



## Montana Board of Crime Control Request for Proposals

### #20-10 (V) Tribal Victim Services Victims of Crime Act (VOCA)

**Application Deadline: September 25, 2020 at 12:00 p.m. noon**  
**Project Period: January 01, 2021 to December 31, 2022**  
**[Amended 8/28/2020. See highlighted text on pages 2 and 9.](#)**

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**

Only Federally Recognized Tribes in Montana are eligible to apply. Including but not limited to: Tribal courts (including juvenile courts); Tribal governments; units of local Tribal government; and tribal nonprofit, nongovernmental victim services programs, including community-based organizations.

#### **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 **September 25, 2020 at 12:00 p.m. noon**. Applications will be submitted in the OSAS under the registered applicant and RFP # 20-10(V) Tribal Victim Services Victims of Crime (VOCA). 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.*

<b>Schedule of Events</b>	
RFP Issue Date	August 17, 2020
<b>Pre-Application Offeror's Call</b>	<b>September 3, 2020 at 9:00 a.m.</b>
Deadline for receipt of written questions	September 18, 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.	
<b>Application Submission Deadline</b>	<b>September 25, 2020 at 12:00 p.m. noon</b>
Staff and Committee Review	September 25, 2020 – November 2, 2020
Application Review Committee (ARC)	November 2, 2020 (tentative)
Board of Crime Control Approval	December 10, 2020
Project Start Date	January 1, 2021
Project End Date	December 31, 2022

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 # 20-10 (V), 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 (MBCC) is soliciting proposals offer to comprehensive specialized services, tailored to the distinct needs of victims of crime under the Victims of Crime Act (VOCA), to be funded by the U.S. Department of Justice, Office of Justice Programs, Office for Victims of Crime.

The application process is competitive. Previous funding does not guarantee an award during this funding cycle. Approximately \$500,000 will be available during the project period. Because federal funds are not always available immediately following the award date, applicants should prepare for this contingency.

VOCA Federal Guidelines state that services are defined as those efforts that: 1.) respond to the

emotional and physical needs of crime victims; 2.) assist primary and secondary victims of crime to stabilize their lives after a victimization; 3.) assist victims to understand and participate in the criminal justice system; and 4.) provide victims of crime with a measure of safety and security. For the purposes of this program, a crime victim is a “person who has suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime.” The four federally required service categories include victims of child abuse, victims of domestic violence, victims of sexual assault, and underserved victim populations.

### **VOCA Statutory Requirements**

- Programs must be operated by a public agency, private nonprofit organization or a combination of such agencies;
- Programs must demonstrate a record of providing effective services to crime victims. This includes having the support and approval of its services by the community, a history of providing direct services in a cost-effective manner, and financial support from other sources;
- Programs must utilize volunteer(s);
- Within the community, programs must promote coordinated public and private efforts to aid crime victims;
- Programs must provide assistance to potential recipients of crime victim compensation benefits; and
- Programs cannot discriminate against victims based on disagreement with the state’s prosecution of the criminal case.

### **Office for Victims of Crime Requirements**

- Match is not required.
- Programs must maintain information on the demographic characteristics of the clients they serve. These data include information about the clients’ age, gender, nationality/ethnic origin and disability;
- Programs must provide services to victims of federal crimes on the same basis as victims of state or local crimes;
- Programs must provide services to crime victims, **at no charge**, through the VOCA-funded project;
- Programs must maintain client-counselor confidentiality and confidentiality of research information; and
- The Project Director must complete the Office of [Civil Rights training](#) and maintain records of certification.

### **Allowable Direct Services**

Current Federal guidelines require that VOCA funds be used to provide direct services to individual crime victims. Direct services include, but are not limited to:

- Crisis intervention;
- Emergency services such as shelter, transportation, and food;
- Support services such as follow-up counseling, personal or legal advocacy, referral to other service agencies;
- Court related services such as legal advocacy or emotional support during trial and parole/probation hearings;
- Recruitment, training, and coordination of volunteers who provide direct services to victims;
- Personal advocacy such as intervention with employers;

- Restitution advocacy;
- Victim impact panels; and
- Court Appointed Special Advocates working directly with child victims of crime or coordinating volunteers that work directly with child victims of crime.

Activities that are not allowed include, but are not limited to:

- Victim compensation costs which would otherwise be eligible for state or federal victim compensation reimbursement;
- Crime prevention activities;
- Lobbying for victim legislation, system improvement, etc.;
- Offender rehabilitation/treatment; and
- Research projects.

### **Project Period**

The project period begins January 1, 2021 and concludes December 31, 2022. Funds may not be expended or obligated prior to January 1, 2021.

### **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 24-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.

**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/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%	\$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, 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, provide supporting data if applicable. 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). 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 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>	To provide mentors for at-risk students during the project period to reach a mentor student ratio of 1:10.			
<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 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"> <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>
<b>Activity / Action Step</b>	<b>Responsible Person(s)</b>	<b>Timeline</b>	<b>Resources Needed</b>	<b>Projected Costs</b>
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 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 must be in the form of a LOS or MOU and 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:**

- **Project Budget**
- **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.
- **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.\
- **[VOCA SAR 1 Form](#)**

### **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.

### **Questions or Clarification**

MBCC will host a **pre-application Offeror’s Call** on **September 3, 2020 at 9:00 a.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 Zoom Meeting link below or join by phone.

<b><u><a href="#">Join Zoom Meeting</a></u></b>	<b><u><a href="#">Join by phone</a></u></b>
<b>Meeting ID:</b> 959 3849 5780	+1 646 558 8656
<b>Password:</b> 510056	+1 406 444 9999

Applicants may also contact Casey Peck at (406) 444-7010 or **[casey.peck@mt.gov](mailto:casey.peck@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 September 18, 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 # **20-10 (V)**. 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 #**20-10 (V) 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.

### **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.

### **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**

#### **Initial Screening**

An initial screening of the applications received by the due date will occur to check the applications for completeness. If any required documents are not submitted, the score received on the application may be impacted. All required documents must be completed and submitted before funds are awarded. **Refer to the [checklist](#) before submitting the online application and required additional documentation.**

#### **Scoring**

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

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\* If awarded but the funds are unavailable, the applicant will receive a Funds Delay letter instead of an Intent to Award Notice letter.

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**

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 Narratives
  - Performance Measures Tool (**PMT**)
- Complete [Civil Rights training](#)

Quarterly reporting periods are as follows:

Reporting Period	Report Due Date
Quarter 1: January 1 – March 31	April 10
Quarter 2: April 1 – June 30	July 10
Quarter 3: July 1 – September 30	October 10
Quarter 4: 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 ( <a href="#">example</a> )
	<a href="#">Accounting System and Financial Capability Questionnaire</a>
	Position Description(s) for all personnel positions in requested budget
	Federal Indirect Cost Rate (if applicable)
	<a href="#">VOCA SAR 1 Form</a>
	<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> <a href="#">Certificate of Exemption for Hiring Practices on the Basis of Religion</a>

