

# Montana Board of Crime Control Request for Proposals



The Montana Board of Crime Control (MBCC) is soliciting competitive proposals for Sexual Assault Services Program to be funded by the Office on Violence Against Women. Approximately \$350,000 will be available during fiscal year 2020, depending upon the availability of federal funds.

## **Sexual Assault Services Program (SASP) #19-03 (WS)**

**Application Deadline: January 17, 2019 at 12:00 p.m. noon**  
**Project Period: July 1, 2019 to June 30, 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**

Eligible applicants include private non-profit agencies.

### **II. Registrations**

A new applicant 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. 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://uscontractorregistration.com/> or call the SAM Registration Help Desk at 1-877-252-2700.

### **III. Deadline**

Applications must be submitted online, on or before **January 17, 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.***

<b>Schedule of Events</b>	
RFP Issue Date	December 6, 2018
Deadline for Receipt of Written Questions	January 11, 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.	
<b>Application Submission Deadline</b>	<b>January 17, 2019 at 12:00 p.m. noon</b>
Staff and Committee Review	January to April, 2019
Application Review Committee (ARC)	May 2018
Board of Crime Control Approval	June 14, 2019 (tentative)
Project Start Date	July 1, 2019
Project End Date	June 30, 2020

For applicants without internet access, who cannot apply electronically through the OSAS, contact MBCC at (406) 444-3604 or [mbcc@mt.gov](mailto:mbcc@mt.gov) (listing "RFP # 19-03 (WS), Submission Assistance" as the email subject) for approval and submission instructions.

### **IV. Program-Specific Information**

#### **Overview and Purpose Area(s)**

MBCC is soliciting proposals for Sexual Assault Services Program (SASP) to be funded by the U.S. Department of Justice, Office on Violence Against Women. SASP was created by the Violence Against Women and Department of Justice Reauthorization Act of 2005 and is the first Federal funding stream solely dedicated to the provision of direct intervention and related assistance for victims of sexual assault. SASP envisions a partnership among the MBCC, Montana Coalition Against Domestic and Sexual Violence, and underserved communities in implementing SASP throughout the State. The intent of the partnership is to increase focus on sexual assault to address the lack of available direct intervention and related assistance services and the unique aspects of sexual assault trauma from which victims must heal. Women and men of all ages, as well as children, can be victims of sexual assault. The perpetrator can be a relative, acquaintance (e.g., boyfriend/girlfriend, friend, coworker, neighbor), or stranger. Nationally, one in six women and one in thirty-three men will be sexually assaulted in his or her lifetime.

For many victims, it may take years to recover from the physical and psychological trauma caused by rape and other forms of sexual violence. To heal from the trauma, survivors often need support from family and friends, as well as critical direct intervention and related assistance for victim-centered social service organizations such as rape crisis centers, through 24-hour sexual assault hotlines, crisis intervention, and medical and criminal justice accompaniment. SASP will support these services by assisting the establishment, maintenance, and expansion of rape crisis centers and other relevant programs dedicated to assisting those victimized by sexual assault.

The application process is competitive. Previous funding does not guarantee an award during this funding cycle.

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

### **Purpose of Funds**

The purpose of SASP is to provide intervention, advocacy, accompaniment (e.g., accompanying victims to court, medical facilities, police departments, etc.), support services, and related assistance to:

- Adult, youth, and child victims of sexual assault;
- Family and household members of such victims; and
- Those collaterally affected by the victimization, except for the perpetrator of such victimizations (e.g., friends, coworkers, classmates).

NOTE: SASP emphasizes the establishment, maintenance, and expansion of rape crisis centers and other nonprofit, non-governmental organizations, such as dual programs addressing domestic violence and sexual assault, for the provision of direct intervention, core services, and related assistance to adult, youth, and child victims of sexual assault.

By statute, funds under SASP may be used for the following purpose:

To support the establishment, maintenance, and expansion of rape crisis centers and other programs and projects to assist those victimized by sexual assault. Meaningful sexual assault services must be comprehensive and tailored for different forms of sexual assault and address the effects of trauma through supportive healing processes. Services must be provided by staff specializing in or specifically trained to meet the unique needs and concerns of sexual assault victims/survivors. Because the needs of sexual violence survivors are not the same as those of domestic violence survivors, *dual/multi-services agencies will need to demonstrate the specific intent to serve sexual assault victims/survivors outside the context of interpersonal violence and how those services will be provided.*

The Sexual Assault Services Program shall be used to provide grants to rape crisis centers and other nonprofit, non-governmental organizations, including faith-based and other community organizations, for programs, and activities that provide direct intervention and related assistance. Intervention and related assistance may include:

- 24-hour hotline services providing crisis intervention services and referral;
- Accompaniment and advocacy through medical, criminal justice, and social support systems, including medical facilities, police, and court proceedings;
- Crisis intervention, short-term individual and group support services, and comprehensive service coordination and supervision to assist sexual assault victims and family or household members;
- Information and referral to assist the sexual assault victim and family or household members;
- Community-based, linguistically, and culturally specific services and support mechanisms, including outreach activities for underserved communities; and
- The development and distribution of materials on issues related to the services described in the previous bullets.

## **Program Priorities**

Priority will be given to programs that:

- Support rape crisis centers by providing direct intervention and related assistance to services; and
- Support dual programs that provide sexual assault and domestic violence services to enhance the provision of sexual assault-related direct intervention and related assistance services.

