



## **Montana Board of Crime Control Request for Proposals**

### **Justice Assistance Grant (JAG) Purpose Areas Program #19-14 (G)**

**Application Deadline: September 27, 2019 at 12:00 p.m. noon  
Project Period: January 1, 2020 to September 30, 2020**

Alternative accessible formats of this document will be provided upon request. Persons who need this material in another format to participate in the Request for Proposals (RFP) process should contact the Montana Board of Crime Control (MBCC), 5 South Last Chance Gulch, PO Box 201408, Helena, MT 59620-1408; Phone (406) 444-3604; Fax (406) 444-4722; Montana Relay 711 or <https://dphhs.mt.gov/detd/mtap/mtapmtrelay/makeacall>.

#### **I. Eligibility**

Eligible applicants are limited to local governments, tribal governments and state agencies. Private, non-private, and nonprofit agencies are not eligible to apply.

#### **II. Registrations**

A new applicant must register with the Online Subgrantee Application System (OSAS), at <http://apps.mbcc.mt.gov/osas/Default.aspx>, 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/>. (Note: You may need to cut and paste this SAM web address into the address bar of your browser to access the Sam website.)

### **III. Deadline**

Applications must be submitted online, on or before **September 27, 2019 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.*

<b>Schedule of Events</b>	
RFP Issue Date	August 16, 2019
Deadline for Receipt of Written Questions	September 20, 2019
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 27, 2019 at 12:00 p.m. noon</b>
Staff and Committee Review	September – October, 2019
Application Review Committee (ARC)	October or November 2019 (date TBD)
Board of Crime Control Approval	December 12, 2019
Project Start Date	January 1, 2020
Project End Date	September 30, 2020

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 # 09-14, 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 competitive proposals for Justice Assistance Grant (JAG) – Purpose Areas programs to be funded by the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance.

Approximately **\$50,660.00** will be available for programs starting in fiscal year 2020 and ending in fiscal year 2021, depending upon the availability of federal funds.

The application process is competitive. Previous funding does not guarantee an award during this funding cycle.

Due to a limited amount of funds available, **funding of personnel is unallowable** under this RFP.

**Note: Because federal funds are not always available immediately following the award date, applicants should prepare for this contingency.**

## **Priority Projects**

JAG funds may be used for state, local or tribal initiatives that will improve or enhance the following three JAG purpose areas:

1. Law Enforcement Programs;
2. Prevention and Education Programs; and
3. Drug Treatment and Enforcement Programs.

**No JAG funds may be expended outside of the three identified JAG purpose areas.**

## **Collaboration**

Applicants that demonstrate a collaborative approach in program development and execution **may** be given priority for funding, depending upon the scope of other program applicants and the MBCC's discretion. 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 January 1, 2020 and concludes September 30, 2020. Funds may not be expended or obligated prior to January 1, 2020.

## **Cash or In-Kind Match**

This Justice Assistance Grant Program does not require a match.

## **Grant Funding Distribution**

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

## **Unallowable and Allowable use of JAG Funds**

Unallowable Costs: JAG funds may not be used (directly or indirectly) for security enhancements or equipment for any nongovernmental entity that is not engaged in criminal justice or public safety. Additionally, JAG funds may not be used (directly or indirectly) to pay for any of the following items:

- Personnel
- Purchase of vehicles (excluding police vehicles);
- Vessels (excluding police boats);
- Aircraft (excluding police helicopters);
- Luxury items;
- Real Estate
- Construction projects (other than penal or correctional institutions);
- Any similar items.

For other unallowable costs refer to <http://ojp.gov/financialguide/DOJ/index.htm> . Under *Top 10 Topics* select '3. Unallowable Costs'.

Generally Allowable Costs:

- Travel costs - Mileage, per diem, and lodging cannot exceed state rates. Refer to <http://mom.mt.gov/default.mcp> to access the Montana Operations Manual. Once inside the manual, click Travel.

For other allowable costs, refer to <http://ojp.gov/financialguide/DOJ/index.htm> . Under *Top 10 Topics* select '2. Allowable Costs'.

For specific information regarding allowable or unallowable costs, refer also to the [Uniform Guidance found in 2 C.F.R. 200](#). For Montana-specific regulations, refer to the [Montana Operations Manual](#).

## **V. Application**

### **Requirements**

Applications and all components must be submitted based upon a **nine (9)-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 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 (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](#). 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 [Indirect Costs](#) for additional information.

#### **Section 3: Budget Narrative**

The Budget Narrative must:

- explain and justify all budget items by category;
- demonstrate all costs are reasonable;
- explain the relationship between budgeted items and project activities;
- show detailed cost calculations to demonstrate how the applicant arrived at the total amount requested.

#### **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. **Refer to Implementation Plan Example chart below.**

*Implementation Plan Example:*

<b>Goal</b>	Significantly reduce the achievement gap across specified student subgroups.			
<b>Objective</b>	Provide mentors for at-risk students.			
<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.	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>
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 agency'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. 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.

