



SUBGRANTEE APPLICATION REVIEW

1.0 POLICY

- 1.1 It is the policy of the Montana Board of Crime Control that the subgrantee application review process be uniform and transparent for all sub awards. It is the intent of this policy to provide guidance to staff and Board Members regarding review of subgrantee applications.

2.0 PROCEDURE

- 2.1 Program and fiscal managers are responsible for making approval and funding recommendations, including application review scores, to the Application Review Committee (ARC).
- 2.2 The ARC exists to make funding recommendations to the Board of Directors. A quorum of the ARC consists of one-half of the committee members plus one. The ARC recommendations to the Board are limited to approval or denial of grant applications and the dollar amount of recommended awards and must take into consideration the reviewer scores.
- 2.3 The authority to make a final determination regarding late applications has been delegated to the ARC and is specified in MBCC Policy B-02.
- 2.4 ARC meetings must be held at least twenty-five (25) work days prior to the meeting of the Board.
- 2.5 The ARC Chairperson, or in his or her absence, the Vice-Chairperson, will present the ARC's recommendations to the Board.

3.0 REFERENCE AND AUTHORITIES

- 3.1 MBCC Policy B-02.

4.0 DEFINITIONS

- 4.1 Application Review Committee (ARC) – A standing committee that reviews applications and makes recommendations to the full Board. For example, the Victims Committee serves as the ARC for the Victims of Crime Act (VOCA), Violence Against Women Act (VAWA), Sexual Assault Services Program (SASP), and Misdemeanor Domestic Violence Intervention grants.

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