



## Opportunity Details

### Opportunity Information

Title

FY2024 Regional Juvenile Detention Grant

Description

Counties that establish regions by using the provisions of the inter-local Cooperation Act, Title 7, Chapter 11, Part 1, MCA may apply to the Montana Board of Crime Control (MBCC) for funding of detention services. \$600,873.00 will be available during the project period, depending upon availability of state funds. Because state funds are not always available immediately following the award date, applicants should prepare for this contingency.

The regional breakdown for funding is:

Western Region - \$179,781  
Southwest Region - \$107,256  
South Central Region - \$137,239  
North Central Region - \$130,209  
Eastern Region - \$46,388

To receive funds, the service must be part of the original Regional Plan with an assigned budget or amended into the plan prior to being reimbursed. The plans can be amended by approval of the Regional Detention Board and approval by MBCC. The regional authorities will be responsible for screening county costs that are not part of the most recently approved plan.

Awarding Agency Name

Montana Board of Crime Control

Agency Contact Phone

444-3605

Agency Contact Email

mthatcher@mt.gov

Program

Fund Activity Categories

Manager

Mark Thatcher

Additional Users

Public Link

<https://mt.amplifund.com/Public/Opportunities/Details/5e5dabb3-dffe-4400-97a4-e36f903edc3c>

### Funding Information

Opportunity Funding

\$600,873.00

### Award Information

Award Period

Ends 06/30/2024

Award Type



**Non Competitive**

Indirect Costs Allowed

**No**

Matching Requirement

**Yes**

Other Funding Requirement

## **Submission Information**

Submission Window

03/20/2023 12:00 PM - 05/01/2023 12:00 PM

## **Eligibility Information**

## **Additional Information**

Additional Information URL

<http://mbcc.mt.gov/AmpliFund>



## Project Information

### Application Information

Application Name

Award Requested

Cash Match Requirement

\$0.00

Cash Match Contributions

\$0.00

Total Award Budget

\$0.00

### Primary Contact Information

Name

Email Address

Address

Phone Number



## Project Description

### Program Information

#### Overview

Counties that establish regions by using the provisions of the inter-local Cooperation Act, Title 7, Chapter 11, Part 1, MCA may apply to the Montana Board of Crime Control (MBCC) for funding of detention services. \$600,873.00 will be available during the project period, depending upon availability of state funds. Because state funds are not always available immediately following the award date, applicants should prepare for this contingency.

The regional breakdown for funding is:

Region	Population Ages 10-17	Percent	State Allocation	Regional Allocation
Western Region	31,394	29.92%	\$600,873	\$179,781
Southwest Region	18,727	17.85%	\$600,873	\$107,256
South Central Region	23,973	22.84%	\$600,873	\$137,239
North Central Region	22,741	21.67%	\$600,873	\$130,209
Eastern Region	8,103	7.72%	\$600,873	\$46,388
Totals	104,938	100.00%		\$600,873

To receive funds, the service must be part of the original Regional Plan with an assigned budget or amended into the plan prior to being reimbursed. The plans can be amended by approval of the Regional Detention Board and approval by MBCC. The regional authorities will be responsible for screening county costs that are not part of the most recently approved plan.

#### Project Period

Applications and all components must be submitted based upon a 12-month project period.

The project period begins July 1, 2023 and concludes June 30, 2024. Funds may not be expended or obligated prior to July 1, 2023.

#### Cash Match

Matching contributions cannot come from federal or state funds. All funds designated as match are restricted to the same uses as the state funds and must be expended within the grant project period. Cash match are funds from a source other than grant funds that are requested for the applicant's project. An allowable cash match must include costs which are allowable with state funds.

Required cash match percentages in the project vary based on the type of service:

- Secure Detention - 50% match
- Secure Detention Transportation - 50% match
- Non-Secure Detention - 25% match
- Electronic Monitoring - 25% match

#### Grant Funds Distribution



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

#### Limitations and Fund Use

For Montana-specific regulations, refer to the [Montana Operations Manual](#).

#### Applicant's Acknowledgment

Program Information Provided to Applicant

☐ Yes, I have read the above information.



