



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

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**Request for Proposals (RFP)  
#18-06 (GP)  
Justice Assistance Grant (JAG)  
Prison Rape Elimination Act (PREA)  
Audio and Video Equipment Program**  
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: February 15, 2018 at 12:00 P.M. Noon  
Project Period: April 1, 2018 to September 30, 2018

*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 Mark Thatcher at 406-444-3605 or [mthatcher@mt.gov](mailto:mthatcher@mt.gov) for approval and submission instructions.*

*Proposals must be **RECEIVED (not postmarked)** by MBCC no later than **12:00 p.m. noon on February 15, 2018** to receive MBCC review and consideration.*

**Be sure to read and understand this RFP in its entirety before starting to create the application.**  
**Pay close attention to items bolded and/or underlined as these are important newer updates or requirements to the RFP.**

## **I. Overview**

The Montana Board of Crime Control (MBCC) is soliciting competitive proposals under the JAG-PREA Program to be funded by the Bureau of Justice Assistance for projects allowable under PREA. Proposals will be considered from **adult and juvenile correctional and detention facilities and adult jail facilities** to purchase and install **audio and video surveillance and monitoring equipment**, to help

ensure the facilities' compliance with National PREA Standards. JAG-PREA funds may not be expended outside of the purchase and installation of audio and video surveillance and monitoring equipment. Approximately **\$30,338.00** will be available during the six-month project period, depending upon the availability of federal funds.

<b>Tentative Schedule of Events</b> JAG-PREA Grant	
RFP Issue Date	January 3, 2018
<b>Proposal Submission Deadline</b>	<b>February 15, 2018 at 12:00p.m. noon</b>
Staff Review	February 2018
JAG-PREA Application Review Committee	March 2018 (day TBD)
Board of Crime Control Approval	March 2018 (day TBD)
Project Start Date	April 1, 2018
Project End Date	September 30, 2018

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

**Applicants must submit a complete application**, and present a realistic and reasonable budget to validate the amount of funds requested. When determining the total budget dollar amount, applicants should consider that there is a limited amount of funds available for all applicants.

**Applicants must clearly state in detail within their application** how the purchase and installation of the audio and/or video surveillance and/or monitoring equipment will help ensure their facility's compliance with National PREA Standards.

<b>II. Eligibility</b>
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Eligible applicants are limited to state, local and tribal government agencies.

**Please note: Federal regulations require applicants to establish and maintain proper accounting systems and financial records to include policies and procedures. Refer to Appendix A on page 14 of this RFP and/or the following link for specific required criteria and the Accounting System and Financial Capability Questionnaire:**

<http://mbcc.mt.gov/Portals/130/Funding/Forms/Financial/FinCapability.PDF>

<b>III. Application Deadline</b>
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Applications for RFP #18-06 (GP) Justice Assistance Grant (JAG)-Prison Rape Elimination Act (PREA) – Audio and Video Equipment Program must be submitted online on or before **February 15, 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 application 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 **February 15, 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

- Go to [www.mbcc.mt.gov](http://www.mbcc.mt.gov)
- Select “Funding”
- Select “Online Applications”
- Select “Apply Online”
- Log in to OSAS
- Select “File a New Application”
- Select the applicable RFP from the drop-down list
- Complete the online application

### Requirements

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

- **Signature page with original signatures** (stamped or electronic signatures are not acceptable);
- **Mandatory DUNS and SAM Registration and Verification** -- Applicants for Federal awards are required to have a Dun & Bradstreet (DUNS) number and to maintain a current registration in the System for Award Management (SAM).
  - To obtain a DUNS number online, go to <http://www.dnb.com/get-a-duns-number.html> or call the Dun & Bradstreet hotline at 1-800-526-9018. The DUNS number is required as part of registration with SAM.
  - To register with SAM, go to [www.sam.gov](http://www.sam.gov) or call the Federal Service Desk at 1-866-606-8220 with any questions. *Effective November 2016, you can no longer access the System for Award Management (SAM) using Internet Explorer (IE) Versions older than IE9. You either need to upgrade to an Internet Explorer version of IE9 or higher, or access SAM with another supported browser type (Chrome, Firefox, Safari, etc.)*
  - **A copy of the current, active SAM registration MUST be uploaded into the Online Subgrantee Application System (OSAS);**
- **Accounting and Financial Capabilities Questionnaire;**  
Click on the following link to access the form:  
<http://mbcc.mt.gov/Portals/130/Funding/Forms/Financial/FinCapability.PDF>
- All other required documents

### **RFP Questions or Clarification**

If you need assistance with online registration or submission of the online application, please call our front office at (406) 444-3604.

