I. POLICY

The Department of Corrections is committed to the full support of the Montana Board of Crime Control by the Crime Control Bureau staff. This includes, but is not limited to, administering federal and state grant funds in accordance with Board of Crime Control policies. The Department of Corrections, Board of Crime Control is the designated State Administering Agency responsible for comprehensive criminal justice planning and policy development. The State Administering Agency allocates resources statewide and distributes, monitors, and reports on federal grant dollars that address the needs of statewide and local criminal justice systems.

II. APPLICABILITY

The Crime Control Bureau within the Office of Criminal Justice Relations.

III. DEFINITIONS

Application Review Committee (ARC) – the specific Board subcommittee charged with reviewing grant applications in a particular program area, i.e. the Anti-Drug Subcommittee, Victims Subcommittee, Prevention/Treatment Subcommittee.

Board of Crime Control – 18 members appointed by the Governor, representing law enforcement, criminal and juvenile justice stakeholders and citizens. The Board administers grants dedicated to preventing and addressing crime and supports efforts to promote innovation, best practices and collaboration statewide.

Indirect Costs – those costs not readily identified with a specific project or organizational activity but incurred for the joint benefit of both projects and other activities. Indirect costs are usually grouped into common pools and charged to benefiting objectives through an allocation process/indirect cost rate.

Request for Proposal (RFP) – a document that solicits proposals or applications for funding personnel, contracted services, travel, equipment, and operating costs.

Reverted Funds – any monies previously awarded to an agency that were not expended and were reverted back to the Montana Board of Crime Control.

Unawarded Funds – any monies that have not been awarded by the Montana Board of Crime Control.

IV. DEPARTMENT DIRECTIVES
A. General Provisions

1. The Crime Control Bureau is a staff dedicated to the support of the mission and goals of the Montana Board of Crime Control including, but not limited to, the following supportive roles:
   a. Record and translate all formal Board meetings;
   b. Provide all necessary communications to subgrantees and contractors including notification of Board funding decisions;
   c. Create RFPs for grant solicitations and maintain a functioning process with transparency;
   d. Provide support for ARC meetings including:
      1) scoring of subgrantee applications;
      2) providing, when requested, recommendations for funding; and
      3) providing historical information, proposals, reports, and other documents to inform ARC members about programs requesting funding;
   e. Upload documents into necessary systems to ensure transparency and compliance with federal requirements, including agendas, review material, applications, recommendations, and reports;
   f. Maintain functioning applications that support Board processes;
   g. Provide travel reservation assistance;
   h. Provide training to subgrantees and contractors for required grant and contract management including financial and programmatic reporting;
   i. Provide assistance with the Montana Board of Crime Control Annual Conference, training events, vendor fairs, etc., when and where appropriate;
   j. Provide communication to Board members at formal meetings regarding grant opportunities, updates and financial reports;
   k. Ensure Board members are apprised of data reporting to the Statistical Analysis Center;
   l. Ensure policies and operational procedures that outline support for the Montana Board of Crime Control are available to Board members.

B. Competitive Request for Proposal (RFP)

1. All RFPs issued by the Crime Control Bureau staff will ensure the following standards are met:
   a. A transparent and competitive review process will be followed for determination of grant awards, unless specific program requirements deem otherwise;
   b. All applications will be reviewed against a defined scoring matrix, detailed in the RFP and made available to potential applicants;
   c. An application that fails to score a minimum of 60% of available points will be determined non-responsive and will not advance for further consideration;
   d. An applicant, or staff member on behalf of the applicant, may appeal the decision based on specific criteria per the guidelines in MBCC Policy B-06: Subgrantee Application Appeals.
   e. A subgrant award may be eligible for renewal or continuation within the defined project period of the federal block grant provided sufficient funding is available and the agency is determined to be in good standing;
f. The maximum number of renewals shall be determined by the federal funding source, but an applicant must reapply through the competitive RFP process at least every five years; and

g. RFPs will include language authorizing indirect costs and ensuring that proof of an approved indirect cost plan or rate is submitted as supplemental application material, if applicable.