## Application Instructions

### Deadline

Applications must be submitted online, on or before May 1, 2023 at 12:00 p.m. noon. Applications will be submitted in AmpliFund. 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

Submission Open Date	March 20, 2023 12:00 p.m.
<b>Application Submission Deadline</b>	<b>May 1, 2023 12:00 p.m. noon</b>
Staff Review	May 1, 2023 - June 1, 2023
Youth Justice Council Review	June 7, 2023 (tentative)
Board of Crime Control Approval	June 8, 2023 (tentative)
Project Start Date	July 1, 2023
Project End Date	June 30, 2024

### Crime Statistics

Applicants are encouraged to utilize data to demonstrate the need to fund services in their area. Statistics on crimes reported to law enforcement in Montana are available from the Montana Board of Crime Control's (MBCC) Statistical Analysis Center (SAC) as well as the Federal Bureau of Investigation. Links to websites with publicly available crime statistics are below.

- [MBCC Statistical Analysis Center](#)
- [Federal Bureau of Investigation](#)

Proposals should focus on data directly related to the purpose of the grant program. Interactive data dashboards on the [Montana Crime Data webpage](#) provide crime statistics specific to most grant programs administered by the MBCC. These interactive dashboards provide statistics on crimes of violence, sexual assault, domestic violence, drug offenses, and rates of reported offenses by population size. Applicants should analyze and include all crime statistics that are relevant to their project and proposal.

Applicants in need of additional data or technical assistance with the data dashboards on the Montana Crime Data webpage may [submit a request the SAC](#). Applicants should be aware the SAC may need up to 5 business days to process data requests and factor that into application deadlines.

### Receipt Verification

All applications submitted by the submission close date will receive an email acknowledgment.

### FOIA Disclosure

Do not submit information or 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.



**Applicant's Acknowledgment**

Application Instructions Provided to Applicant

☐ Yes, I have read the above information.



## Budget Instructions

### Budget Narrative and Proposed Budget

Note: You will use the Proposed Budget to identify line item resource requirements for the proposed project. For each budget line item in the Proposed Budget, provide a short narrative to identify that resource's use within the project. When completing the Budget Narrative, consider the line item narratives entered in the Proposed Budget to assist in explaining and justifying budget items requested for each category.

### Non-Supplanting Requirements

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.

### Cash Match

The budget must include the required match as a percentage of each service type. Specifics of the match must be clearly identified in both the Proposed Budget and Budget Narrative. Identify the source of the match and the anticipated expenses that will be obligated by the match in the budget narrative.

To receive MBCC matching funds, the service must be part of the original Regional Plan with an assigned budget or amended into the plan prior to being reimbursed. The plans can be amended by approval of the Regional Detention Board and approval by MBCC. The regional authorities will be responsible for screening county costs that are not part of the most recently approved plan.

### Regional Budget

The Proposed Budget in the application is the summation of all the participating individual county service provider budgets. The participating counties need to prepare their budgets and narratives first and submit them to the regional authority. The regional authority will enter the regional Proposed Budget in the application.

Each county that is going to submit for reimbursement of costs must complete a county service provider budget and narrative to be eligible. For example: If a county does not submit a service provider budget as part of the Regional Plan and transports juveniles to a secure detention facility in another county, they will be billed for only 50% of the costs for detaining juveniles from their county in the facility, but they will not be reimbursed for transportation costs or any other costs.

### Labeling Budget Line Items

In the regional Proposed Budget, line items are created in categories which correspond to the service types:

- Secure Detention
- Secure Detention Transportation
- Non-Secure Detention
- Electronic Monitoring

Within each category, line items should be labeled to indicate the sub-category and county name. Possible sub-categories are:

- Personnel



- Fringe Benefits
- Travel
- Equipment
- Supplies
- Contracted Services
- Other

To be correct, each line item in the Proposed Budget should be labeled using the format "Sub-Category - County". For example, "Personnel - Carbon County".

#### **Applicant's Acknowledgment**

Budget Instructions Provided to Applicant

- ☐ Yes, I have read the above information.



## Application Processing and Award

### Grantee Responsibilities Post-Award

All subgrantees must submit an online financial report within 15 days following the end of each reporting period.

Quarterly reporting periods are as follows:

Reporting Period	Report Due Date
Quarter 1: July 1 – September 30	October 15
Quarter 2: October 1 – December 31	January 15
Quarter 3: January 1 – March 31	April 15
Quarter 4: April 1 – June 30	July 15

All Final Financial reports are due within 45 days of the project end date.

