



Montana Board of Crime Control Request for Proposals

Domestic Violence Intervention (DVI) Program #20-04 (M)

**Application Deadline: January 24, 2020 at 12:00 p.m. noon
Project Period: July 1, 2020 to June 30, 2021**

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 units of local government, tribal governments, and private nonprofit agencies. Private nonprofit agencies are highly encouraged to submit a Collaboration Memorandum of Understanding (MOU) with a local government law enforcement agency. If applying to implement offender intervention programming or a domestic violence court, only local, tribal or state courts are eligible applicants.

Per MCA 44-7-201, Domestic Violence Intervention Program funds may be granted **to a court** to implement an Offender Intervention Program (OIP) that meets the [standards](#) adopted by the Montana Board of Crime Control.

II. Registrations

A new applicant must register with the [Online Subgrantee Application System \(OSAS\)](#) 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://www.sam.gov/SAM/> or call the Federal Service Desk at 1-866-606-8220.

**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.*

III. Deadline

Applications must be submitted online, on or before **January 24, 2020 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	December 13, 2019
Pre-application Offeror's Call	December 19, 2019 12:00 p.m. noon
Deadline for Receipt of Written Questions	January 17, 2020
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	January 24, 2020 at 12:00 p.m. noon
Staff and Committee Review	January 24, 2020 – March 31, 2020
Application Review Committee (ARC)	April 2020 (tentative)
Board of Crime Control Approval	June 11, 2020 (tentative)
Project Start Date	July 1, 2020
Project End Date	June 30, 2021

For applicants without internet access, who cannot apply electronically through the OSAS, contact MBCC at (406) 444-3604 or mbcc@mt.gov (listing "RFP #20-04 (M), Submission Assistance" as the email subject) for approval and submission instructions.

IV. Program-Specific Information

Overview and Purpose Area(s)

The Montana Board of Crime Control is soliciting proposals to implement Misdemeanor Probation and Domestic Violence Intervention Programs in Montana. It is estimated that State Funding of \$125,000 will be available. Funding is granted annually. The Domestic Violence Intervention Program grant application process is *competitive*. Previous funding does not guarantee an award during this funding cycle.

Misdemeanor Probation

The purpose of Misdemeanor Probation is to provide monitoring and enforcement of sentence compliance for offenders who have been convicted of a first or second misdemeanor offense of Partner or Family Member Assault (PFMA) under MCA 45-5-206 or of violation of an order of protection under MCA 45-5-626. Recidivism and risk of serious injury or death to victims can be reduced when offenders are held accountable by the criminal justice system and are required to

comply with court ordered sanctions such as payment of fines and restitution, , Orders of Protection, drug and alcohol evaluation and treatment, and successful completion of an offender intervention program.

Communities are strongly encouraged to develop a comprehensive plan for achieving goals including assessment of need, demonstration of collaboration through coordinated community response teams, methodologies to be employed, meaningful sanctions for non-compliant offenders, plans for sustainability of the program, and specific details regarding program evaluation.

Misdemeanor Probation grant funds may be used for the following purposes (a program containing most of these elements would qualify as a comprehensive program):

- Supervision/Probation for offenders convicted of a first or second misdemeanor offense of partner or family member assault or of violation of an order of protection;
- Tracking of sentence requirements and compliance with each;
- Electronic or GPS monitoring of some offenders after risk assessment;
- Victim safety measures such as lethality assessment;
- Tracking of outcomes (i.e. recidivism, revocations of probation etc.);
- Establishment of a supervision fee structure or other means of program sustainability; and
- Utilizing evidence-informed offender intervention programs that are designed to reduce the risk of future violent behavior.

Prohibited Practices for Misdemeanor Probation

Activities that compromise victim safety, which may include:

- Mediation or counseling for couples as a systematic response to domestic violence;
- Requiring victims to report domestic violence crimes to law enforcement or forcing victims to participate in criminal proceedings;
- Placement of batterers in anger management programs; and

Procedures that would force victims of domestic violence to testify against their abusers or impose other sanctions on them. Rather, procedures that provide victims the opportunity to make an informed choice about whether to testify are encouraged.

Offender Intervention Program (OIP)

The purpose of the Domestic Violence Intervention Program is to assist courts in implementing an Offender Intervention Program that meets the standards adopted by the Montana Board of Crime Control (MCA 44-7-210). Applications submitted by courts must outline adherence to the adopted [OIP standards](#) per MCA 44-7-201.

Prohibited Practices for Offender Intervention Program

Please refer to [OIP standards](#).

