



Montana Board of Crime Control Request for Proposals

Tribal Victim Services Victims of Crime Act #19-17 (V)

**Application Deadline: October 25, 2019 at 12:00 p.m. noon
Project Period: January 01, 2020 to December 31, 2020**

Alternative accessible formats of this document will be provided upon request. Persons who need this material in another format to participate in the Request for Proposals (RFP) process should contact the Montana Board of Crime Control (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 <https://dphhs.mt.gov/detd/mtap/mtapmtrelay/makeacall>.

I. Eligibility

Only Federally Recognized Tribes in Montana are eligible to apply. Including but not limited to: Tribal courts (including juvenile courts); Tribal governments; units of local Tribal government; and tribal nonprofit, nongovernmental victim services programs, including community-based organizations.

II. Registrations

A new applicant must register with the Online Subgrantee Application System (OSAS), at <http://apps.mbcc.mt.gov/osas/Default.aspx>, in order to submit the application by the deadline. Create a login ID, using 4 to 20 characters with no spacing or punctuation. Passwords must be at least 8 characters, include at least 1 letter and 1 number, 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.

Previous applicants for funding with MBCC may use an existing User ID and Password. If you need assistance, contact MBCC.

Applicants 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 the registration with SAM. To register with SAM, go to <https://www.sam.gov/SAM/> or call the SAM Registration Help Desk at 1-877-252-2700.

III. Deadline

Applications must be submitted online, on or before **October 25, 2019 at 12:00 p.m. noon**. Applications will be submitted in the OSAS under the registered applicant. To mitigate any potential submission difficulties, MBCC strongly urges application submission **72 hours prior** to the deadline.

Late applications will not be reviewed.

| Schedule of Events | |
|--|--|
| RFP Issue Date | September 23, 2019 |
| Pre-Application Webinar | September 30, 2019 |
| Deadline for receipt of written questions | October 18, 2019 |
| Responses to questions will be posted on the MBCC website within 7 calendar days of receipt, through the last Friday before the RFP is closed. | |
| Application Submission Deadline | October 25, 2019 at 12:00 p.m. noon |
| Staff and Committee Review | October 25, 2019 – November 1, 2019 |
| Application Review Committee (ARC) | November 4, 2019 (tentative) |
| Board of Crime Control Approval | December 12, 2019 (tentative) |
| Project Start Date | January 1, 2020 |
| Project End Date | December 31, 2020 |

For applicants without internet access, who cannot apply electronically through the OSAS, contact MBCC at (406) 444-3604 or mbcc@mt.gov (listing “RFP # 19-17, Submission Assistance” as the email subject) for approval and submission instructions.

Previous funding does not guarantee an award during this funding cycle. Awards made under this RFP will be based on the number of applicants and amount of funds available. Information submitted in this application could become public information.

IV. Program-Specific Information

Overview and Purpose Area(s)

MBCC is soliciting proposals to offer comprehensive specialized services, tailored to the distinct needs of victims of crime; to be funded by the U.S. Department of Justice, Office of Justice Programs, Office for Victims of Crime.

VOCA Federal Guidelines state that services are defined as those efforts that **1) respond to the emotional and physical needs of crime victims; 2) assist primary and secondary victims of crime to stabilize their lives after a victimization; 3) assist victims to understand and participate in the criminal justice system; and 4) provide victims of crime with a measure of safety and security. For the purposes of this program, a crime victim is a “person who has suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime.”** The four federally required priority categories are victims of child abuse, victims of domestic violence, victims of sexual assault, and underserved victim populations.

VOCA Statutory Requirements (please review carefully)

1. Programs must be operated by a public agency, private nonprofit organization or a combination of such agencies;
2. Programs must demonstrate a record of providing effective services to crime victims.
This includes having the support and approval of its services by the community, a history

of providing direct services in a cost-effective manner, and financial support from other sources;

3. Programs must utilize volunteer(s);
4. Within the community, programs must promote coordinated public and private efforts to aid crime victims;
5. Programs must provide assistance to potential recipients of crime victim compensation benefits; and
6. Programs cannot discriminate against victims based on disagreement with the state's prosecution of the criminal case.