## **Components of High-Quality Sexual Assault Services in Dual/Multi-Service Advocacy Agencies**

Using the [2019 Meaningful Components](#) form, the application must include description of how the agency ensures the following:

- Strong dual/multi-service agencies have a mission, strategic plan, and specific goals established for their sexual violence programs
- Strong dual/multi-service agencies have strong leadership that is committed to addressing sexual violence
- Strong dual/multi-service agencies understand the connection between sexual violence and oppression and work to end both
- Strong dual/multi-service agencies provide services to the full continuum of sexual violence survivors, including adult, youth, and child survivors
- Strong dual/multi-service agencies provide comprehensive sexual assault services that meet long-term and short-term needs of sexual violence survivors
- Strong dual/multi-service agencies provide specific advocacy training on sexual violence and core service provision
- Strong dual/multi-service agencies have a plan that is both proactive and responsive to vicarious trauma experienced by staff and volunteers
- Strong dual/multi-service agencies work with systems
- Strong dual/multi-service agencies listen to the community
- Strong dual/multi-service agencies speak to the community about sexual violence

For more information on implementing meaningful sexual assault services within a dual/multi-service advocacy agency, go to the Resource Sharing Project document titled [Opening our Doors](#).

## **Unallowable Activities**

1. Sexual Assault Response Teams
2. Fundraising
3. Research projects
4. Sexual Assault Forensic Examiner projects
5. Criminal justice-related projects
6. Providing domestic violence services that do not relate to sexual violence

## **Project Period**

The project period begins July 1, 2019 and concludes June 30, 2020. Funds may not be expended or obligated prior to July 1, 2019.

## **Cash or In-Kind Match**

No match is required under the SASP program.

## **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.
- **Cash or In-Kind Match**  
The budget must include the required match as a percentage of the total project budget. Specifics of the match must be clearly identified in both Section 2 and Section 3.
- **How to Calculate Match**

<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 - 75/25 (Federal/Recipient) Federal Award = \$50,000					
Step 1	\$50,000	÷	75% Federal Share	=	\$66,667
Step 2	\$66,667	x	25% Recipient's Share	=	\$16,667

### **Section 3: Budget Narrative**

The Budget Narrative must:

- explain and justify all budget items by category;
- 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; and
- include the source of match, identify anticipated expenses to be covered by the match, and document the basis for determining the value of any in-kind match.

If personnel costs are included in the budget, timesheets must be maintained to track actual time worked and must 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.

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 written in a 12-point font, double-spaced, and kept to a maximum of 24 pages. Material required under the Budget Narrative, Executive Summary, and Other Required Documents sections will not count toward the Project Narrative page count.

The Project Narrative *must* contain the following elements:

- *Executive Summary*

Summarize the purpose of the planned project, stating the problem or need. 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), double-spaced 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:*

<b>Goal</b>	Significantly reduce the achievement gap across specified student subgroups.			
<b>Objective</b>	Provide mentors for at-risk students.			
<b>Activity / Action Step</b>	<b>Responsible Person(s)</b>	<b>Timeline</b>	<b>Resources Needed</b>	<b>Projected Costs</b>
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"> <li>● \$500 to print referral forms (paid by grant)</li> <li>● \$200 for Program Manager to develop referral process and form (paid by grant)</li> <li>● \$220 for School Counselor to develop referral process and form (paid by school district)</li> </ul>
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"> <li>● \$10,400 for Program Manager per year to Identify students (paid by grant)</li> <li>● \$10,400 for School Counselor per year to Identify students (paid by school district)</li> </ul>

● *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.

Include existing baseline data and the agency's commitment to provide pre and post data related to specific performance measures. 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 mayor, 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:

- 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

- [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.
- Organization list: Include a list of agency personnel and personnel working directly on the proposed project.
- Federal Indirect Cost Rate Agreement (if applicable)
- MOU for Crime Data Reporting (if applicable)  
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](#).
- [2019 SASP Information Sheet](#)
- [2019 Meaningful Components](#)

### **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.
- 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**

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 **January 11, 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 # **19-03 WS**. 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 #**19-03 WS** 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.

### **Crime Statistics**

Applicants may utilize crime data that is collected by the MBCC Statistical Analysis Center to include in their proposals. Montana's Incident-Based Reporting System (MTIBRS) is an analytical/statistical tool. Users can select reports based on offense, offender/arrestee, victim, and property data elements or can create their own custom reports based on multiple variables. Data from 2005 to the most current complete calendar year is available.

For assistance in accessing MTIBRS or for technical assistance regarding crime statistics, applicants should request information using the online MBCC RFP Question and Answer Request found at <http://mbcc.mt.gov/Funding/Grant-Offerings> under this RFP number. Assistance must be requested at least five working days before the RFP deadline.

## **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 (DOJ) 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 allocable 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.

### **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 include 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 Responsibilities Post-Award**

### **Reporting**

Grantees must 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
- Annual MUSKIE Report

Quarterly reporting periods are as follows:

Reporting Period	Report Due Date
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

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.

Project Budget
Budget Narrative
Project Narrative
Signature Page with Original Signatures
SAM Verification
DUNS Verification
<a href="#">Accounting System and Financial Capability Questionnaire</a>
Position Descriptions (if personnel are requested in budget)
Organization List
Non-Profit Status Verification
Listing of Current Board Members
Certificate of Exemption for Hiring Practices on the Basis of Religion
Federal Indirect Cost Rate Agreement (if applicable)
MOU for Crime Data Reporting (if applicable)
<a href="#">2019 SASP Information Sheet</a>
<a href="#">2019 SASP Meaningful Components</a>

