



Montana Board of Crime Control Request for Proposals

20-08 (J)

Title II Juvenile Justice Formula Grants

Application Deadline: July 2, 2020 at 12:00 p.m. noon
Project Period: October 1, 2020 to December 31, 2021
[Amended 5/28/2020. See highlighted text on Page 15](#)

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.*

The Montana Board of Crime Control (MBCC) is soliciting competitive proposals for Title II Juvenile Justice Formula Grants programs to be funded by the U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention (OJJDP).

Approximately \$320,000 of funding will be available during fiscal year 2020, depending upon the availability of federal funds.

I. Eligibility

Eligible applicants include units of local government, federally recognized tribal governments, private nonprofit agencies, and local educational agencies. Private nonprofit agencies must document their nonprofit status.

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 1-844-237-1681. 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. Applicant must begin the process to obtain a DUNS number and SAM registration immediately to ensure meeting the application deadline. 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.*

III. Deadline

Applications must be submitted online, on or before **July 2, 2020 at 12:00 p.m. noon.** Applications will be submitted in the OSAS under the registered applicant and RFP # 20-08(J) Title II Juvenile Justice Formula Grants. To mitigate any potential submission difficulties, MBCC strongly urges application submission 72 hours prior to the deadline.

Late applications will not be processed or awarded.

Schedule of Events	
RFP Issue Date	May 21, 2020
<u>Pre-Application Offeror's Call</u>	May 28, 2020 2:00 p.m.
Deadline for receipt of written questions	June 26, 2020 at 5:00 p.m.
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	July 2, 2020 at 12:00 p.m. noon
Staff and Committee Review	July 2 – August 2020
Application Review Committee (ARC)	August 2020 (tentative)
Youth Justice Council Approval	September 9, 2020 (tentative)
Board of Crime Control Approval	September 10, 2020 (tentative)
Project Start Date	October 1, 2020
Project End Date	December 31, 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 # 20-08 (J)**, Submission Assistance” as the email subject) for approval and submission instructions.

IV. Program-Specific Information

Overview and Purpose Area(s)

MBCC is soliciting proposals MBCC is soliciting proposals for Title II Juvenile Justice programs to be funded by U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention (OJJDP). The Title II Juvenile Justice Formula Grants program provides funding to support state and local efforts to plan, establish, operate, coordinate, and evaluate policies and projects, for the development of more effective education,

training, research, prevention, diversion, treatment, and rehabilitation programs, as well as juvenile justice system improvement efforts.

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.

Priority Projects

- Purpose Area 3: Alternatives to Detention

Alternative services provided to a juvenile offender in the community as an alternative to confinement:

Applies to youth including, but not limited to:

- status offenders; survivors of commercial sexual exploitation; youth in need of temporary placement such as crisis intervention, shelter, and after-care; youth in need of residential placement: a continuum of foster care or group home alternatives that provide access to a comprehensive array of services; and youth in need of specialized intensive and comprehensive services that address the unique issues encountered by youth when they become involved with gangs

Alternatives include, but are not limited to:

- specialized or problem-solving courts
- diversion to home-based or community-based services or treatment for youth in need of mental health care, substance use or co-occurring disorder services at the time such juveniles first come into contact with the juvenile justice system

- Purpose Area 5: Community-Based Programs and Services

Programs and services that work pre- and post-confinement with:

- status offenders, other youth, and the parents and other family members of such offenders and youth to strengthen families, including parent self-help groups, so that juveniles may remain in their homes;
- juveniles during their incarceration, and with their families, to ensure the safe return of such juveniles to their homes and to strengthen the families; and
- parents with limited English-speaking proficiency, particularly in areas where there is a large population of families with limited English proficiency; and
- juvenile offenders who are the victims of child abuse or neglect, and their families, in order to reduce the likelihood that such juveniles will commit subsequent violations of law.

- Purpose Area 6: Delinquency Prevention

Programs, research, or other initiatives to prevent or reduce the incidence of delinquent acts and directed to youth at risk of becoming delinquent to prevent them from entering the juvenile justice system or to intervene with first-time and non-serious offenders to keep them out of the juvenile justice system. This program area excludes programs targeted at youth already adjudicated delinquent, on probation, in corrections, and those programs designed specifically to prevent gang-related or substance use activities as part of other program areas.

Comprehensive juvenile justice and delinquency prevention programs will meet the needs of youth through the collaboration of the many local systems before which a youth may appear, including schools, courts, law enforcement agencies, child protection agencies, mental health agencies, welfare services, health care agencies, and private nonprofit agencies offering youth services.

- Purpose Area 17: School Programs

Education programs or supportive services in traditional public schools and in detention/corrections education settings to encourage youth to remain in school or alternative learning programs and to prevent or reduce truancy, suspension, and expulsion. Applicants serving youth ages 16 or older are strongly encouraged to incorporate services or resources to assist juveniles in making the transition to the world of work and self-sufficiency.

