Montana Board of Crime Control
Request for Proposals
Amended 5/11/2020, 6/2/2020. 9/9/2020, 10/1/2020. See highlighted text on Pages 2, 3, and 7

20-07 (CV)
Coronavirus Emergency Supplemental Funding (CESF)

Application Deadline: Ongoing
Project Period: 12 months with a start date no earlier than January 20, 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.*

**Text that appears blue and underlined indicates a link to a webpage or online document.*

I. Eligibility

Eligible applicants include units of city, county and tribal governments; state agencies; non-profit agencies; and for-profit agencies.

All recipients and subrecipients of CESF funds must forego any profit or management fee.

> *Separate from this RFP offering and based on the Byrne JAG eligibility criteria, a total of 18 Montana counties, cities and tribes are expected to apply for and receive **local direct** awards and CESF funds directly from the U.S. Department of Justice. The list of entities eligible for a direct award can be found at: https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/fy20-cesf-allocations-mt.pdf*

II. Registrations / OSAS Application Process

All applications must be submitted online in the MBCC Online Subgrantee Application System (OSAS) under the registered applicant and RFP # 20-07(CV) Coronavirus Emergency Supplemental Funding.

A new applicant must register in OSAS. 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.
You can locate OSAS help files at the top of the page by clicking "Instructions." Log into OSAS using your user ID and password. In the "Choose an RFP" dropdown list, click on "Coronavirus Emergency Supplemental Funding." Following the instructions provided, complete all sections in OSAS to create your application and submit to 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 1-844-237-1681. The DUNS number is required as part of the registration with SAM. To register with SAM, go to https://sam.gov/SAM/* or call the Federal Service Desk at 1-866-606-8220. For an example of the required SAM registration Document, please go to: http://mbcc.mt.gov/Portals/130/Funding/Forms/General/SAMRegistration.pdf?ver=2020-02-27-111755-650.

  **Please note, Internet Explorer no longer supports the SAM website, you must use an alternate browser such as Edge, Firefox, or Chrome to open the link above.*

For applicants without internet access, who cannot apply electronically through the OSAS, contact MBCC at (406) 444-3604 or mbcc@mt.gov (listing "**RFP # 20-07 (CV)**, Submission Assistance" as the email subject) for approval and submission instructions.

III. Program-Specific Information

Overview and Purpose Area(s)

The Montana Board of Crime Control (MBCC) is soliciting proposals for the Coronavirus Emergency Supplemental Funding (CESF) Program to provide funding to assist states, local units of government and tribes in preventing, preparing for and responding to the coronavirus.

Approximately **$1.3 Million** will initially available. MBCC will continue to assess the impact of COVID-19 in Montana to determine funding priorities as the situation progresses.

Permissible Use of Funds

Funds awarded under the CESF Program must be utilized to prevent, prepare for, and respond to the coronavirus. **No other use of funds is permitted.**

Allowable projects and purchases include, but are not limited to, overtime, equipment (including law enforcement and medical personal protective equipment), hiring, supplies (such as gloves, masks, sanitizer), training, travel expenses (particularly related to the distribution of resources to the most impacted areas) , and addressing the medical needs of inmates in state, local, and tribal prisons, jails, and detention centers.

Project Period
Applications and all components must be submitted based upon a **12-month** project period. The project period must commence on the first day of a calendar month (e.g. July 1, 2020) and end on the last day of the 12th calendar month following the commencement month (e.g. June 30, 2021). Funds may not be expended or obligated prior to the beginning of the project period. Project periods may not start earlier than January 20, 2020. Should the project period start on January 20, 2020, the last day of the project period would be December 31, 2020 to coincide with reporting timeframes.

Funding Request Maximum
The maximum dollar amount for which any applicant may apply is $75,000.

Match Requirements
No match is required under CESF.

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

Number of Applications per County
To ensure funds are distributed in an equitable manner throughout the State, MBCC strongly recommends that only one application, representing all entities within the county desiring CESF assistance, is submitted for each county.

Other Coronavirus-Related Funding Sources
Within the Project Narrative, applicants must disclose all other known sources of Emergency Coronavirus (EC) funding. If the applicant or any other entity within the applicant's county has received or is applying to receive other EC funding, a detailed description of the other funding and the intended use must be included. All applicants must complete the Coronavirus Impact Survey and the CESF Funding Disclosure Form as an attachment to the application.

IV. Application

Requirements
Applications and all components must be submitted based upon a 12-month project period and *must* include all Program and Application Requirements above in addition to 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 must (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 200.414. 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 MBCC policy B-08 Indirect Costs and Indirect Cost Information Page for additional information.

Section 3: Budget Narrative
The Budget Narrative must:

- fully explain and outline all funding sources for requested personnel positions. Explain if personnel requested are full time or part time positions. Identify if there are other funding sources (see Personnel example below);
- explain and justify all budget items by category;
- 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

If personnel costs are included in the budget, time and effort reports must be maintained to track actual time worked and must show all funding sources. Reports must be signed/submitted by the employee and certified by a supervisor.