C. Late Subgrantee Applications

1. Grant program managers are responsible for notifying the Crime Control Bureau Chief and the Chairperson of the respective ARC of any late continuation project applications.

2. Grant program managers are responsible for making the necessary arrangements for late applicants to appear before the ARC.

D. Subgrantee Application Review

1. The subgrantee application review process must be uniform and transparent for all subawards and requires that Crime Control Bureau staff:
   a. Score applications for subawards against a defined points schedule as detailed in the RFP;
   b. Use a scoring tool and all applications under an individual RFP. No reviewer shall be allowed to review only a portion of the applications.
   c. Use the same procedure for scoring RFPs to provide fairness and transparency to the process;
   d. Make approval, denial, and funding recommendations, including application review scores, to the ARC;
   e. Request that the ARC Chairperson schedule the ARC meeting at least (25) work days prior to a formal Board meeting;
   f. Provide all files, scoring sheets, and funding recommendation sheets to the ARC and the Board for use in determining approval, denial and recommendations of funding.

E. Application Disqualification

1. The Crime Control Bureau will maintain a method for disqualification of applications in the review process:
   a. Administrative staff will print and review all application packets to ensure all required documents listed within the RFP are included;
   c. Applications that do not include all required documents are sent to the fiscal manager for second review of required documents;
   d. Upon second review, if the application contains all required documents, the application is sent to program managers for review; or
   e. If the application does not contain all required documents, the fiscal manager will send a notice of disqualification to the applicant.

F. Subgrantee Application Appeals

1. Crime Control Bureau staff will support the ARC subgrantee appeal process to include:
a. Provision of ARC funding recommendations to applicants at least 15 work days prior to a quarterly Board meeting;
b. Review of appeals submitted by applicants within 10 work days of notice of the ARC recommendations by the Crime Control Bureau Chief to determine whether appeal criteria determined by the Board of Crime Control have been established and:
   1) if appeal criteria have not been met, written notification of the determination will be sent to the applicant within seven work days;
   2) if appeal criteria have been met, the Chief shall forward the appeal to the Board and shall notify the applicant of the referral to the Board.
c. Notification from the Crime Control Bureau Chief to the Program Manager, the Board Chairperson and the ARC Chairperson of any appeals;
d. Ensuring the Board Chair and respective ARC Chair are notified of appeals; and
e. Notification of funding denial via email and certified mail to the applicant project director.

G. Administration of Unawarded or Reverted Funds

1. The Crime Control Bureau will maintain a timely and efficient method to award reverted or unawarded grant funds when:
   a. Funds are about to expire, and the grant monies would otherwise be reverted to the federal grantor; or
   b. The amount of funds or the timing is such that conducting a full RFP would be counterproductive.
2. Crime Control Bureau staff is responsible for notifying the Crime Control Bureau Chief of any amounts of unawarded or reverted funds and the time frame attached to the funds.
3. Crime Control Bureau staff will ensure respective ARC members are notified when subgrant awards are increased using reverted or unawarded funds and will provide information to assist ARC members in reallocation decisions.
4. With written approval from the ARC Chair, the Government Relations Director may approve an increase in subgrant awards using reverted or unawarded funds.
5. If the Board of Crime Control determines a limited RFP is appropriate for unawarded or reverted funds, Bureau staff shall release the RFP and will follow standard application review practices.

H. Crime Data Reporting

1. The Statistical Analysis Center, allocated within the Crime Control Bureau, will provide data collection, data analysis, studies and reporting of all juvenile and adult crime statistics for the purposes of strengthening coordination and performance of the criminal justice system.
2. The Statistical Analysis Center will provide support to the Board through provision of statistical crime data gathered through law enforcement agencies to assist guiding policy development and grant allocation decisions.

V. CLOSING

Questions concerning this policy should be directed to the Crime Control Bureau Chief.
VI. REFERENCES

None.

VII. ATTACHMENTS

None.