Office for Victims of Crime Requirements

1. Match requirements are waived for Federally Recognized Tribes in Montana. Eligible Tribes applying under this RFP are **NOT required to provide match for the request**;
2. Programs must maintain information on the demographic characteristics of the clients they serve. These data include information about the clients' age, gender, nationality/ethnic origin and disability;
3. Programs must provide services to victims of federal crimes on the same basis as victims of state or local crimes;
4. Programs must provide services to crime victims, **at no charge**, through the VOCA-funded project;
5. Programs must maintain client-counselor confidentiality and confidentiality of research information; and
6. The **Project Director** must complete the Office of Civil Rights training and maintain records of certification.

Allowable Direct Services

The **CURRENT** Federal guidelines require that VOCA funds be used to provide direct services to individual crime victims. Direct services include, but are not limited to:

1. Crisis intervention;
2. Emergency services such as shelter, transportation, and food;
3. Support services such as follow-up counseling, personal or legal advocacy, referral to other service agencies;
4. Court related services such as legal advocacy or emotional support during trial and parole/probation hearings;
5. Recruitment, training, and coordination of volunteers who provide direct services to victims;
6. Personal advocacy such as intervention with employers;
7. Restitution advocacy;
8. Victim impact panels; and
9. Court Appointed Special Advocates working directly with child victims of crime or coordinating volunteers that work directly with child victims of crime.

Activities that are **not** allowed include, but are not limited to:

1. Victim compensation costs which would otherwise be eligible for state or federal victim compensation reimbursement;
2. Crime prevention activities;
3. Lobbying for particular victim legislation, system improvement, etc.;
4. Offender rehabilitation/treatment; and
5. Needs assessments, surveys, manuals, and protocols.

Project Period

The project period begins **January 1, 2020** and concludes **December 31, 2020**. Funds may not be expended or obligated prior to **January 1, 2020**.

Grant Funds Distribution

All grant funds are provided to subgrantees on a reimbursement basis, with proof of expenses incurred.

Prohibited Uses

Funds shall not be used for land acquisition or construction projects.

V. Application

Requirements

Applications and all components must be submitted based upon a **12-month** project period and *must* include the following:

Section 1: Face Page

The Face Page is automatically generated in the application system and identifies the applicant agency, project director who must be an employee of the applicant agency, project title, project duration, and total number of months of federal support for any previous project.

Section 2: Project Budget

The Project Budget form categorizes requests for Personnel, Contracted Services, Travel and Per Diem, Equipment, and Operating Expenses. Budget requests must be (1) complete, allowable, and cost-effective in relation to the proposed activities; and (2) directly relate to the development, implementation, or operation of the specific project.

- **Supplanting**
Funds must be used to supplement existing funds for program activities and cannot replace, or supplant, nonfederal funds that have been appropriated for the same purpose.
- **Federal Indirect Cost Rate Agreement**
Indirect costs must be requested in accordance with [Uniform Guidance found in 2 C.F.R. Part 200](#). Applicants using a Federally Approved Indirect Cost Rate plan or negotiated indirect cost rate plan, *must* upload a copy of the document. If no document is provided, indirect costs requests will not be considered. Refer to [Indirect Costs](#) for additional information.

Section 3: Budget Narrative

The Budget Narrative must:

- explain and justify all budget items by category (personnel, contracted services, travel and per diem, equipment, operating expenses);
- demonstrate all costs are reasonable;
- explain the relationship between budgeted items and project activities;
- show detailed cost calculations to demonstrate how the applicant arrived at the total amount requested.

If personnel costs are included in the budget, timesheets must be maintained to track actual time worked and must show all funding sources. Timesheets must be signed by the employee or

volunteer and certified by a supervisor.