Collaboration

Applicants that demonstrate a collaborative approach in program development and execution will be given priority for funding.

Project Period

The project period begins **July 1, 2020** and concludes **June 30, 2021**. Funds may not be expended or obligated prior to **July 1, 2020**.

Grant Funds Distribution

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

Match

Programs are not required to provide matching funds under this solicitation.

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 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, funds that have been appropriated for the same purpose.
- **Travel**
When budgeting for travel and per diem refer to <https://www.gsa.gov/travel/plan-book/per-diem-rates> for lodging rates (in-state and out-of-state) and the [Montana Operations Manual](#) for current per diem rates.

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 no other funding sources (see personnel example below);
- clearly explain and justify all budget items by category;
- fully explain the relationship between budgeted items and project activities; and
- show detailed cost calculations to demonstrate how the applicant arrived at the total amount requested.

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

Position Title (i.e. Victim Advocate) – Sally Smith

1 FTE @ \$15.38/hr. **\$31,990.40**

MBCC funding = .5 FTE (1040 hrs.) @ \$15.38/hr. = \$15,995.20

Other funding source (County surcharge fees) = .25 FTE (520 hrs.) @ \$15.38/hr. = \$7,997.60

Other funding source (OVW Rural 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. Victim Advocate) – Sally Smith

Benefits are based on current payroll costs for a full-time position.

FICA (Social Security & Medicare)	\$31,990.40 x 7.65%	\$2,447
Worker’s Compensation	\$31,990.40 x .8%	\$ 256
FUTA – on first \$7,000/yr.	\$7,000 x .6%	\$ 42
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 (Foundation) = \$7,982 x .25 = \$1,995.50

Other funding source (OVW Rural 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, 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:

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	<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)
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.

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*

Identify the specific activities performed with each partner as it pertains to achieving the goals and objectives of this proposal.

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.

- *Sustainability Plan*

Include a plan outlining capacity to support and sustain the proposed project after grant 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)
- A copy of the current, active SAM registration, showing current DUNS number
- [Accounting System and Financial Capability Questionnaire](#). Regulations require applicants to establish and maintain proper accounting systems and financial records to include policies and procedures.
- Position descriptions for all personnel requested in the budget
- Organizational chart for all personnel included in the budget request

Additional Documents Required of *Non-Profit Applicants* that 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; and

Questions or Clarification

MBCC will host a **pre-application Offeror’s Call** on December 19, 2019 at 12:00 p.m. noon. Staff will review the solicitation requirements and conduct a question and answer session with interested potential applicants. To participate in the Offeror’s Call, click the Join Skype Meeting link:

Join Skype Meeting	Join by phone
Trouble Joining? Help	406-444-4647, 4622450#
Try Skype Web App	Conference ID: 4622450#

Applicants may also contact Meaghan Kolar at (406) 444-4763 or mkolar@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 **January 17, 2020** 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 **#20-04 (M)**. 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 **#20-04 (M) 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 #20-04 (M). 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 grant funds under the Domestic Violence Intervention Program are governed by State of Montana legislation, statutes, and regulations. For more information regarding Montana-specific regulations, refer to the [Montana Operations Manual](#).

VII. Application Processing and Award

Initial Screening

An initial screening of applications received by the due date 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.

Application Review Committee (ARC)

The ARC will provide recommendations to the MBCC Board of Directors for final funding decisions/awards. Funding will be recommended based on availability of funding, board priorities and funding criteria, and not solely on basis of highest application score. Applicants will receive written notice of the ARC recommendation.

Appeals

Per MBCC policy [B-04](#), if the ARC recommends denial, the applicant may appeal the recommendation. The appeal **must address** 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.

Awards

The MBCC Board of Directors will review all ARC recommendations and reserves the right to make final funding decisions. Funding will be awarded based on availability of funding, board priorities and funding criteria, and not solely on basis of highest application score. Following Board 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.

All grantees are required to fill out and return a Risk Assessment as part of the award documents. The Risk Assessment will determine the level of monitoring of the applicant. 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

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

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.

	<u>Accounting System and Financial Capability Questionnaire</u>
	Project Budget
	Budget Narrative
	Project Narrative
	Signature Page with Original Signatures
	SAM Registration
	Position Descriptions for all personnel requested in the budget
	Organizational Chart
	<i>For Non-Profit Applicants: Non-Profit Status Verification</i>
	<i>For Non-Profit Applicants: Listing of Current Board Members</i>
	<i>For Non-Profit Applicants: Certificate of Exemption for Hiring Practices on the Basis of Religion</i>

