



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

5 South Last Chance Gulch, PO Box 201408 Helena, MT 59620-1408  
Office (406) 444-3604 FAX (406) 444-4722

## Request for Proposals (RFP) Limited Eligibility/Scope Activities #18-11 (V)

### Victims of Crime Act VOCA

**Eligible Applicants Are Limited to Current, Active VOCA, VAWA, SASP & DVI Sub-recipients**

**Proposal Deadline: March 19, 2018 at 12:00 P.M. Noon**

**Project Period: May 1, 2018- July 30, 2018.**

Alternative accessible formats of this document may 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; Montana Relay: 711 or <http://dphhs.mt.gov/detd/mtap>

For applicants without Internet access who cannot submit an application electronically through MBCC's Online Application System, contact VOCA Administrator, Kelly McIntosh at (406) 444-1998 or [kmcintosh@mt.gov](mailto: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 March 19, 2018** to be considered for funding.

## I. Goal

The Montana Board of Crime Control (MBCC) is soliciting proposals from **Current, Active** VOCA, VAWA, SASP and DVI sub-recipient programs providing direct services to victims of crime. MBCC will award up to **\$241,000.00** to **enhance** direct services under the following criteria. Requests are **limited** to the following allowable sub-recipient administrative cost, [94.121 Final VOCA guidelines; section e\) Equipment and furniture-expenses of procuring furniture and equipment that facilitate the delivery of direct services](#) (e.g. mobile communication devices, telephones, braille, and TTY/TDD equipment, computers and printers, beepers, video cameras and recorders for documenting and reviewing interviews with children, two-way mirrors, colposcopes, digital cameras, and equipment and furniture for shelters, works spaces, victim waiting rooms, and children's play areas), except that the VOCA grant may be charged **only** the prorated share of an item that is not used exclusively for victim related activities. **Proposals may not exceed requests for**

more than \$24,000.00 of MBCC funds. Project Budget MUST demonstrate local match; 20% of the requested amount is required for this RFP.

*\*example: MBCC Request amount = \$24,000.00, 20% of \$24,000.00 = \$6,000.00(local Match)  
Total Project Budget = \$30,000.00*

### **VOCA Activity Priorities:**

#### **Enhancing services through equipment that facilitates the delivery of direct services**

- Targeting current, active sub-recipient programs. One-time request: laptop or desktop computers, tablets, and mobile devices for use of the new Victim Information Database (projected active date July 1, 2018) Cadalys Project. Software recommendations: Windows 10. *This cloud-based system will have mobile entry capabilities for access outside agency's office.*
- Targeting current, active sub-recipient SANE programs, Child Advocacy Center's and CASA programs. One-time requests: colposcopes, mobile devices, video cameras & recorders for interviewing, program software, office equipment and space enhancements.
- Targeting current, active Victim Advocacy Offices (community based, justice system related, and legal advocacy programs). One-time request: program software, mobile devices, surveillance enhancement at shelter and justice system offices for interviewing of victims.

## **II. Objectives**

A) Current, Active Sub-recipient programs under VOCA, VAWA, SASP and DVI will apply through the Online Application System (OSAS) under the RFP #18-11(V). Programs must submit proposals no later than **12:00 p.m. noon on March 19, 2018.**

B) Successful proposals will receive a one-time enhancement grant. **Project Period will begin May 1, 2018 and end July 30, 2018.**

C) Successful sub-recipient proposals **will report one-time into the MBCC reporting portal (both financial and narrative) and OVC PMT.** Sub-recipients that **do not currently** report to OVC PMT, will be required to do so and will need to demonstrate that any purchase of equipment, technology, furniture, etc. is tied directly to the provision of direct victim services. More information regarding OVC PMT reporting will be provided once grants are issued.