If you have questions regarding the application content, please contact the following staff:

<u>Fiscal Staff</u>	<u>Phone</u>	<u>Program Staff</u>	<u>Phone</u>
Kim Peck	406-444-7010	Mark Thatcher	406-444-3605
<a href="mailto:kpeck@mt.gov">kpeck@mt.gov</a>		<a href="mailto:mthatcher@mt.gov">mthatcher@mt.gov</a>	

### **Crime Statistics**

Agencies may utilize crime data that is collected by the MBCC Statistical Analysis Center to include in their applications. MTIBRS Online Reporting (MOR) is an analytical/statistical tool that takes full advantage of Montana's Incident-Based Reporting System. 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. The MOR system can be accessed on the MBCC website at: <http://mbcc.mt.gov/Data/crimedata/crimedata.asp>.

For assistance in accessing MOR or for technical assistance regarding crime statistics, agencies should request the information at [mbcc@mt.gov](mailto:mbcc@mt.gov) *at least five working days before the RFP deadline*. For more information, please contact Kathy Wilkins at (406)444-4298 - [kwilkins@mt.gov](mailto:kwilkins@mt.gov).

### **Applicant Agency Crime Data Reporting**

If the applicant agency is a unit of local government, MBCC requires the applicant agency and its local law enforcement agencies to be compliant with the Crime Data Reporting Policy. Click the following link to review the policy:

<http://mbcc.mt.gov/Portals/130/Data/B-03CrimeDataReportPolicy2015.pdf>.

Contact the following MBCC staff for **your agency's** crime data reporting status: Kathy Wilkins at (406)444-4298 - [kwilkins@mt.gov](mailto:kwilkins@mt.gov). *at least five working days before the RFP deadline*.

### **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.

### **Late Applications**

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

## **VI. Quarterly Reporting**

- 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
  - Performance Measurement Tools (if required)
  - Data (if required)

- Applicant acknowledges the quarterly reporting periods as follows:

<u>Reporting Period:</u>	<u>Due Date:</u>
Quarter 1: April 1 – June 30	July 10
Quarter 2: July 1 – September 30	October 10
- Applicant acknowledges that 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 April 1, 2018, and concludes September 30, 2018. **Funds may not be expended or obligated prior to April 1, 2018.**

**Match Requirements**

No match is required in this solicitation.

**Priority Projects**

Consideration will be given **only** to projects designed to purchase and install audio and video surveillance and monitoring equipment to help bring facilities into compliance with National PREA Standards.

**Applicants MUST clearly state in detail within the Project Narrative of their application how the purchase and installation of the audio and/or video surveillance and/or monitoring equipment will help ensure their facility’s compliance with National PREA Standards (refer to “Section 4: Project Narrative” below).**

**VIII. Application Requirements**

**Applications and all components must be submitted based upon a six-month period (April 1, 2018 – September 30, 2018) and MUST include the following:**

**Section 1: Face Page**

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

**Section 2: Budget Detail**

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

**Section 3: Budget Narrative**

The narrative must:

- 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; and
- d. Provide a brief narrative to link costs with project activities;

**Budget Detail MUST be explained and correlate to the categories in the Budget Narrative.**

#### **Section 4: Project Narrative**

The Project Narrative describes the Applicant's approach in his/her community or area of operation. Submit a Project Narrative that presents a detailed description of the purpose, needs, goals, objectives, implementation, evaluation, sustainability, and collaboration of the proposed project. Material required under the Budget Detail and Budget Narrative and Other Attachments sections will not count toward the Project Narrative page count. The Project Narrative must be in a 12-point font, double-spaced, 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.

Goals should follow the authorized purpose area (see Authorized Purpose Area listed below) and whenever possible contain model and best practice program approaches.

Authorized Purpose Area:

- Purchase and installation of audio and video surveillance and monitoring equipment.

