



Montana Board of Crime Control Request for Proposals (RFP)

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Request for Proposals (RFP)

#16-14-ZZ Non-RFP

Coordinator of Jail Standards and Peer Reviews

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: January 25, 2016 at 1:00 P.M.

Project Period: February 12, 2016 through June 30, 2016

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 Samantha Erpenbach (serpenbach@mt.gov/406-444-2947) for approval and submission instructions.

Proposals must be **RECEIVED (not postmarked)** by MBCC no later than **1:00 p.m. January 25, 2016**, in order to receive MBCC review and consideration.

Pay close attention to items in RED as these are new updates or requirements to the RFP.

Due to MBCC website redesign, the website layout will change on/about January 1, 2016.

The process may look different depending upon the date the application is created.

If you are unable to find the link to the Online Application, contact Kristel Matchett at

kmatchett@mt.gov or Kathy Ruppert at kruppert@mt.gov for assistance.

I. Overview

The Montana Board of Crime Control (MBCC) is soliciting proposals for Coordinator of Jail Standards and Peer Reviews to be partially funded by the Prison Rape Elimination Act. **Approximately \$58,000.00 will be available during the time period February 12, 2016 to June 30, 2016, depending upon the availability of federal funds. Of the total amount available, \$48,000.00 is federal funds and should be used when calculating the required match (see Section VII. Program Specific Information).**

Schedule of Events Coordinator of Jail Standards and Peer Reviews	
RFP Issue Date	December 18, 2015
Deadline for receipt of written questions	December 28, 2015
Deadline for issuance of MBCC's written responses to questions	January 8, 2016
RFP Submission Deadline	January 25, 2016 at 1:00 p.m.
Staff Review	January 26-27, 2016
Application Review Committee	January 29, 2016
Board of Crime Control Approval	February 11, 2016
Project Start Date	February 12, 2016
Project End Date	June 30, 2016

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

II. Eligibility

Eligible applicants include local government, tribal governments, state agencies, and private non-profit agencies.

Please note: Federal regulations require applicants to establish and maintain proper accounting systems and financial records to include policies and procedures. See <http://mbcc.mt.gov/Grants/Forms/FinCapability.PDF> specific criteria.

III. Application Deadline

Applications for #16-14-ZZ Non-RFP Coordinator of Jail Standards and PEER Reviews must be submitted online on or before **January 25, 2016 at 1:00 p.m.** .

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://mbcc.mt.gov/osas/Default.aspx> immediately to ensure meeting the application deadline on **January 25, 2016 at 1:00 p.m.** . 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

Due to MBCC website redesign, the website layout will change on/about January 1, 2016.
The process may look different depending upon the date the application is created.
If you are unable to find the link to the Online Application, contact Kristel Matchett at kmatchett@mt.gov or Kathy Ruppert at kruppert@mt.gov for assistance.

From December 11 to December 31, 2015 (estimate):

- Go to www.mbcc.mt.gov
- Select 'Grant Resources'
- Select 'Online Application'
- Log in
- Select 'File a New Application'
- Select the applicable RFP
- Complete the online application

From January 1 to January 22, 2016 (estimate):

- Go to www.mbcc.mt.gov
- Select 'Funding' from top navigation bar
- Select 'Apply Online' from dropdown menu
- Select 'Online Application'
- Log in
- Select 'File a New Application'
- Select the applicable RFP
- 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 1-855-284-5090. 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 Subgrantee Application System (OSAS).
- Position descriptions if personnel is requested in the budget
- For Non-Profits only:
 - Proof of non-profit status

- Financial Resource Disclosure Form
- Accounting and Financial Capabilities Questionnaire
- Board of Directors: name, position, personal contact information for each
- All other required documents

NEW:

RFP Questions or Clarification

Applicants are encouraged to ask clarifying questions to obtain a better understanding of the project. Applicants having questions or requiring clarification or interpretation of any section within this RFP must address these issues in writing to MBCC on or before December 28, 2015. Applicants are to submit questions using the MBCC RFP Question and Answer Form available online on the MBCC website. Clear reference to the section, page, and item in question must be included in the form. Provided on the form is how to submit the form. Questions received after the deadline will not be considered.

