



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

5 South Last Chance Gulch, PO Box 201408 Helena, MT 59620-1408  
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## Request for Proposals (RFP) Targeted

#18-12 (V)

Victims of Crime Act VOCA

**Eligible Applicants Are Limited to Programs & Projects Providing Direct Services to Youth**

**Proposal Deadline: June 6, 2018 11:59 pm**

**Project Period: July 1, 2018 - June 30, 2020**

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 apply electronically through MBCC's Online Application System, contact VOCA Administrator, Kelly McIntosh at (406) 444-1998.

### I. Goal

The Montana Board of Crime Control (MBCC) is targeting proposals to address the need for direct crime victim services for youth living in Montana; *priority* for proposals that address historical trauma and Native American Youth. Requests are **limited** to the following Sub-Recipient Allowable Costs, [94.119 Allowable Direct Service Costs](#).

### II. Eligibility

Eligible applicants include State, local, and Tribal courts (including juvenile courts); Tribal governments; units of local government, and nonprofit, nongovernmental victim services programs, including community-based organizations. Reference pg. 5 for directions on How to Apply. Applicants **MUST** demonstrate effective history of providing services to youth living in MT. Proposals serving youth effected by historical trauma **MUST** provide a culturally specific component to the program/project. For this RFP, Youth is defined as ages 0-21; including pregnant women.

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](http://mbcc.mt.gov/Portals/130/Funding/Forms/Financial/FinCapability.PDF) for specific criteria.

### III. VOCA Activity Priorities

#### Addressing Direct Services to Youth Living in MT

- Targeting sub-recipient programs/projects providing direct crime victim services to youth and their family that have been directly impacted by abuse, neglect, trauma or historical trauma.

**Programs/Projects MUST include appropriate culturally specific services in proposal.**

### IV. Objectives

A) Programs/Projects serving youth in MT will apply through the Online Application System (OSAS) under the RFP #18-12(V). Programs **MUST** submit proposals no later than **11:59 pm on June 6, 2018.**

B) Successful proposals will receive VOCA funding to address youth needs. **Project Period will begin July 1, 2018 and end June 30, 2020.** Successfully implemented projects will be eligible for an additional 12-month continuation funding; project period end date for continuation offers is June 30, 2021.

C) Successful sub-recipient proposals **will report quarterly into the MBCC reporting portal (both financial and narrative) and OVC PMT.** Reference pg. 6 for Grant Reporting Schedule.

### IV. Application Requirements

A) **Project Budget-** Project budget **MUST** be based on **24-month project period**. Itemize requests by individual item. Provide accurate estimated costs for item(s). Local match must be demonstrated; 20% of MBCC/federal request amount; reference pg. 8 for Match Calculator. Proposals requesting funds for activities outside of the sub-recipient allowable costs will **NOT** be considered for funding.

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). Budget Narrative **MUST** support the Project Budget and be based on a **24-month project period**.

C) **Project Narrative-** Project narrative **MUST** be supported by the budget narrative. Project narrative **MUST** 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.

<b>V. Proposal Review and Scoring</b>
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Proposals will be screened for the completeness of the Application Requirements. **All Required Elements MUST be submitted with proposal to be considered for funding.**

<b>Required Elements</b>	<b>Description</b>	<b>Scoring</b>
A) Project Budget  <i>(automatic generated form in OSAS; section 2)</i>	Individual items are clearly listed, with complete cost estimates, items are allowable. Match is demonstrated at 20% of MBCC/federal request amount. Project budget is based on 24-month project period  <i>*proposals requesting personnel MUST submit position descriptions</i>	1 of 10
B) Budget Narrative  <i>(must be uploaded in OSAS, section 3)</i>  <b><i>Budget Narrative in 12-point font, not to exceed 4 pages.</i></b>	Clearly explains how item(s) requested will support direct services to youth. Match is clearly demonstrated and source is identified. Budget Narrative MUST support the Project Budget and be based on a 24-month project period  <i>*Reference pg. 7 for example of budget narrative</i>	3 of 10
C) Project Narrative  <i>(must be uploaded in OSAS; section 4)</i>  <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>  <b><i>Project Narrative in 12-point font, not to exceed 10 pages.</i></b>	<b>Statement regarding record of effective services:</b> proposal demonstrates effective services are established <b>Needs Statement:</b> need/problem is justified and clearly explained; relevant data is provided <b>Goal Statement:</b> at least ONE (no more than three) statement(s) explaining how the funds will address crime victim services to youth living in MT <b>Objectives:</b> at least ONE, no more than five objective(s) that outline and detail the activities to accomplish the goal(s); MUST be <a href="#">SMART objectives</a> <b>Logic Model:</b> proposal provides a graph demonstrating the process to reach expected outcomes. (implementation, timeline, outcomes measured, and evaluation should be included) <b>Sustainability/Collaboration:</b> proposal provides a plan for sustaining the activities of the project, describes partnerships that support the project sustainability	5 of 10
D) VOCA SAR	Applicant completed & submitted <a href="#">VOCA SAR</a>	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 funding.*

**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"/>	- <a href="#">VOCA SAR</a>

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

## Directions to Apply- New Applicants

### 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 **June 6, 2018 11:59 pm**. 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.

### 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 – reference pg. 2 (link to pdf provided)
- [VOCA SAR](#)
- Federal Indirect Cost Rate Agreement (if applicable) reference pg. 7-8

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](http://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. For more information, please contact Kathy Wilkins at (406) 444-4298 or [kwilkins@mt.gov](mailto:kwilkins@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 receipt of their application and will be assigned a grant number and an MBCC contact person.

<b>Grant Reporting Schedule</b>
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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.

## Example Budget Narrative

The **Budget Narrative** must be explained in detail and correlate to the categories in the **Project Budget**. Budget Narrative must be broken out by category; allowable expense categories are: personnel, contract services, travel/training, equipment (only use when individual items are valued at \$5000.00 or more) and operating expenses. 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
<b>Total Fringe Benefits</b>		<b>\$7,967</b>

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	<b>Accounting Services Match (Big Star in kind donation of time):</b> 200 hours per year x \$16 an hour = \$3,200.00 <b>Request MBCC Portion</b> = 40 hour per year x \$16 an hour = \$640.00
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**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 = \$ ____
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**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.

<b>How to Calculate Match</b>
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<b>Formula:</b>					
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
<b>Example:</b>					
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



## **Indirect Costs (if applicable)**

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 (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 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 \$44,000 Advocate 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	
<b>Total Direct Costs</b>	<b>\$390,000</b>	

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

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