards until such time as a non-federal entity chooses to negotiate for a rate, which the non-federal entity may apply to do at any time.

- The rate can be applied to the first $25,000 of the subaward (contract/consultant).
- The amount used for the De Minimis must be clearly stated and the grant application must list the budget items used to determine the De Minimis Rate.

- No Indirect Cost Rate: Applicants may choose not to include indirect costs in the budget request.

MBCC Indirect Costs Policy:

1.1 The Montana Board of Crime Control allows subgrantee or contractor requests for indirect costs provided the subgrantee or contractor has an approved indirect cost rate or plan and the amount requested does not exceed its approved rate or the rate allowable under the federal block grant whichever is lower.

1.2 For those federal grants that do not address indirect cost rates, the indirect cost rate allowed may not exceed 25% of the overall direct project cost.

1.3 If no administrative costs are available on a block grant, indirect costs only are allowable on a case-by-case basis at the discretion of the Executive Director.

1.4 The intent of this policy is to address requests for use of grant monies for indirect costs.

The amount listed in your calculations MUST match the Budget Detail and Budget Narrative.

**Example for Calculating 10% De Minimis Rate for Indirect Costs**

Costs must be consistently charged as indirect or direct (only on allowable grant activities).
***(Italicized items indicate amounts that may be used for indirect costs in this example only.)***

**Direct Costs:**

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

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

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