##### **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.

Examples:

- "To work directly with law enforcement to improve victim services" **is not measurable or an appropriate objective.**
- "To hold monthly meetings with law enforcement to discuss ways to improve victim services" **is measurable and an appropriate objective.**

**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 Implementation Plan:

<b>Objective/Action Steps</b>	<b>Responsible Party</b>	<b>Resources Needed</b>	<b>Cost</b>	<b>Time Frame Start/End</b>	<b>How Objective Accomplished</b>
<i>Ex: Cultivate 12 new referrals throughout the project period</i>	<i>Program Manager</i>	<i>Transportation Time</i>	<i>\$2,500-\$3,567</i>	<i>Quarter 1 – Quarter 2</i>	<i>Facilitate with service providers to identify victims in need of assistance</i>

**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.

**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.

**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.

**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. **Other Required Documents:**
  - 1. Accounting System and Financial Capability Questionnaire: Provide information demonstrating the agency's accounting and financial structure.  
<http://mbcc.mt.gov/Portals/130/Funding/Forms/Financial/FinCapability.PDF>
  
  - 2. Current Letters of Support: **If applicable**, copies of current letters of support with original signatures from networking agencies to MBCC must be uploaded into OSAS.
  
  - 3. Inter-Agency Memorandum of Understanding (MOU): **If applicable**, MOUs with original signatures to MBCC must be uploaded into OSAS.
  
  - 4. Memorandum of Understanding (MOU) for Crime Data Reporting: If the applicant organization is part of 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. Click here to review the policy: <http://mbcc.mt.gov/Portals/130/Data/B-03CrimeDataReportPolicy2015.pdf>.

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

Grant recipients **may** be required to submit JAG accountability measures data as outlined in Section VI - Quarterly Reporting directly to the federal PMT website. Once awarded, sub-grantees will be provided by email information regarding federal reporting requirements.

3. **Civil Rights Training**

The sub-grantee agrees to complete Civil Rights Training provided by MBCC at the beginning of every new grant cycle. This training must be completed and certified by the Project Director and made available for review to every sub-recipient staff member who provides services, is involved in grant activity, or utilizes funds under this funding stream. Civil Rights Training is available on MBCC's website at: <http://mbcc.mt.gov/Working-Together/Training>.

Upon completing the training, the Project Director must complete, sign and date the Civil Rights Training Certification form, keeping a copy in their file. The Project Director must send the signed original certification form with the award package documents to MBCC **within 45 calendar days after receiving the award**.

4. **Federal Compliance Requirements**

Applicants are responsible to review the information pertaining to federal compliance requirements prior to submitting the application. Information for the requirements can be found at <http://ojp.gov/funding/Explore/SolicitationRequirements/index.htm>

<b>X. Limitations and Fund Use</b>
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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 April 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 (if applicable) – this is not all inclusive	Unallowable Costs (if applicable) – this is not all inclusive
<ul style="list-style-type: none"> <li>• Advertising and public relations costs – restrictions apply;</li> <li>• Audit costs - If your agency receives less than \$750,000 per year in total federal assistance, you will not be required to arrange for an audit and may not charge audit costs to your grant. Agencies receiving \$750,000 per year or more in total federal assistance will be required to have an audit performed, in accordance with federal guidelines. Costs for such an audit should be charged proportionately to all programs being audited;</li> <li>• Communication costs;</li> <li>• Compensation for personal services – detailed time and attendance records are required</li> <li>• Employee morale, health, and welfare costs;</li> <li>• 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;</li> <li>• Insurance and indemnification – restrictions apply;</li> <li>• Maintenance and repair costs – restrictions apply;</li> <li>• Material and supplies costs;</li> <li>• Meetings and conferences – restrictions apply;</li> <li>• Memberships, subscriptions and professional activity costs – restrictions apply;</li> <li>• Professional/consultant service costs must follow the applicable federal grant guidelines and state policy;</li> <li>• Publication and printing costs – restrictions apply;</li> <li>• Rental costs of buildings and equipment;</li> <li>• Training costs; and</li> <li>• Travel costs – mileage, per diem, and lodging cannot exceed state rates. Go to <a href="http://mom.mt.gov/default.mcpx">http://mom.mt.gov/default.mcpx</a> to access the Montana Operations Manual. Once</li> </ul>	<ul style="list-style-type: none"> <li>• Tracked armor vehicles;</li> <li>• Weaponized aircraft, vessels and vehicles;</li> <li>• Firearms and/or ammunition (50 caliber or higher);</li> <li>• Grenade launchers;</li> <li>• Bayonets;</li> <li>• Camouflage uniforms (digital pattern), (woodland and desert patterns allowed);</li> <li>• Bad debts;</li> <li>• Construction projects (other than penal or correctional institutions);</li> <li>• Compensation and travel of federal employees;</li> <li>• Costs incurred outside the project period;</li> <li>• Donations and contributions;</li> <li>• Entertainment;</li> <li>• Fines, penalties, and interest expense;</li> <li>• Food and beverages (including alcoholic);</li> <li>• Fundraising and investment costs;</li> <li>• Goods or services for personal use;</li> <li>• Land acquisition/purchase of real property;</li> <li>• Lobbying;</li> <li>• Membership fees to organizations whose <i>primary</i> activity is lobbying;</li> <li>• Pre-agreement costs;</li> <li>• Purchase of luxury items;</li> <li>• Purchase of vehicles (excluding police vehicles);</li> <li>• Lease of vehicles;</li> <li>• Supplanting;</li> <li>• Tips; and</li> <li>• Uniform allowances;</li> <li>• Vessels (excluding police boats).</li> </ul> <p>For unallowable costs go to <a href="http://ojp.gov/financialguide/DOJ/index.htm">http://ojp.gov/financialguide/DOJ/index.htm</a> . Under <i>Top 10 Topics</i> select ‘3. <i>Unallowable Costs</i>’.</p>