Grantee acknowledges that failure to provide all types of reporting as required will cause grant funding to be delayed or rescinded.

### Applicant's Acknowledgment

Application Processing and Award Information Provided to Applicant

☐ Yes, I have read the above information.



## Response - 1. Project Information

### Project Dates

Project Start Date

Project End Date

### Primary Contact

Name

Phone

Email



## Response - 2. Project Personnel

### Project Personnel

Required if funding for personnel requested.

Provide details for each position in the requested budget, whether paid by MBCC or used as match.

For Position Name, provide the person's real name, like "Jane Smith". Or use a title, like "Victim Advocate 1". Use the same name for Position Name that is used for the line item in the Proposed Budget.

Position Classification definitions are:

- **Exempt:** An individual who is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) because he or she is classified as an executive, professional, administrative or outside sales employee, and meets the specific criteria for the exemption. Certain computer professionals may also be exempt. With some limited exceptions, exempt employees must be paid on a salary basis.
- **Nonexempt:** An individual who is not exempt from the overtime provisions of the FLSA and is therefore entitled to overtime pay for all hours worked beyond 40 in a workweek (as well as any state overtime provisions). Nonexempt employees may be paid on a salary, hourly or other basis.

For Position Description, upload a file that clearly outlines the roles and responsibilities of the position and how the position is specifically part of the organization applying for MBCC resources.

### Organizational Chart

Organizational chart for the personnel included in the requested budget, whether paid by MBCC or used as match.

Organizational Chart

#### Position 1

Position 1 - Name

Position 1 - Classification

- ☐ Exempt  
☐ Nonexempt

Position 1 - Description

#### Position 2

Position 2 - Name

Position 2 - Classification

- ☐ Exempt  
☐ Nonexempt

Position 2 - Description

#### Position 3

Position 3 - Name

Position 3 - Classification

- ☐ Exempt



☐ Nonexempt

Position 3 - Description

**Position 4**

Position 4 - Name

Position 4 - Classification

☐ Exempt  
☐ Nonexempt

Position 4 - Description

**Position 5**

Position 5 - Name

Position 5 - Classification

☐ Exempt  
☐ Nonexempt

Position 5 - Description

**Position 6**

Position 6 - Name

Position 6 - Classification

☐ Exempt  
☐ Nonexempt

Position 6 - Description

**Position 7**

Position 7 - Name

Position 7 - Classification

☐ Exempt  
☐ Nonexempt

Position 7 - Description

**Position 8**

Position 8 - Name

Position 8 - Classification

☐ Exempt  
☐ Nonexempt

Position 8 - Description

**Position 9**

Position 9 - Name

Position 9 - Classification

☐ Exempt



☐ Nonexempt

Position 9 - Description

**Position 10**

Position 10 - Name

Position 10 - Classification

☐ Exempt  
☐ Nonexempt

Position 10 - Description

**Position 11**

Position 11 - Name

Position 11 - Classification

☐ Exempt  
☐ Nonexempt

Position 11 - Description

**Position 12**

Position 12 - Name

Position 12 - Classification

☐ Exempt  
☐ Nonexempt

Position 12 - Description

**Position 13**

Position 13 - Name

Position 13 - Classification

☐ Exempt  
☐ Nonexempt

Position 13 - Description

**Position 14**

Position 14 - Name

Position 14 - Classification

☐ Exempt  
☐ Nonexempt

Position 14 - Description

**Position 15**

Position 15 - Name

Position 15 - Classification

☐ Exempt



☐ Nonexempt

Position 15 - Description



## Response - 3. Budget Narrative

The Budget Narrative must:

- Explain and justify all budget items by category.
- For each category, all requested information must be included in the category narrative and in the Proposed Budget.
- Explain the relationship between budgeted items and project activities.
- Show detailed cost calculations to demonstrate how the applicant arrived at the total amount requested.

### Match Calculation

Formula:				
Step 1	Total Project Cost	x	% of Recipient's Share	= Required Match (recipient's share)
Step 2	Total Project Cost	-	Required Match	= Federal Share (MBCC share)
Example:				
Step 1	\$62,500 Total Project Cost	x	25% Recipient's Share	= \$15,625 Required Match (recipient's share)
Step 2	\$62,500 Total Project Cost	-	\$15,625 Required Match	= \$46,875 Federal Share (MBCC share)

Use the [MBCC Match Calculator](#) to verify your calculations.