- **Reporting activities for project period May 1, 2018 – July 30, 2018, will be due August 10, 2018.**
- Programs may request financial reimbursement once funds are obligated for purchase of enhancement equipment. **Funds may not be expended or obligated prior to May 1, 2018.**

## **III. Application Requirements**

**Application Requirements: Must Limit Proposal to 5 pages, 12-point font  
Proposals will be reviewed and scored on the following Required Materials:**

A) **Project Budget-** Itemize equipment requests by individual item. Provide accurate estimated costs for item(s). **Equipment Line Item-only used for individual items over \$5000.00.** Do not exceed MBCC request amount of \$24,000.00. Local match must be demonstrated; 20% of request amount. Proposals requesting funds for activities outside of the limited scope of this RFP will **NOT** be considered

B) **Budget Narrative-** Explain in detail the individual item(s) requested under the project budget. Clearly demonstrate local match and identify the source (in-kind or hard). Explain clearly how

services to crime victims will be enhanced by procuring furniture, technology, and equipment to facilitate the delivery of direct services.

C) **Project Narrative**- Project narrative must be supported by the budget narrative. Project narrative must include the following elements:

- Agency **need** for enhancement funds; must justify and explain the need
- Agency **goal** for enhancement funds; must provide ONE goal statement explaining how the funds will enhance services to crime victims.
- Agency **objective(s)**; must provide at least ONE (**no more than three**) objective(s) for the implementation of the enhancement funds.

D) **Proof of Eligibility**- Proposals must submit proof of current, active sub-recipient status.

- Scanned, uploaded current copy of signature page (upload in OSAS under section 6 signature page)
- Scanned, uploaded current copy of Project Budget(s) (upload in OSAS under section 7 Other Required Documents)

#### IV. Proposal Review and Scoring

Proposals will be screened for the completeness of the Application Requirements. **All Required Elements MUST be submitted with proposal to be considered for funding.**

Required Elements	Description	Scoring
A) Project Budget <i>(automatic generated form in OSAS; section 2)</i>	Individual items are clearly listed, with complete cost estimates, items are allowable under the scope of this RFP. MBCC portion does not exceed \$24,000.00. Match is demonstrated at 20% of request amount.	2 of 10
B) Budget Narrative <i>(must be uploaded in OSAS, section 3)</i>	Clearly explained how item(s) requested will enhance services to crime victims by procuring furniture and equipment that facilitate the delivery of direct services. Match is clearly demonstrated and source is identified.	4 of 10
C) Project Narrative <i>(must be uploaded in OSAS; section 4)</i>  <i>*three sections are required in Element C</i>	<b>Needs Statement:</b> Need/problem is justified and clearly explained; relevant data is provided. <b>Goal Statement:</b> ONE statement explaining how the funds will enhance services to crime victims. <b>Objectives:</b> At least ONE, no more than THREE objective(s) that outline and detail the implementation of the enhancement funds	3 of 10
D) Proof of Eligibility  <i>(must be uploaded in OSAS; section 7)</i>	1) Scanned/uploaded <b>CURRENT</b> copy of Signature Page. (Section 7 in OSAS) 2) Scanned/uploaded <b>CURRENT</b> copy of Project Budget(s). <i>*if agency/programs have more than one active grant with MBCC, provide current project budget(s) for all MBCC open grants.</i>	1 of 10

Proposal Review and Scoring will be a tool to assist program and accounting staff, as well as the Application Review Committee/Board of Directors, in evaluating the overall proposal. Any proposal that fails to achieve 6 of the 10 points will not be considered for the enhancement funding.

**Receiving Funds**

Following review of the applications, a notice will be sent to the applicant agency outlining the recommendation for enhancement funding. Each applicant will receive either an award notice or a denial letter.

**Appeal Process**

Per Board policy, if an application is recommended for denial by the 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 Director of Government Relations ten calendar days of notice of the Application Review Committee’s recommendation.

**Proposal goal and objective(s) MUST begin implementation on May 1, 2018. No extensions will be offered. This is a one-time enhancement funding opportunity. All funds MUST be expended no later than July 30, 2018. Final Reports MUST be submitted to MBCC no later than August 10, 2018.**

**Proposal Checklist:** Please refer to this checklist before submitting the online proposal.

<input type="checkbox"/>	Project Budget
<input type="checkbox"/>	Budget Narrative
<input type="checkbox"/>	Project Narrative -Needs statement -Goal statement -Objectives
<input type="checkbox"/>	Proof of Eligibility -Current copy of Signature Page -Current copy(s) of Project Budget

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