



**Montana Board of Crime Control
Request for Proposals (RFP)
Targeted**

5 South Last Chance Gulch, PO Box 201408 Helena, MT 59620-1408
Office (406) 444-3604 FAX (406) 444-4722 Montana Relay: 711
or <http://dphhs.mt.gov/detd/mtap>

**Request for Proposals (RFP) Targeted
#18-16 (J)**

Title II Formula Grant Targeted Proposal

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

Eligible applicants are limited to a demonstrated partnership between an accredited school district confirmed by the Montana Office of Public Instruction and a community based nonprofit organization, Tribal Government or, a 21st Century Learning Center.

**Proposal Deadline: September 3 at 12:00 P.M. Noon
Project Period: October 1, 2018 – September 30, 2019**

Alternative accessible formats of this document will be provided upon request. Persons with disabilities who require this material in another format to participate in the Request for Proposal process should contact MBCC, 5 South Last Chance Gulch, PO Box 201408, Helena, MT 59620-1408; (406) 444-3604; FAX (406) 444-4722; Montana Relay: 711 or <http://dphhs.mt.gov/detd/mtap>.

For applicants without Internet access who cannot apply electronically through MBCC's Online Application System, contact Program Specialist Shawn Clark (sdclark@mt.gov, 406-444-2056) for approval and submission instructions.

Proposals must be **RECEIVED (not postmarked)** by MBCC no later than **12:00 p.m. noon on September 3, 2018**, to receive MBCC review and consideration.

I. Overview

The Montana Board of Crime Control (MBCC) is soliciting proposals for a targeted Title II Formula Grant juvenile justice programs to be funded by the Office of Juvenile Justice and Delinquency Prevention (OJJDP). The funds will be available during fiscal year 2018-2019, depending upon the availability of federal funds. The project period can be up to two years depending on available funding.

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

I. Scope

The Montana Board of Crime Control (MBCC) is targeting proposals to address mental health and suicide prevention for youth living in Montana. Requests are **limited** to the following Sub-Recipient Allowable Costs, [94.119 Allowable Direct Service Costs](#). Applicants that refrain from using grant funds to cover personnel costs associated with this RFP **shall** be prioritized. All targeted grant funds **shall** be used to implement the following four programs:

- 1) **PAX Good Behavior Game**
- 2) **Signs of Suicide Prevention Program**
- 3) **Youth Mental Health First Aid**
- 4) **Do the Write Thing**

II. Eligibility

Eligible applicants include Montana based accredited school districts; federally recognized tribal governments; units of local government, private nonprofit agencies, *Private nonprofit agencies must document their nonprofit status*, community-based organizations and 21st Century Learning Centers. Applicants **shall** demonstrate an effective history of providing services to youth living in MT. The applicants must demonstrate in writing a joint proposal between a Montana-based, accredited school district and a community-based organization, Tribal government or, a 21st Century Learning Center. The school district **shall** be the primary applicant for this targeted RFP.

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

III. Application Deadline

Applications for Title II Formula Grant (J), RFP #18-16, must be submitted online on or before **September 3, 2018 at 12:00 p.m. (noon)**. Late applications will not be reviewed.

Failure to meet the required deadline or submit all required application documents will result in disqualification of the application.

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 Sub-Grantee Application System (OSAS) at <http://mbcc.mt.gov/osas/Default.aspx> immediately to ensure meeting the application deadline. Create a login ID, using 4 to 20 characters with no spacing or punctuation. Passwords must be at least 8 characters (at least 1 letter and 1 digit) and are case-sensitive. No special characters or punctuation is allowed. Enter New User and Agency Information, including the Federal Employer or Payee Identification Number (FEIN).