For example:

- show the annual salary rate and the percentage of time devoted to the project for each employee paid with requested funds.
- detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

Section 4: Project Narrative

The Project Narrative includes a detailed description of the purpose, needs, goal(s), objectives, implementation, evaluation, collaboration, and sustainability plans for the proposed project. The Project Narrative must be kept to a maximum of 24 pages.

The Project Narrative *must* contain the following elements:

- *Executive Summary*

Summarize the purpose of the planned project, stating the problem or need, provide supporting data if applicable. Identify activities and outcomes to be achieved. Explain how the proposed project addresses the purpose area(s) identified. This section should be limited to four (4) pages.

- *Needs Statement*

Identify the problem(s) to be addressed and validate the need for the proposed program and services. Include current regional or community and statewide data that is less than 5 years old to justify the grant request. The date range of the data must be identified.

- *Goal(s)*

Provide a broad statement that conveys the intent to change, reduce, or eliminate the described problem. Outline the specific goal(s) of the proposed project. The goal(s) must be clearly defined, dynamic, realistic, and attainable and should adhere to the purpose area(s).

- *Objectives*

Identify the specific milestones aimed at achieving the proposed project goal(s). Objectives should be directly related to the goal(s). Objectives **must**:

- Start with the word 'To' and an action verb (for example: to provide, to establish);
- State the date when the milestone will be reached; and
- Be specific, measurable, achievable, realistic, and time-bound.

A minimum of three (3) and a maximum of five (5) objectives are required.

- *Implementation Plan*

Include a complete Implementation Plan with objectives, specific action steps, responsible person(s), timelines, resources needed, and projected costs.

Implementation Plan Example:

| | | | | |
|---|--|--|---|--|
| Goal | Significantly reduce the achievement gap across specified student subgroups. | | | |
| Objective | Provide mentors for at-risk students. | | | |
| Activity / Action Step | Responsible Person(s) | Timeline | Resources Needed | Projected Costs |
| Develop program referral process and referral form. | Program Manager and School Counselor | Quarter 1 | 10 Staff Hours Total to develop referral process and create referral form | <ul style="list-style-type: none"> • \$500 to print referral forms (paid by grant) • \$200 for Program Manager to develop referral process and form (paid by grant) • \$220 for School Counselor to develop referral process and form (paid by school district) |
| Goal | Significantly reduce the achievement gap across specified student subgroups. | | | |
| Objective | Provide mentors for at-risk students. | | | |
| Activity / Action Step | Responsible Person(s) | Timeline | Resources Needed | Projected Costs |
| Identify students for Mentoring Program through self and staff referrals. | Program Manager and School Counselor | Ongoing throughout life of project (Quarters 1, 2, 3, and 4) | 10 Staff Hours Weekly to Review, Discuss, and Admit Students to Program (5 hours each for Program Manager and School Counselor) | <ul style="list-style-type: none"> • \$10,400 for Program Manager per year to Identify students (paid by grant) • \$10,400 for School Counselor per year to Identify students (paid by school district) |

- *Evaluation Plan*

Describe how the proposed project is to be evaluated, throughout the duration of the project, to meet the program goal(s). The plan should clearly state:

- what evidence will indicate progress; and
- how, when, and by whom evaluations will be conducted.

If possible, include existing baseline data and post data. Data collected should verify objectives have been met.

- *Collaboration Plan*

Describe and demonstrate how the project will promote significant coordinated public and private efforts. This includes, but is not limited to describing:

- partnerships built through the grant;
- multi-disciplinary teams created to reach program objectives;
- how the established partnerships compliment one another's programs; and
- how the community supports the proposed project.

Evidence of collaboration may be in the form of a LOS or MOU. The LOS or MOU must specifically cite the type of support being offered, such as office space, volunteer time, participation in planning, or other appropriate services, and **must be uploaded** as indicated in Section 7.

- *Sustainability Plan*

Include a plan outlining capacity to support and sustain the proposed project after federal funding ends. The plan should describe the community's financial support, funding opportunities *outside* of grants from MBCC, other federal or state grants, and challenges to sustaining the program. Applying for additional MBCC grants is not considered an adequate sustainability plan.