MBCC will provide a written response by January 8, 2016 to all questions received by the deadline. MBCC’s response will be by written addendum and will be posted on the State’s website with the RFP by the close of business January 8, 2016. Any other form of interpretation or change to this RFP will not be binding upon MBCC. **Applicants will sign and return with their RFP response an Acknowledgement of Question and Answer Addendum for any Q&A addendum issued.**

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.

For assistance in accessing MOR or for technical assistance regarding crime statistics, agencies should request the information at mbcc@mt.gov at least five working days before the RFP deadline. For more information, please contact Kathy Ruppert at (406) 444-2084 or kruppert@mt.gov or Candy Kirby at (406) 444-3651 or candyk@mt.gov.

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

All successful applicants for grant award funds must comply with the following:

- Applicant agrees to align a minimum of three and a maximum of five objectives in the Online Subgrant Application System (OSAS).
 - 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.

- 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 as required by the Bureau of Justice Assistance
 - Data
- Applicant acknowledges the quarterly reporting periods as follows:

<u>Reporting Period:</u>	<u>Due Date:</u>
Quarter 1: July 1 – September 30	October 10
Quarter 2: October 1 – December 31	January 10
Quarter 3: January 1 – March 31	April 10
Quarter 4: April 1 – June 30	July 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 February 12, 2016, and concludes June 30, 2016. **Funds may not be expended or obligated prior to February 12, 2016.** The successful applicant will be eligible to participate in a renewal process for the next funding phase of the project. Renewal eligibility is based on the successful completion of goals as outlined in this RFP.

Program Information

The Montana Detention Standards are designed to support comprehensive approaches within local adult detention facilities, including to prevent, detect, and respond to incidents of sexual victimization.

The Coordinator of Jail Standards and PEER Review will be expected to provide a specific range of services which will incorporate sexual assault standard requirements. These services include but are not limited to:

- Coordination of 12 detention center PEER reviews and inspections. Actual PEER reviews and inspections may occur after June 30, 2016; however, the *schedule* of PEER reviews and inspections must be completed by the close of the grant period on June 30, 2016;
- Provide status reports of reviews conducted for the time period February 12, 2016 through June 30, 2016;
- Collection of data relating to sexual assault prevention and response, and specific training requirements;
- Training of PEER reviewers in required sexual assault prevention and response protocols and standards; and
- Development of model policies to address prevention and intervention of sexual assault in adult detention facilities.

Demonstrated familiarity with correctional facilities and operation techniques and materials is essential. Applicant must have the:

- Ability to provide the necessary expertise and resources to satisfactorily complete the contract;
- Experience in Criminal Justice with a minimum of five years of experience in a correctional environment;
- Working knowledge of the Montana Jail Standards; and
- Ability to meet deadlines for project completion

Cash or In-Kind Match

Matching contributions of **20% (cash or in-kind)** of the total cost of the project (Coordinator of Jail Standards and PEER Review plus local match) are required for the funded project and must be derived from non-federal sources. **For the purpose of this RFP, base match calculation on funding of \$48,000.00.** All funds designated as match are restricted to the same uses as federal funds and must be expended within the grant period. Remember to identify the source of the match and the anticipated expenses that will be obligated by the match in the budget narrative. The budget must include the required match as a percentage of the total project budget. Specifics of the match (amount and source) must be clearly identified on both the Budget Detail and Budget Narrative. In-kind match must be supported by documentation to show fair market value and be available upon request.