Alternative education program applicants must outline their plan to coordinate with the local schools that juveniles would otherwise attend to ensure that the instruction juveniles receive outside school is closely aligned with the instruction provided in school. Any information regarding learning problems identified in alternative learning situations must be communicated to the schools.

Title II funds may be used to support, hire, and train school resource officers (SROs). MBCC also encourages ongoing educational support for SROs, individuals responding to student behavioral issues, and/or other key personnel within schools. Priority consideration for education/training programs will be given to curricula that address mental health and crisis intervention; responses to learning disabled youth; cultural considerations in areas with high minority populations; and/or problems faced by LGBTQ/non-cisgender youth.

- Purpose Area 18: Substance and Alcohol Abuse

Programs, research, or other initiatives to address the use and abuse of illegal and other prescription and nonprescription drugs and the use and abuse of alcohol. Programs include control, prevention, and treatment.

- Purpose Area 21: Racial and Ethnic Disparities (RED)

Programs or other initiatives primarily to identify and reduce racial and ethnic disparities among youth who come into contact with the juvenile justice system, pursuant to the Juvenile Justice Delinquency Prevention Act (JJDP), as amended at 34 U.S.C. § 11133(a)(15). Applications with a RED reduction focus must address disparities between white, African American, Hispanic/Latinx, American Indian, Asian, Native Hawaiian and/or Alaska Native youth at one or more of the following [contact points](#):

- Arrest
- Diversion
- Pretrial Detention
- Secure Confinement
- Transfer to Adult Court

- Purpose Area 22: Diversion Programs

Programs to divert juveniles from entering the juvenile justice system

- Purpose Area 23: Gender-Specific Services
Services to address the specific needs of female, male, non-binary, transgender, and/or agender youth in the juvenile justice system. Applicants under this category are strongly encouraged to incorporate a plan to identify and address the needs of LGBTQ/non-cisgender youth.
- Purpose Area 24: Indian Tribe Programs
Programs to address juvenile justice and delinquency prevention issues for American Indians and Alaska Natives.
- Purpose Area 27: Juvenile Justice System Improvement
Programs, research, or other initiatives to eliminate or prevent the detention or confinement of youth in adult jails and lockups, as defined in Section 223(a) (13) of the JJDP Act.

MBCC welcomes applications from programs that serve youth of any age, including young children.

If an applicant submits a grant in a purpose area other than those listed above, the application will be considered, but priority will be given to the above purpose areas. Priority will also be given to those applications implementing best and promising practices. (Examples of evidence-based programs and practices can be found in the [OJJDP Model Programs Guide](#) and at [CrimeSolutions.gov](#)).

MBCC highly values applications from programs and services that:

- Use trauma-informed practices;
- Involve family members in treatment services, where applicable and appropriate;
- Provide counseling, training, and mentoring programs (e.g., academic tutoring, vocational and technical training, and drug/violence prevention counseling) that are designed to link at-risk juveniles, juvenile offenders, or juveniles who have a parent or legal guardian who is or was incarcerated or who is otherwise under the jurisdiction of a Federal, State, tribal, or local criminal justice system, particularly juveniles residing in low-income and high-crime areas and juveniles experiencing educational failure, with responsible individuals who are properly screened and trained;
- Incorporate restorative justice practices and principles; and
- Create a safe and welcoming environment for all youth regardless of race, religion, sex, gender identification, sexual orientation, or disability.

Collaboration

Applicants that demonstrate a collaborative approach in program development and execution may be given priority for funding. Involvement by participating agencies must be documented through current Memorandum of Understandings (MOUs) and/or Letters of Support (LOS) from active organizations, including specific contributions to be made.

Project Period

The project period begins October 1, 2020 and concludes December 31, 2021. Funds may not be expended or obligated prior to October 1, 2020.

Cash or In-Kind Match

The Title II program does not require a match.

Grant Funds Distribution

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

Prohibited Uses

Funds shall not be used for land acquisition or construction projects.

V. Application

Requirements

Applications and all components must be submitted based upon a 15-month project period and *must* include all Program and Application Requirements above in addition 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.
- **Cash or In-Kind Match**
The Title II program does not require a match. However, if an applicant chooses to propose a match, it must be derived from non-federal sources. All funds designated as match are restricted to the same uses as the Title II funds and must be expended within the grant period. The budget must include the match as a percentage of the total project budget. Specifics of the match must be clearly identified in both Section 2 and Section 3 of the application.

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
- 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 match is included in the budget.

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. Any personnel being used as match (volunteers, personnel, etc.) must maintain timesheets to track actual time worked. Reports must be signed/submitted by the employee/volunteer 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%	<u>\$2,463</u>
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, 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, state the problem or need, and provide supporting data if applicable. Identify activities and outcomes to be achieved. Explain how the proposed project addresses the purpose area(s) identified and how it is evidence-based or promising as defined by [Section 103\(34\) and \(35\) of the Juvenile Justice and Delinquency Prevention Act Reauthorization 2018](#). 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). Goals should, whenever possible, contain model and best practice program approaches.
- *Objectives*
Identify the specific milestones aimed at achieving the proposed project 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. Please include any resources needed to establish and implement screening questions for youth participants, if applicable.