inside the manual, click Travel. For allowable costs, go to <a href="http://ojp.gov/financialguide/DOJ/index.htm">http://ojp.gov/financialguide/DOJ/index.htm</a> . Under <i>Top 10 Topics</i> select '2. Allowable Costs'.	
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<b>XI. Application Review and Selection Criteria</b>
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**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 completeness and responsiveness to the scope of the JAG program and the requirements of this RFP.

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

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

<b>Criteria</b>	<b>Description</b>	<b>Scoring</b>
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
Budget Detail/ 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. <b><i>Budget Detail must be explained and correlate to the categories in the Budget Narrative.</i></b>	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, 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
Sustainability Plan	Realistically outlines how the project intends to be funded in the future, outside of federal funding sources; <b>applying for additional (federal/state) grants is not considered an adequate sustainability plan.</b>	5% out of 100
Collaboration	Describes how the program promotes coordinated public and private efforts.	5% out of 100

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

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 by Anti-Drug Committee a notice will be sent to the applicant agency with the recommendation that will be presented to the Board. The Board will review all the Committee’s recommendations during their March 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 Anti-Drug 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, Government Relations Director; Montana Department of Corrections within ten calendar days of notice of the Anti-Drug Committee’s recommendation.

## **XII. Application Checklist**

### **Application Checklist**

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

- Budget Detail and Budget Narrative
- Project Narrative with Required Elements
- Scanned Signature Page with Original Signatures
- Scanned Verification of DUNS Number and SAM Registration
- Scanned MOU with MBCC for Crime Data Reporting (if required)
- Scanned Inter-Agency MOUs with Original Signatures (if applicable)
- Scanned Current Letters of Support with Original Signatures (if applicable)
- Scanned Accounting System and Financial Capability Questionnaire

### **Attachment**

**RFP # 18-06 (GP)**


- Appendix A: Accounting System and Financial Capability Questionnaire

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



**Appendix A – NOT AN ACTIVE FORM – SEE the MBCC WEBSITE  
by CLICKING on the FOLLOWING LINK:**

<http://mbcc.mt.gov/Portals/130/Funding/Forms/Financial/FinCapability.PDF>

	<b>MONTANA BOARD OF CRIME CONTROL</b>	
	<b>ACCOUNTING SYSTEM AND FINANCIAL CAPABILITY QUESTIONNAIRE</b>	
<b>Section A: Purpose</b>		
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.		
<b>Section B: General</b>		
1. Complete the following items:		
a. When was the entity founded/Incorporated (month, day, year)  <input type="text"/>	c. Board of Directors:  <input type="text"/> Chair  <input type="text"/> Vice Chair  <input type="text"/> Treasurer	
b. Employer Identification Number:  <input type="text"/>		
2. Fiscal year (date range): <input type="text"/>	3. Total Revenues in last fiscal year: <input type="text"/>	
<b>Section C: Accounting System / Funds Control</b>		
1. Which of the following best describes the accounting system: <input type="checkbox"/> Manual <input type="checkbox"/> Automated <input type="checkbox"/> Combination		
2. Does the accounting system identify the receipt and expenditure of program funds separately for each funding source? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 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?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
b. Total funds available for a budget cost category (e.g. Personnel, Travel, etc)?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure		
6. If grants funds are commingled with entity's funds, can the grant funds and related costs and expenses be readily identified? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure		
<b>Section D: Applicant Certification</b>		
I certify that the above information is complete and correct to the best of my knowledge.		
Signature: <input type="text"/>  Title: <input type="text"/>	Entity Name, Address, and Telephone Number  <input type="text"/>	