Personnel example:
Personnel/Salary: Position Title (i.e. Administrative Assistant) – Taylor Smith
1 FTE @ $15.38/hr. $31,990.40
MBCC funding = .5 FTE (1040 hrs.) @ $15.38/hr. = $15,995.20
Other funding source (County surcharge fees) = .25 FTE (520 hrs.) @ $15.38/hr. = $7,997.60
Other funding source (Federal grant) = .25 FTE (520 hrs.) @ $15.38/hr. = $7,997.60
Grand Total = $31,990.40

The Montana Department of Labor & Industry announces that the Unemployment Insurance (UI) Taxable Wage Base for 2020 will be $34,100. The SUTA rate used in this example is for illustration purposes only.

Fringe Benefits: Position Title (i.e. Administrative Assistant) – Taylor 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
SUTA – on first $34,100/yr.	$31,990.40 x .5%	$ 160
Retirement	$31,990.40 x 8.17%	$2,614
Health Insurance	$31,990.40 x 7.7%	$2,463
Total Fringe Benefits		$7,982

MBCC funding = $7,982 x .5 = $3,991.00
Other funding source (County surcharge fees) = $7,982 x .25 = $1,995.50
Other funding source (Federal grant) = $7,982 x .25 = $1,995.50

Section 4: Project Narrative

The Project Narrative includes a detailed description of the purpose, needs, goal(s), objectives, implementation, and collaboration for the proposed project. The Project Narrative must be written in a 12-point font, double-spaced and kept to a maximum of 8 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. Identify activities and outcomes to be achieved. This section should be limited to two (2) double-spaced pages

- *Needs Statement*
  Identify the problem(s) to be addressed and validate the need for the proposed program and services. If data is used, it must be relevant and less than 5 years old.

- *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.

- *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.

  Objectives example:
  "To work directly with law enforcement to improve victim services" **is not a measurable or appropriate objective.**

  "To hold 12 monthly meetings with law enforcement to discuss ways to improve victim services during the project period" **is a measurable and appropriate objective.**

- *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	To provide mentors for at-risk students during the project period to reach a mentor student ratio of 1:10.			
Activity / Action Step	**Responsible Person(s)**	**Timeline**	**Resources Needed**	**Projected Costs**
Develop program referral process and referral form for at risk students to be matched with a mentor.	Program Manager and School Counselor	Quarter 1	10 Staff Hours Total to develop referral process and create referral form	● $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)
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)	● $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)

- *Collaboration*
  Whomever is designated as the applicant agency representing the county, association, organization, must outline in detail collaboration with other specific agencies/entities within their county, to validate need and responsible funds distribution and usage. Applicants that demonstrate a collaborative programmatic and funding approach with other area agencies in program development and execution will be given priority for funding. Specific contributions to be made by each collaborative agency must be thoroughly described within both the Project Narrative and Budget Narrative sections of the application.

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 both 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)
- A copy of the current, active **SAM registration**, showing current **DUNS number (example).**
- **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. Use the link provided to access the form.
- **CESF Funding Disclosure Form**
- **Coronavirus Impact Survey**
  A completed copy of the Coronavirus Impact Survey must be uploaded as a component of the application. Upon completion of the survey, you will be emailed a copy of your survey responses.
- **Position descriptions** for all personnel in the requested budget.
- **Federal Indirect Cost Rate Agreement** (if applicable)
  Applicant 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.

Applicants having questions or requiring clarification or interpretation of any section within this RFP must address these issues via the MBCC website. Questions shall be submitted using the online MBCC RFP Question and Answer Request form found at http://mbcc.mt.gov/Funding/Grant-Offerings, under **# 20-07 (CV)**. Clear reference to the section, page and item in question must be included in the request.

Written responses to all questions will be posted on the MBCC website as soon as possible, under **#20-07 (CV) 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
For assistance in accessing MTIBRS or for technical assistance regarding crime statistics, applicants should request information at http://mbcc.mt.gov/Requests/CIMRequest, *at least five business days before the RFP deadline.* In the field labeled "Other," please provide the RFP number and name of the grant you are applying for.

V. 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 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.

VI. Application Processing and Award

The MBCC Executive Committee will review all applications and make awards in a timely manner based upon the frequency and number of applications received. The Executive Committee reserves the right to make final funding decisions, and all funding decisions decided by the Committee are final. Funding will be awarded based on the availability of funding and Committee priorities. Following Committee action, 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.

VII. Grantee Responsibilities Post-Award

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 Narrative Reports
  - Other reporting as required by MBCC in order to report as required to the U.S. Department of Justice regarding CESF programing.

Calendar quarterly reporting periods are as follows:

Calendar Reporting Period	Calendar Report Due Date
January 1 – March 31	April 10
April 1 – June 30	July 10
July 1 – September 30	October 10
October 1 – December 31	January 10

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

VIII. 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 (example)
	Accounting System and Financial Capability Questionnaire
	Position Descriptions for all personnel in the requested budget
	Coronavirus Impact Survey
	CESF Funding Disclosure Form
	Federal Indirect Cost Rate (if applicable)