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

V. How to Apply

From August 13, 2018 to September 3, 2018:

- Go to www.mbcc.mt.gov
- Select 'Funding' from top navigation bar
- Select 'Online Applications' from the dropdown menu
- Select 'Apply Online'
- Log in to OSAS
- Select 'File a New Application'
- Select the applicable RFP from the dropdown 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)
- 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 or call the Federal Service Desk at 1-866-606-8220 with any questions.
 - A copy of the current, active SAM registration MUST be uploaded into the Online Sub Grantee Application System (OSAS).
- [Accounting and Financial Capabilities Questionnaire](#). Please note: Federal regulations require applicants to establish and maintain proper accounting systems and financial records to include policies and procedures.
- Position descriptions if personnel are requested in the budget
- For Nonprofits only:
 - Proof of nonprofit status
 - Board of Directors: name, position, personal contact information for each
- All other required documents

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

RFP Questions or Clarification

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

MBCC website every Friday by 5:00 p.m. Applicants may also contact Shawn Clark at 406 444-2056.

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.

IV. Application Requirements

A) **Project Budget-** Project budget **Shall** be based on **24-month project period**. Itemize requests by individual item. Provide accurate estimated costs for item(s). Proposals requesting funds for activities outside of the sub-recipient allowable costs will **NOT** be considered for funding. **Proposals that refrain from using grant funds to support personnel to implement and operate the scope of this targeted RFP will be prioritized.**

B) **Budget Narrative-** Explain in detail the individual item(s) requested under the project budget. Budget Narrative **shall** support the Project Budget and be based on a **24-month project period**. **Proposals that refrain from using grant funds to support personnel to implement and operate the scope of this targeted RFP will be prioritized.**

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

- **Statement regarding established record of effective services to youth**
- **Needs Statement;** must justify and explain the need
- **Goal Statement;** must provide at least ONE (**no more than three**) goals.
- **Objective(s);** must provide at least ONE (**no more than five**) objective(s) for the implementation of the project. Objective(s) **MUST** be [SMART objectives](#).
- **Logic Model;** must provide a graphical depiction of the processes used to implement, measure, and evaluate outcomes of the project.
- **Sustainability/Collaboration;** must provide a plan for sustaining the project activities that describes the partnerships that support the project sustainability.

V. 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. Project budget is based on 24-month project period. Proposals that refrain from using grant funds to support personnel to implement and operate the scope of this targeted RFP will be prioritized.	1 of 10

<p>B) Budget Narrative</p> <p><i>(must be uploaded in OSAS, section 3)</i></p> <p>Budget Narrative in 12-point font, not to exceed 4 pages.</p>	<p>Clearly explains how item(s) requested will support the implementation and operation of the four required programs identified in section 1 of this RFP. Budget Narrative MUST support the Project Budget and be based on a 24-month project period. Proposals that refrain from using grant funds to support personnel to implement and operate the scope of this targeted RFP will be prioritized.</p>	<p>3 of 10</p>
<p>C) Project Narrative</p> <p><i>(must be uploaded in OSAS; section 4)</i></p> <p><i>*six sections are required in Element C; List each section as it appears in this table, in column two Titled Description. Respond to each section in one document Titled Project Narrative.</i></p> <p>Project Narrative in 12-point font, not to exceed 10 pages.</p>	<p>Statement regarding record of effective services: proposal demonstrates effective services are established</p> <p>Needs Statement: need/problem is justified and clearly explained; relevant data is provided</p> <p>Goal Statement: at least ONE (no more than three) statement(s) explaining how the funds will be used to implement the four programs identified in section one of this RFP.</p> <p>Objectives: at least ONE, no more than five objective(s) that outline and detail the activities to accomplish the goal(s); MUST be SMART objectives</p> <p>Logic Model: proposal provides a graph demonstrating the process to reach expected outcomes. (implementation, timeline, outcomes measured, and evaluation should be included)</p> <p>Sustainability/Collaboration: proposal provides a plan for sustaining the activities of the project, describes partnerships that support the project sustainability</p>	<p>5 of 10</p>
<p>D) MOU</p>	<p>Signed MOU between School district and community partner.</p>	<p>1 of 10</p>

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 funding.* **Proposals that refrain from using grant funds to support personnel to implement and operate the scope of this targeted RFP will be prioritized.**

Receiving Funds

Following review of the applications, a notice will be sent to the applicant agency outlining the recommendation for 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;

- SAA provided misinformation;
- SAA failed to follow existing MBCC policies;

Notice of Appeal must be made in writing to the Director of Government Relations, Department of Corrections.