How to Calculate Match

Formula:

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

Example:

Match Requirement - 80/20 (Federal/Recipient) Federal Award = \$48,000

Step 1	\$48,000	÷	80% Federal Share	=	\$60,000
Step 2	\$60,000	x	20% Recipient’s Share	=	\$12,000

VIII. Application Requirements

Applications and all components must be submitted based upon a five-month period February 12, 2016 through June 30, 2016 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. *It is strongly recommended that applicants budget the appropriate hotel and travel expenses for 1-2 staff in the travel category to attend appropriate workshops offered by MBCC. This includes, but may not be limited to, Subgrantee Workshop, Grant Writing Workshop and other programs identified by MBCC.*

Section 3: Budget Narrative

The narrative must:

- Demonstrate that all costs are reasonable;
- Explain and justify each budget item (for example, personnel including fringe must include clear

detail on 100% of the position and the portion of full time equivalent (FTE) employee paid by the grant).

- i. Example: Sally Smith’s full time equivalent position at \$31,990.40 per year:

Position Title – 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 (name) = .25 FTE (520 hrs) @ \$15.38/hr = \$7,997.60
 Other funding source (name) = .25 FTE (520 hrs) @ \$15.38/hr = \$7,997.60
 Grand Total = **\$31,990.40**

Fringe Benefits: Position Title – Sally Jo 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%	<u>\$2,463</u>
Total Fringe Benefits		\$7,967

MBCC funding = \$7,967 x .5 = \$3,983.50
 Other funding source (name) = \$7,967 x .25 = \$1,991.75
 Other funding source (name) = \$7,967 x .25 = \$1,991.75

- c. Show detailed cost calculations to demonstrate how the Applicant arrived at the total amount requested;
- d. Provide a brief narrative to link costs with project activities;
- e. Include the source of the match and identify anticipated expenses to be covered by the match (if match is applicable); and,
- f. Identify personnel paid out of the grant by name and title

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. Goals and objectives should adhere to those performance measures and must be reflected in quarterly reporting. 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.

Objectives

A minimum of three and a maximum of five objectives are required. Identify the specific milestones aimed at achieving the goal(s).

Objectives must:

- Start with the word ‘To’;
- State the date when a milestone will be reached; and,
- Be specific, measureable, achievable, realistic, and time-bound.

Example: “To work directly with law enforcement to improve victim services” is not a measurable objective. “To hold 12 monthly meetings with law enforcement to discuss ways to improve victim services” is measurable and appropriate for the project period.

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:

Activity/Action Steps	Responsible Party	Resources Needed	Cost	Time Frame Start/End	Tracking Measures (Documentation of Progress)
<i>Ex: Cultivate 12 new referrals throughout the year</i>	<i>Program Manager</i>	<i>Transportation Time</i>	<i>\$2,500 \$3,567</i>	<i>Quarter 1 – Quarter 4</i>	<i>Number of new referrals</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; and
3. How the established partnerships compliment one another's programs

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. **Non-Profit Requirements**
 1. Financial Resource Disclosure Form. All non-profit agencies must complete this form. List all funding sources and amounts received to operate the program related to the grant application. Click <http://mbcc.mt.gov/Grants/Forms/GrantResources.asp> and proceed to FORMS to download the document in Excel.
 2. Accounting System and Financial Capability Questionnaire. Provide information demonstrating the agency's accounting and financial structure. <http://mbcc.mt.gov/Grants/Forms/FinCapability.PDF>
 3. Non-Profit Status. Non-profit agencies must provide documentation of non-profit status.

4. Listing of Current Board Members. Provide information on board compilation, positions and individual contact information.

D. Other Required Documents:

1. Position Description: If grant monies are used to fund personnel, include a position description.
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. Memoranda of Understanding (MOU): If applicable, MOUs with original signatures to MBCC must be uploaded into OSAS.
4. Organization list: Include a list of the agency personnel and of personnel working on the project.
5. Memorandum of Understanding (MOU) for Crime Data Reporting: If the applicant organization is 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. For the MBCC Crime Data Reporting Policy or for agency-specific crime data reporting **status** (*at least five business days before the RFP deadline*), contact Kathy Ruppert at (406) 444-2084 or kruppert@mt.gov or Candy Kirby at (406) 444-3651 or <mailto:candyk@mt.gov>.