### Sub-Category Guidelines

Use the following guidelines for sub-category line items.

#### Sub-Category Guidelines - Personnel

- List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project.
- Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.
- Include a description of the responsibilities and duties of each position in relationship to fulfilling the project goals.
- Show funding sources for FTE even if only partial funding support from MBCC is requested.

#### Personnel Calculation 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

#### Sub-Category Guidelines - Fringe Benefits

- [2 CFR 200.431](#) - Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages.



- Fringe benefits should be based on actual known costs to include health insurance and retirement if offered by the applicant agency.
- List all of the fringe benefits individually in accordance with state and federal guidelines for fringe benefit calculations.
- Fringe benefits are for the personnel listed in the Personnel budget category and only for the percentage of time devoted to the project.

#### Fringe Calculation Example

*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

#### Sub-Category Guidelines - Travel

- Itemize travel expenses of staff personnel (e.g. staff to training, field interviews, advisory group meeting, etc.).
- Describe the purpose of each travel expenditure in reference to the project objectives.
- Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X meals).
- In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved.
- Identify the location of travel, if known; or if unknown, indicate "location to be determined."
- Indicate whether applicant's formal written travel policy or the Federal Travel Regulations are followed.
- All travel expenses are reimbursed at the Montana State travel reimbursement rates.
- Note: Travel expenses for consultants should be included in the "Contracted Services" data fields under that budget category.
- When budgeting for travel and per diem refer to [GSA Per-Diem Rates](#) for lodging rates (in-state and out-of-state) and the [Montana Operations Manual](#) for current per diem rates.
- Grant awardees must request prior approval for out of state travel from MBCC on the designated prior approval travel form located on the MBCC website. This out of state travel approval must be completed prior to any out of state travel even if the awarded applicant's post award budget has this travel item included.

#### Sub-Category Guidelines - Equipment

- List non-expendable items that are to be purchased.
- Equipment is defined as tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$5,000. Expendable items should be included in the "Supplies" category.



- Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technological advances.
- Rented or leased equipment costs should be listed in the Consultants/Contracts category.
- Explain how the equipment is necessary for the success of the project, and describe the procurement method to be used.

#### Sub-Category Guidelines - Supplies

- List items by type (office supplies, postage, training materials, copy paper, and expendable equipment items costing less than \$5,000, such as books, handheld tape recorders) and show the basis for computation.
- Generally, supplies include any materials that are expendable or consumed during the course of the project.
- The supplies are for the services provided with these grant funds, not the agency's entire supplies unless it is the only services offered with the grant.

#### Sub-Category Guidelines - Contracted Services

Contracted Services generally include those services that are benefiting an applicant's clients. For example: A contract with a licensed therapist.

Procurement Contracts (see "Contract" definition at 2 CFR 200.22):

- Provide a description of the product or service to be procured by contract and an estimate of the cost.
- Indicate whether the applicant's formal, written Procurement Policy or the Federal Acquisition Regulation is followed. Applicants are encouraged to promote free and open competition in awarding procurement contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold set in accordance with 41 U.S.C. 1908 (currently set at \$250,000).

#### Consultant Fees:

- For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project.
- Consultant fees in excess of the DOJ grant-making component's maximum rate for an 8-hour day (currently \$650) require additional justification and prior approval from the respective DOJ grant-making component.

#### Sub-Category Guidelines - Other

- List items (e.g., rent, telephone, janitorial or security services, and investigative or confidential funds) by type and the basis of the computation.
- For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.
- These charges should be prorated based on the percentage of use or clients served with this grant.

#### Secure Detention

Regional Detention Centers and short-term Detention Centers must list their actual operating costs by the appropriate line items, i.e., personnel, contracted services, travel and per diem, equipment, and operating expense. The travel and per diem line item under this section is for travel expenses associated with the operation of the Secure Detention Facility such as staff attending training. It is not for costs that are



associated with the transportation of juveniles to and from secure detention facilities. All costs associated with the transportation of youth to and from secure facilities must be budgeted under Secure Detention Transportation.