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 -Statement of record of effective services -Needs statement -Goal statement -Objectives -Logic Model -Sustainability/Collaboration
<input type="checkbox"/>	Memorandum of Understanding and letters of support

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
 - Performance Measurement Tools (DCTAT)
 - Data

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

Quarterly reporting is based upon Objectives that are included in the Project Narrative and as inserted in the Online Subgrant Application System (OSAS).

- Applicant agrees a minimum of three and a maximum of five objectives:
 - Objectives must start with the word “To” and contain a measurable deliverable.
 - Objectives must be in alignment with the goals listed in the grant narrative.
 - Objectives must be time-bound and measurable.
 - Goals should follow the authorized purpose area definitions (See Authorized Purpose Areas listed below) and whenever possible contain model and best practice program approaches.

VII. Program-Specific Information

Project Period

The project period begins October 1, 2018 and concludes September 30, 2019. **Funds may not be expended or obligated prior to October 1, 2018. The grant may be extended based on available funding.**

Cash or In-Kind Match

No match is required.

Indirect Costs

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

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.

Signature Page with Original Signatures.

The application requires an Official Budget Representative, Project Director, and Financial Officer to certify the application and the Special Assurances and Conditions (Section 5). No single person can sign as Official Budget Representative and Project Director. The Official Budget Representative must be a person with budget-setting authority, generally a mayor, chairperson, department director, etc. The Project Director must be an employee of the applicant agency. This page must be printed and signed by all three representatives, scanned and uploaded in Section 7.

Upon award, the application and award documents form a legal and binding agreement between the Applicant and MBCC for the Applicant to perform all goals and objectives as submitted in the application, and to adhere to the approved budget. If, during the project period, any person in the position of Official Budget Representative, Project Director, or Financial Officer changes, the entire form must be completed with updated information, signed by all parties, and returned to the Juvenile Justice Program Manager.

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

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

Nonprofit Requirements

1. Nonprofit Status. Nonprofit agencies must provide documentation of nonprofit status.
2. Listing of Current Board Members. Provide information on board compilation, positions and individual contact information.

d. Other Required Documents:

1. Accounting System and Financial Capability Questionnaire (Attachment A)
Provide information demonstrating the agency's accounting and financial structure.
2. Tribal Resolution: Agencies applying for funds which will be used to serve Tribal youth must include a current, valid Tribal Resolution signed by an authorized official or body representing the Tribal entity (Attachment B).
3. Form JJ Required Information Questionnaire (Attachment C)
4. Federal Indirect Cost Rate Agreement (if applicable). Applicants who have an established federally approved indirect cost rate agreement in place and wish to include indirect costs in the budget request must provide a copy of the federally approved indirect cost rate agreement. (See Attachment D)
5. Organization list: Include a list of the agency personnel and of personnel working on the project.
6. Current Letters of Support or Collaboration Memoranda of Understanding:
If applicable, copies of current letters of support with original signatures from networking agencies to MBCC must be uploaded into OSAS. If applicable, MOUs with original signatures to MBCC must be uploaded into OSAS.

IX. Special Requirements

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

- 1) Include any other program specific requirements *as shown below*.
Data Collection and Technical Assistant Tool (DCTAT)
Grant recipients are required to submit performance measure data as outlined in Section VI Performance Measures to the federal DCTAT. Sub grantees will be provided information regarding federal reporting requirements by email. Sub grantees will also be required to report DCTAT data to MBCC on a quarterly basis.
- 2) Applicants are responsible to review the information pertaining to these additional requirements prior to submitting the application. Additional information for each one can be found at <http://ojp.gov/funding/Explore/SolicitationRequirements/index.htm>.