If the agency is not compliant with the Crime Data Reporting Policy, the agency must have in place an MOU with MBCC in order to become compliant. MOUs with original signatures to MBCC must be uploaded into OSAS. MOU can be requested from Kathy Ruppert at (406) 444-2084 or <mailto:kruppert@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. If personnel costs are included in the budget, timesheets must be maintained to track actual time worked and show all funding sources. Any personnel being used as match (volunteers, personnel, etc.) must maintain timesheets to track actual time worked. Timesheets must be signed by the employee/volunteer and certified by a supervisor.

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 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 February 12, 2016.
- 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.mcpv 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 to http://ojp.gov/financialguide/DOJ/index.htm . Under <i>Top 10 Topics</i> select '3. Unallowable Costs'.</p>

XI. Application Review and Selection Criteria

Initial Screening

MBCC staff will conduct an initial screening of the application to check for completeness of the application. 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 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. The MBCC 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 these 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 criteria.

Criteria	Description	Scoring
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. <i>Budget Detail must be explained and correlate to the categories in the Budget Narrative.</i>	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; applying for additional grants are not considered an adequate sustainability plan.	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 the MBCC 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 of the Committee's recommendations during their December 2015 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 MBCC 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; or
- Staff failed to follow existing policies.

Notice of Appeal must be made in writing to the Executive Director of the Montana Board of Crime Control within ten calendar days of notice of the MBCC Anti-Drug Committee's recommendation.

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

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
- Scanned Signature Page with Original Signatures
- SAM Registration
- Scanned Nonprofit Status – Non-profits only
- List of Board Members and Contact Information – Non-Profits only
- Position Descriptions (if personnel is requested in budget)
- Organizational Chart
- Financial Resource Disclosure Form – Non-profits only and **New Applicants**
- Accounting System and Financial Capability Questionnaire – Non-profits only
- MOU with Original signatures (for compliance with Crime Data Policy – if applicable)
- RFP Question and Answer Form – (optional) due by December 28, 2015**
- Acknowledgement of Question & Answer Addendum**

Attachments

Appendix A – RFP Question and Answer Form

Appendix B – Acknowledgement of Question and Answer Addendum



Appendix A

RFP Question and Answer Form
RFP 16-14-ZZ Non-RFP
Coordinator of Jail Standards and PEER Reviews
Deadline: December 28, 2015

Applicants are encouraged to ask clarifying questions, obtain a better understanding of the project. Applicants having questions or requiring clarification or interpretation of any section within this RFP must address these issues via email or in writing to MBCC on or before **5:00 p.m. December 28, 2015**. Return to: serpenbach@mt.gov

Name: _____

Organization: _____

Email: _____

Question Number	Page Number	Section Number	Questions & Answers for RFP # 16-14-ZZ Non-RFP
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Question Number	Page Number	Section Number	Questions & Answers for RFP # 16-14-ZZ Non-RFP
9.			
10.			



Appendix B

**RFP Question and Answer Form
RFP 16-14-ZZ Non-RFP
Coordinator of Jail Standards and PEER Reviews
Deadline: December 28, 2015**

ACKNOWLEDGEMENT OF QUESTION AND ANSWER ADDENDUM

RFP NO. 16-14-ZZ Non-RFP
TO BE OPENED: December 18, 2015
TITLE: Coordinator of Jail Standards and PEER Review

ADDENDUM NO. (insert number)

To All Applicants:

Attached are written questions received in response to this RFP. These questions, along with the Board of Crime Control's response, become an official amendment to this RFP.

All other terms of the subject "Request for Proposal" are to remain as previously stated.

Acknowledgment of Addendum:

The applicant for this solicitation must acknowledge receipt of this addendum. This page must be submitted at the time set for the proposal opening or the proposal may be disqualified from further consideration.

I acknowledge receipt of Addendum No. (insert number).

Signed: _____

Name: _____

Company Name: _____

Date: _____