Typical costs listed in this section:

- Costs of detention facility (except transportation personnel)
- Maintenance costs for youth (e.g., meals)
- Training for staff
- Operating costs for facility (e.g., supplies, utilities)
- Maintenance and repair of facility (e.g., repair damage)
- Equipment directly related to providing service to juveniles
- Staff travel at state rates

Costs not allowed:

- Construction or remodeling
- Equipment not directly related to juvenile services
- Clinical costs of evaluating any youth
- Costs of medical services for youth detention
- Salary/wages of on-duty law enforcement
- Salary/wages of on-duty probation officers
- Shelter care

Indicate which budget sub-categories apply to this service type:

- ☐ Personnel
- ☐ Fringe Benefits
- ☐ Travel
- ☐ Equipment
- ☐ Supplies
- ☐ Contracted Services
- ☐ Other

Secure Detention

### Secure Detention Transportation

All participating counties must list their costs associated with the transportation of pre-adjudicated juveniles to and from Secure Detention Facilities. If the regional facility has a full-time transportation service, those costs should be listed here. If personnel work part time in transportation and part time elsewhere, give your best estimate of what should be allocated to transportation.

Typical costs listed in this section:

- Salary/wages of detention facility transportation officer or portion of FTE
- Wages for attendant care in cases requiring attendant care person accompanying in-transport officer (due to sex of offender or risk of escape or danger).
- Cost of detention transport vehicle, purchase/lease.
- Maintenance of detention transport vehicle.
- Mileage for counties transporting youth to secure detention at state rate.
- Lodging and per diem to transport officer and youth at state rates
- Air travel to transport youth will be at the justification/discretion of the district chief probation officer.

Costs not allowed:

- Salary/wages of law enforcement or probation officers while transporting youth.
- Travel costs in excess of state rates.
- Vehicles not specifically used for transporting youth.
- Equipment not directly related to providing service to juveniles.



Indicate which budget sub-categories apply to this service type:

- ☐ Personnel
- ☐ Fringe Benefits
- ☐ Travel
- ☐ Equipment
- ☐ Supplies
- ☐ Contracted Services
- ☐ Other

Secure Detention Transportation

### Non-Secure Detention

Attendant Care Holdovers or Home Detention services must list their projected operating costs by the appropriate line items: personnel, contracted services, travel and per diem, equipment and operating expenses. Electronic monitoring costs are to be listed in Electronic Monitoring.

The travel and per diem line item under this section is for travel expenses other than those associated with the transportation of juveniles to and from detention facilities such as travel for staff to attend training. There are no reimbursable costs for transportation of juveniles between non-secure programs. All costs associated with the transportation of youth to and from secure facilities must be budgeted under Secure Detention Transportation).

Typical costs listed in this section:

- Cost of attendant care staff
- Maintenance costs for youth (e.g., meals)
- Training for staff
- Staff travel at state rates
- Operating costs for holdover (e.g., rent, supplies, utilities)
- Maintenance and repair of holdover (e.g., repair damage)
- Equipment directly related to providing service to juveniles

Costs not allowed:

- Salary/wages of law enforcement or probation officers while on duty
- Construction or remodeling
- Equipment not directly related to providing service to juveniles
- Clinical costs of evaluating any youth
- Costs of any medical services for youth in detention
- Shelter care

Indicate which budget sub-categories apply to this service type:

- ☐ Personnel
- ☐ Fringe Benefits
- ☐ Travel
- ☐ Equipment
- ☐ Supplies
- ☐ Contracted Services
- ☐ Other

Non-Secure Detention

### Electronic Monitoring

Counties must list their projected costs for electronic monitoring services for pre-adjudicated youth. Once a youth has been adjudicated, further electronic monitoring costs may not be charged to this program.



Typically the only cost listed in this section would be the cost of contracting for the electronic monitoring service.

Indicate which budget sub-categories apply to this service type:

- ☐ Personnel
- ☐ Fringe Benefits
- ☐ Travel
- ☐ Equipment
- ☐ Supplies
- ☐ Contracted Services
- ☐ Other

Electronic Monitoring



## Regional Plan for Juvenile Detention - 1. Regional Detention Practices

### Regional Juvenile Detention Mission Statement

Mission Statement

### Regional Detention Criteria

A juvenile considered eligible for non-secure detention is one who:

- has been arrested for an offense,
- is currently under jurisdiction and/or agency custody,
- is deemed to need minimal security considerations, and
- is considered non-dangerous.