Section 5: Special Assurances and Conditions

The online subgrant application contains a list of Special Assurances and Conditions that are part of the contract between MBCC and the subgrantee upon award. The Signature Page of the application binds the applicant to the Special Assurances and Conditions.

Section 6: Signature Page

The application requires original signatures of an Official Budget Representative, Project Director, and Financial Officer. The Signature Page, *with original signatures*, **must be scanned and uploaded** into the OSAS in Section 7. Electronic and stamped signatures are not acceptable. No single person can sign as the Official Budget Representative and Project Director. The Official Budget Representative must be a person with budget-setting authority, generally a Tribal chairperson or department director. The Project Director must be an employee of the applicant agency.

Section 7: 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.

Documents required under this RFP, that must be uploaded into the OSAS include:

- Project Budget
- Budget Narrative
- Project Narrative
- Signature Page, with original signatures from all parties listed in Section 6 (stamped or electronic signatures are not acceptable)
- Position descriptions if personnel are requested in the budget
- A copy of the current, active SAM registration, showing current DUNS number
- Federal Indirect Cost Rate (if applicable)
- [Accounting System and Financial Capability Questionnaire](#). Federal regulations require applicants to establish and maintain proper accounting systems and financial records to include policies and procedures.
- [VOCA SAR 1 Form](#)

Additional Documents Required of Non-Profit Applicants

The following documents are required and must be uploaded into the OSAS:

- A copy of current Non-Profit status determination
- Listing of Current Board Members providing information on board compilation, positions, and individual contact information.
- Certificate of Exemption. If applicable, faith-based organizations are required to provide the *Certificate of Exemption for Hiring Practices on the Basis of Religion* if seeking an exemption to the prohibition against religious discrimination in hiring.

Questions or Clarification

MBCC will host a pre-application webinar on September 30, at 3:30p.m. MBCC staff will review the solicitation requirements and conduct a question and answer session with interested potential applicants. To participate in the webinar click the Join Skype Meeting link below or join by phone.

[Join Skype Meeting](#)

Trouble Joining? [Help](#)

[Try Skype Web App](#)

Join by Phone

406-444-4647, 543105#

Conference ID: 543105

Applicants may also contact Casey Peck at (406) 444-7010 or casey.peck@mt.gov to have the webinar information sent directly to them.

Applicants having questions or requiring clarification or interpretation of any section within this RFP must address these issues via the MBCC website on or before **October 18, 2019** at 5:00 p.m. Questions shall be submitted using the online MBCC RFP Question and Answer Request found at <http://mbcc.mt.gov/Funding/Grant-Offerings>, under **#19-17**. Clear reference to the section, page, and item in question must be included in the request. Questions received after the deadline will not be considered. Program specific questions cannot be addressed during the solicitation period.

Written responses to all questions received by the deadline will be posted on the MBCC website, under **#19-17** RFP Question and Answer Request. Applicants should consult the RFP Question and Answer Requests prior to posting a question to avoid duplication and prior to submitting an application to avoid missing potentially assistive material. Any other form of interpretation of this RFP will not be binding upon MBCC.

Receipt Verification

All applications received by the due date will receive a letter of acknowledgment and will be assigned a grant number and a Crime Control Bureau contact person. Late applications will not be reviewed.

VI. 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. In addition to the DOJ, the Office of the Chief Financial Officer provides policy guidance, financial control, and support services in the areas of grants, accounting, and financial management.

To be allowable under federal awards, costs must meet the following general criteria:

- Be necessary, reasonable, and allowable for proper and efficient performance and administration of the award;
- Be authorized or not prohibited under State, local or tribal laws or regulations;
- Conform to any limitations or exclusions set forth in the Uniform Guidance 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 (a cost may not be assigned to a federal award as a direct cost if any other cost incurred for the same purpose in a like circumstance has been allocated to the federal award as an indirect cost);
- Be determined in accordance with generally accepted accounting principles;
- 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.