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 applicant'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. 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; 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 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**
- **[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.
- **Position descriptions** for all personnel in the requested budget, whether paid by MBCC or used as match.
- **Organizational chart** for the personnel included in this proposal.
- **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.
- **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 MBCC policy B-05, **[Crime Data Reporting](#)**. For crime data reporting status, use the data request form available on the MBCC website at **<http://mbcc.mt.gov/Requests/CIMRequest>**.
- **MOUs with original signatures** (stamped or electronic signatures are not acceptable)
- **Letters of Support with original signatures** (stamped or electronic signatures are not acceptable)

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.
- Certificate of Exemption, if applicable. 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.

Other Required Program-Specific Documents

- **Tribal Resolution**: Agencies applying for funds which will be used to serve Tribal youth must include a current, valid Tribal Resolution signed by an authorized official or body representing the Tribal entity (**[Addendum A](#)**).
- **2018 Racial and Ethnic Disparities (RED) Data and Discussion**: All applicants must submit 2018 RED data for each county in which youth will be served and describe how their program will reduce racial and ethnic disparities for at least one (1) of the federal contact points (**[Addendum B](#)**).

Questions or Clarification

MBCC will host a **pre-application Offeror's Call** on May 28, 2020 at 2:00 p.m. MBCC 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 below or join by phone.

Join Zoom Meeting	Join by phone: +1 646 558 8656
Meeting ID: 953 9563 5299	Meeting ID: 953 9563 5299
Password: 918818	Password: 918818

Applicants may also contact Rachel Gemar at (406) 444-2056 or Rachel.Gemar@mt.gov to have the Offeror's Call 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 June 26, 2020 at 5:00 p.m.** Questions shall be submitted using the online MBCC RFP Question and Answer Request form found at <http://mbcc.mt.gov/Funding/Grant-Offerings>, under # **20-08 (J)**. 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 within seven calendar days, under #**20-08 (J) 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 2011 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 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.

VI. 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](#).

VII. Application Processing and Award

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 processed or awarded.

Initial Screening

An initial screening of applications received by the due date will be conducted 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.

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 application failing to achieve 60% of the total available points will be recommended for elimination from further consideration.

Applications receiving a score of 60% and above will be referred to the MBCC Application Review Committee.

Application Review Committee (ARC)

For applications that have received the 60% minimum score, 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 the availability of funding and Board priorities, and not solely on the 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.

Program-Specific Special Requirements

All successful applicants for MBCC grant award funds must agree to the following requirement(s):

1. Performance Measures Tool (PMT)
Grant recipients are required to submit performance measure data to the federal PMT. Subgrantees will be provided information regarding federal reporting requirements by email. Subgrantees will also be required to report PMT data to OJJDP on a quarterly basis.
2. 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>.
3. If the local government agency is not compliant with the [MBCC Crime Data Reporting Policy](#), the agency must have an MOU in place within 120 days of award. To verify

compliance with the policy, applicants should submit a Crime in Montana Data request using this link <http://mbcc.mt.gov/Data/CIM-Data-Request>. Provide applicant contact information and the counties to be covered by the proposed project. In the last field labeled “Other”, note that verification that the identified agencies meet the Crime Reporting Policy requirements is needed.

4. Programs must use screening questions to direct youth and families in need of specialized services to the appropriate resources. MBCC strongly encourages programs to utilize the Montana Experiences and Expressions Screener (Montana EES) and will provide the screening tool and training at no cost to participants. Applicants intending to use the Montana EES should budget for 3.5 hours of staff time to complete the training.

VIII. 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
 - Narrative Reports
 - Performance Measures Tool (PMT)
 - Outcome Data
 - Please note that MBCC will now require Title II subgrant programs to track and report outcomes by race in a separate attachment. For an example of what kind of data to include, please refer to the [Sample Race Outcome Tracking Sheet](#).

Quarterly reporting periods are as follows:

Quarterly Reporting Period	Report Due Date
October 1 – December 31	January 10
January 1 – March 30	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.

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 (example)
	Accounting System and Financial Capability Questionnaire
	Position Descriptions for all personnel in the requested budget
	Organizational Chart
	Federal Indirect Cost Rate (if applicable)
	MOU for Crime Data Reporting (if applicable)
	MOUs with Original Signatures
	Letters of Support with Original Signatures
	Tribal Resolution (Addendum A)
	2018 Racial and Ethnic Disparity (RED) Data and Discussion (Addendum B)
	<i>For Non-Profit Applicants:</i> Non-Profit Status Verification
	<i>For Non-Profit Applicants:</i> Listing of Current Board Members
	<i>For Non-Profit Applicants:</i> Certificate of Exemption for Hiring Practices on the Basis of Religion