Additional evidence of collaboration may be in the form of a Letter of Support (LOS) or Memorandum of Understanding (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 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)
- MOUs with original signatures (if applicable). Stamped or electronic signatures are not acceptable.
- Letters of Support with original signatures (if applicable). Stamped or electronic signatures are not acceptable.
- A copy of the current, active SAM registration, showing current DUNS number

- Federal Indirect Cost Rate Agreement (if applicable)
- 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 the Crime Data Reporting Policy. For **your agency's** crime data reporting status use the data request form available on our website at <http://mbcc.mt.gov/Requests/CIMRequest>.
- 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.

### **Other Documents - Not Required as Part of the Application**

If an applicant program is selected for an award, the following completed documents with original signatures must be submitted to the MBCC JAG Program Manager at [mthatcher@mt.gov](mailto:mthatcher@mt.gov) before the applicant will be allowed to receive their award from MBCC:

- **“FY 2018 Byrne JAG: Certification of Compliance with 8 U.S.C. §§ 1373 & 1644 by Prospective Subrecipient”**: Must be completed, signed and dated by the Chief Legal Officer of the applicant government agency; **Note**: If local government subrecipient, choose the form listed as: **“FY 2018 Subrecipient: For use if the Recipient State plans a subaward to Local Government”**.
- **“FY 2018 Byrne JAG – State or Local Government: Certification Relating to 8 U.S.C. § § 1226(a) & (c), 1231(a)(4), 1324(a), 1357(a), & 1366(1) & (3)”**: Must be completed, signed and dated by the Chief Legal Officer of the applicant government agency;

Examples of the above two certifications may be found at the following link under **“FY2018 OJP Grant Programs”**: <https://ojp.gov/funding/Explore/SampleCertifications-8USC1373.htm>

- **Information Regarding Communication with the Department of Homeland Security (DHS) and/or Immigration and Customs Enforcement (ICE)**: Must be completed, signed and dated by the Project Director or Chief Official of the applicant government agency; (Refer to Addendum A– Page 13)

### **Questions or Clarification**

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 20, 2019 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 RFP # 19-14. 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 # 19-14 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 the information at <http://mbcc.mt.gov/Requests/CIMRequest>, *at least five working days before the RFP deadline*. In the last field labeled "Other", please provide the name of the grant you are applying for.

## **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 MBCC grant funds are governed by the Department of Justice (DOJ) 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 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 (ARC). The ARC will provide recommendations to the MBCC Board of Directors for final funding decisions/awards. Applicants will receive written notice of the ARC recommendation.

### **Appeals**

Per Board policy, if the ARC recommends denial, the applicant may appeal the recommendation. The appeal must include 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.

Notice of Appeal must be made in writing to the Crime Control Bureau Chief within ten working days of notice of the ARC recommendation.

## **Awards**

The MBCC Board of Directors will review all ARC recommendations and reserves the right to make final funding decisions. Following Board approval, 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. 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 Responsibilities Post-Award**

### **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
- Performance Measures Data

### **Performance Measurement Tool (PMT)**

Grant recipients will be required to submit JAG performance measures data directly to the federal PMT website; <https://ojpsso.ojp.gov/>. Once awarded, sub-grantees will be provided by email information regarding federal reporting.

Quarterly reporting periods are as follows:

Reporting Period	Report Due Date
Quarter 1: October 1 – December 31	January 10
Quarter 2: January 1 – March 31	April 10
Quarter 3: April 1 – June 30	July 10
Quarter 4: July 1 – September 30	October 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.

	Project Budget
	Budget Narrative
	Project Narrative with Required Elements
	Signature Page with Original Signatures
	DUNs and SAM Verification
	MOUs with Original Signatures (if applicable)
	Letters of Support with Original Signatures (if applicable)
	<a href="#">Accounting System and Financial Capability Questionnaire</a>
	Federal Indirect Cost Rate Agreement (if applicable)
	MOU for Crime Data Reporting (if applicable)

**Attachment**

Addendum A: Information Regarding Communication with the Department of Homeland Security (DHS) and/or Immigration and Customs Enforcement (ICE)  
(Refer to Page 13)

**Addendum A**

**Justice Assistance Grant**  
**Information Regarding Communication with the Department of Homeland Security (DHS)**  
**and/or Immigration and Customs Enforcement (ICE)**

**Successful applicants must provide responses to the following questions prior to receiving an award:**

- Does your jurisdiction have any laws, policies, or practices related to whether, when, or how employees may communicate with DHS or ICE?

**Answer:**

- Is your jurisdiction subject to any laws from a superior political entity (e.g., a state law that binds a city) that meet the description in question 1?

**Answer:**

**Name of Applicant/Certifying Agency:** \_\_\_\_\_

**Printed Name of Project Director or Chief Official:** \_\_\_\_\_

**Title of Signatory:** \_\_\_\_\_

**Signature of Project Director or Chief Official:** \_\_\_\_\_

**Date:** \_\_\_\_\_