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 current version of the 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 October 1, 2018;
- Be necessary and reasonable for proper and efficient performance and administration of the award;
- Be allocable under the provisions of the Uniform Guidance found in 2 C.F.R. 200;
- Be authorized or not prohibited under State or local laws or regulations;
- Conform to any limitations or exclusions set forth in the Uniform Guidance found in 2 C.F.R. 200, federal laws, terms and conditions of the award or other governing regulations as to types or amounts of cost items;
- Be consistent with policies, regulations, and procedures that apply uniformly to both federal awards and other activities of the organization;
- Be accorded consistent treatment;
- Be determined in accordance with generally accepted accounting principles (GAAP);
- Not be included as a cost or used to meet cost sharing or matching requirements of any other federal award in either the current or a prior period, except as specifically provided by federal law or regulation; and
- Be adequately documented.

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

Generally Allowable Costs – this is not all inclusive	Unallowable Costs – this is not all inclusive
<ul style="list-style-type: none"> • advertising and public relations costs – restrictions apply; • Audit costs - 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; • Communication costs; • Compensation for personal services – detailed time and attendance records are required • Employee morale, health, and welfare costs; • Equipment – must be integral of the project. Equipment is defined as having a useful life of more than one year and an acquisition cost greater than \$5,000; • Insurance and indemnification – restrictions apply; • Maintenance and repair costs – restrictions apply; • Material and supplies costs; • Meetings and conferences – restrictions apply; • Memberships, subscriptions and professional activity costs – restrictions apply; • Professional/consultant service costs must follow the applicable federal grant guidelines and state policy; • Publication and printing costs – restrictions apply; • Rental costs of buildings and equipment; • Training costs; and • Travel costs – mileage, per diem, and lodging cannot exceed state rates. Go to http://mom.mt.gov/default.mcpx to access the Montana Operations Manual. Once inside the manual, click Travel. <p>For allowable costs, go to http://ojp.gov/financialguide/DOJ/index.htm Under <i>Top 10 Topics</i> select '2. Allowable Costs'.</p>	<ul style="list-style-type: none"> • Bad debts; • Construction in general; • Compensation and travel of federal employees; • Costs incurred outside the project period; • Donations and contributions; • Entertainment; • Fines, penalties, and interest expense; • Food and beverages (including alcoholic); • Fundraising and investment costs; • Goods or services for personal use; • Land acquisition/purchase of real property; • Lobbying; • Membership fees to organizations whose <i>primary</i> activity is lobbying; • Pre-agreement costs; • Purchase or lease of vehicles; • Supplanting; • Tips; and • Uniform allowances. <p>For unallowable costs go http://ojp.gov/financialguide/DOJ/index.htm. Under <i>Top 10 Topics</i> select '3. Unallowable Costs'.</p>

Awards

Immediately following review of the applications by YJC ARC, a notice will be sent to the applicant agency with the recommendation that will be presented to the YJC and the Board. The Board will review all the Committee’s recommendations during a Montana Board of Crime Control meeting and make final funding decisions. Each applicant will receive either an Intent to Award notice or a denial letter.

XII. Application Checklist

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

<input type="checkbox"/>	Budget and Budget Narrative
<input type="checkbox"/>	Project Narrative
<input type="checkbox"/>	Scanned Signature Page with Original Signatures
<input type="checkbox"/>	SAM Registration
<input type="checkbox"/>	Scanned Nonprofit Status – Nonprofits only
<input type="checkbox"/>	Other Required Documents: Accounting System and Financial Capability Questionnaire
<input type="checkbox"/>	Tribal Resolution (for Tribal applications only)
<input type="checkbox"/>	Form JJ Required Information Questionnaire
<input type="checkbox"/>	Federally Negotiated Indirect Cost Rate Agreement (if applicable)
<input type="checkbox"/>	Organization List
<input type="checkbox"/>	Position Descriptions (if personnel are requested in budget)
<input type="checkbox"/>	Current Letters of Support with Original Signatures or Collaboration MOUs (if applicable)

Attachment A

Accounting and Financial Capabilities Questionnaire

(This is not an active form; please access the active form on the MBCC website)