For specific information regarding allowable or unallowable costs, refer to the [Uniform Guidance found in 2 C.F.R. 200](#). For Montana-specific regulations, refer to the [Montana Operations Manual](#).

VII. Application Processing and Award

Initial Screening

An initial screening will be completed to check the application 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 disqualification. **Refer to the checklist before submitting the online application and required additional documentation.**

Scoring

Successfully screened applications will be scored for responsiveness to the program scope and the requirements of this RFP. Based on the assessment of each applicant regarding current or previous funding, unresolved audit issues, delinquent programmatic and fiscal reporting, and prior performance, an applicant may be designated "high risk."

The following scoring criteria will be used to evaluate each application, with different weight given to each, based on the percentage value listed:

| | |
|-----------------------------|------------|
| Executive Summary | 5% of 100 |
| Budget and Budget Narrative | 20% of 100 |
| Needs Statement | 25% of 100 |
| Goals | 10% of 100 |
| Objectives | 10% of 100 |
| Implementation Plan | 15% of 100 |
| Evaluation Plan | 5% of 100 |
| Collaboration Plan | 5% of 100 |
| Sustainability Plan | 5% of 100 |

Any proposal failing to achieve 60% of the total available points will be recommended for elimination from further consideration.

Proposals receiving a score of 60% and above will be referred to the MBCC Application Review Committee (ARC). The ARC will provide recommendations to the MBCC Board of Directors for final funding decisions/awards. Applicants will receive written notice of the ARC recommendation.

Appeals

Per Board policy, if the ARC recommends denial, the applicant may appeal the recommendation. The appeal **must** state the reason based on one of the following criteria:

- The Request for Proposal was inaccurate;
- Staff provided misinformation;
- Staff failed to follow MBCC policy;
- A specific geographic region would no longer have any available program in a service category; or
- The application did not achieve the required minimum score.

Notice of Appeal must be made in writing to the Crime Control Bureau Chief within ten working days of notice of the ARC recommendation.

Awards

The MBCC Board of Directors will review all ARC recommendations and reserves the right to make final funding decisions. Following Board approval, each applicant will receive either an Intent to Award Notice or a denial letter. If funded, the application and award documents form a legal and binding agreement with MBCC requiring the applicant to perform all goals and objectives as submitted, and to adhere to the approved budget. Awards to high risk applicants may carry additional special conditions such as increased monitoring and/or prohibitions on reimbursement until certain requirements are met. High risk grantees with substantial or persistent performance or compliance issues, long-standing open audits, or open criminal investigations will likely result in a delay in funds until issues are resolved.

VIII. Grantee Quarterly Reporting

All MBCC grantees **must** comply with the following:

- Submit online reports within ten days following the end of each reporting period. These reports include, but are not limited to:
 - Financial Reports
 - Program Narratives
 - Performance Measurement Tool (PMT)

Quarterly reporting periods are as follows:

| Reporting Period | Report Due Date |
|------------------------------------|-----------------|
| Quarter 1: January 1 – March 31 | April 10 |
| Quarter 2: April 1 – June 30 | July 10 |
| Quarter 3: July 1 – September 30 | October 10 |
| Quarter 4: October 1 – December 31 | January 10 |

Grantee acknowledges that failure to provide reporting as required **will** cause grant funding to be delayed or rescinded.

IX. Application Checklist

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

| | |
|--|--|
| | Accounting System and Financial Capability Questionnaire |
| | VOCA SAR 1 Form |
| | Project Budget |
| | Budget Narrative |
| | Project Narrative |
| | Signature Page with Original Signatures |
| | Active SAM Verification showing current DUNS number |
| | Position Description(s) (if personnel positions are requested in budget) |
| | Federal Indirect Cost Rate (if applicable) |
| | Non-Profit Status Verification (non-profits only) |
| | Listing of Current Board Members (non-profits only) |
| | Certificate of Exemption (if applicable) |