Attachment B

Tribal Resolution Requirements

Attachment C


Form JJ Required Information Questionnaire

Attachment D

Indirect Costs

ATTACHMENT A
Accounting System and Financial Capability Questionnaire
 – 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>

	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) <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"/>	
Section C: Accounting System / Funds Control		
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		
Section D: Applicant Certification		
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"/>	

Attachment B Tribal Resolution Requirements

Tribes must provide a valid Tribal Resolution, signed by an authorized official or body representing the tribal entity, that provides assurances that:

1. the tribal entity is included in the most recently approved listing by the Secretary of the Interior as an Indian tribe that performs law enforcement functions.
2. the tribe shall attempt to comply with the requirements contained in Section 223(a) (12) (A), (13), and (14) of the Juvenile Justice and Delinquency Prevention Act by developing and implementing tribal strategy designed to:
 - a. provides those juveniles who are charged with or who have committed offenses that would not be criminal if committed by adults and non-offenders (i.e., dependent or neglected youth) shall not be placed in secure detention facilities, jails, lockups, or secure correctional facilities;
 - b. provide that no juvenile shall be detained or confined in any institution in which they have regular contact with accused or convicted adult offenders; and
 - c. provide that no juvenile shall be detained or confined in any jail or lockup for adults.
3. the tribe will identify the juvenile justice needs to be served by these funds within the geographical area where the tribe performs law enforcement functions.
4. the tribe will allow the state to conduct an analysis of its juvenile crime problems and determine the extent to which the tribe is complying with the requirements of 223(a) (12) (A), (13) and (14) of the Juvenile Justice and Delinquency Prevention Act.
5. based on this analysis, the tribe must develop a strategy for implementing a comprehensive, coordinated juvenile service system if:
 - a. status offenders and non-offenders are not placed in secure detention or secure correctional facilities;
 - b. juveniles are not held in regular contact with incarcerated adult persons; and
 - c. juveniles are not detained nor confined in any adult jail or lockup.
6. each application to the state for funds under the Indian pass-through program must identify how the proposed use of funds is consistent with the tribe's strategy.



Attachment C
Form JJ
Required Information Questionnaire
Title II Formula Grant (J) RFP #18-05

1. How many youths will be served by this program? _____

2. Does this program implement an evidence-based program? Circle or underline your choice. Yes No

3. Which program/programs are implemented? _____

4. Which evidence-based program registry lists this program? (Model Program Guide; NREPP; NIDA; other) _____

Attachment D

Indirect Costs

Indirect costs are the costs of an organization that are not readily assignable to 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 costs that are usually treated as indirect costs. For an organization that has an established, federally-approved indirect cost rate for federal awards, indirect costs mean those costs that are included in the organization's established indirect cost rates. 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 if 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 federally-approved indirect cost rate, the sub grantee 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 (MTDC) 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 more than \$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 direct 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 Minims must be clearly stated and the grant application must list the budget items used to determine the De Minims 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 are only 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 amounts listed in your calculations MUST match the Budget Detail and Budget Narrative.

Example for Calculating 10% De Minimus 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 Salaries \$44,000 Fringe Benefits
Consultants/Contracts	\$132,000	<i>Consultant A – receives \$57,000</i> <i>Consultant B – receives \$30,000</i> <i>Consultant C – receives \$45,000</i>
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):

Budget Category	Amount Requested	Comments
<i>Subtract the amounts over \$25,000 for each consultant (these are the three Consultants/Contracts listed)</i>	<i>\$390,000</i> <i>- \$57,000</i> <i>\$333,000</i>	<i>A – \$57,000 - \$25,000 = \$32,000</i> <i>B – \$30,000 - \$25,000 = \$5,000</i> <i>C – \$45,000 - \$25,000 = \$20,000</i> <i>Total = \$57,000</i>

<i>above)</i>		
<i>10% of \$333,000</i>	<i>\$33,300</i>	<i>Modified Indirect Cost Rate</i>
Requested Direct Amount	\$390,000	
Requested Indirect Amount	\$33,300	
Total Federal Request	\$423,300	