Non-secure detention is designed for those juveniles who are inappropriate for shelter care environment because:

- the expected length of supervision is only a few hours or,
- the juvenile's behavior and/or physical condition warrants greater structure.

Regional criteria for detaining a youth in a secure detention

Regional criteria for detaining a youth in non-secure detention



## Regional Plan for Juvenile Detention - 2. Long-Term Secure Detention Practices

For each facility within the region proposing to provide long-term detention services (over 96 hours), provide the following information:

### Facility Information

- Facility name
- Address
- Administrative authority
- Program director

### Needs Assessment

- What counties, judicial districts, and/or local areas is this facility designed to serve?
- What is the projected bed capacity of this facility?
- What is the projected need or what is the projected use of this facility in a year?
- Briefly describe the data which was used to justify this need or projected use.
- Provide the daily cost of service.

### Initial Detention Decision

- Who is responsible for the initial decision to place a youth in this facility?
- Describe the procedure and/or practice used to complete initial placements.

### Detention Facility Program

- What is the goal or mission of the program in this facility?
- Is this facility licensed by the Department of Corrections?
- If licensed, upload a copy of the license below.
- If not licensed or if provisionally licensed, explain in detail the deficiencies which are preventing immediate licensure and the plan to remediate these deficiencies.

### Detention Facility Program Services

The following services must be available to youth being served in this facility. Briefly describe the method used to deliver each service.

Services reimbursable at 50% through the grant:

- Food
- Laundry
- Transportation
- Security
- Safety
- Access to Recreation
- Access to Education

Services not reimbursable through the grant:

- Medical
- Crisis Intervention
- Clinical Evaluations

Long-Term Secure Detention Practices

Long-Term Detention Facility Licenses



## Regional Plan for Juvenile Detention - 3. Short-Term Secure Detention Practices

For each facility within the region proposing to provide short-term detention services (over 96 hours), provide the following information:

### Facility Information

- Facility name
- Address
- Administrative authority
- Program director

### Needs Assessment

- What counties, judicial districts, and/or local areas is this facility designed to serve?
- What is the projected bed capacity of this facility?
- What is the projected need or what is the projected use of this facility in a year?
- Briefly describe the data which was used to justify this need or projected use.
- Provide the daily cost of service.

### Initial Detention Decision

- Who is responsible for the initial decision to place a youth in this facility?
- Describe the procedure and/or practice used to complete initial placements.

### Detention Facility Program

- What is the goal or mission of the program in this facility?
- Is this facility licensed by the Department of Corrections?
- If licensed, upload a copy of the license below.
- If not licensed or if provisionally licensed, explain in detail the deficiencies which are preventing immediate licensure and the plan to remediate these deficiencies.

### Detention Facility Program Services

The following services must be available to youth being served in this facility. Briefly describe the method used to deliver each service.

Services reimbursable at 50% through the grant:

- Food
- Laundry
- Transportation
- Security
- Safety
- Access to Recreation
- Access to Education

Services not reimbursable through the grant:

- Medical
- Crisis Intervention

Short-Term Secure Detention Practices

Short-Term Detention Facility Licenses



## Regional Plan for Juvenile Detention - 4. Non-Secure Program Practices

Provide the following information for all proposed Holdover Programs:

### Program Information

- Program name
- Contact person
- Location

### Needs Assessment

- What county or judicial district is this program designed to serve?
- How many youths is the program designed to serve at any one time?

### Program and Staffing

- Has this site been inspected by staff of the Montana Board of Crime Control?
- How do you intend to staff the program?
- Have the persons responsible for staffing the program been trained in accordance with statute, licensing cities and/or federal guidelines?

### Non-Secure Program Practices



## Regional Plan for Juvenile Detention - 5. Electronic Monitoring

If electronic monitoring is an anticipated program to be available to the Region, please specify the company anticipated to be providing the equipment. Please be reminded the MBCC funds cannot be used to reimburse for electronic monitoring of youth past adjudication.

Electronic Monitoring



## Regional Plan for Juvenile Detention - 6. Sustainability Plan

With the 2017 legislative reduction in juvenile detention funds, applicants must include a plan describing challenges to sustain the program. The plan should outline how the project will be sustained now and, in the future, including how they will continue to operate should grant funding continue at a reduced level. The plan should also describe alternate sources of funding and services.

Sustainability Plan



## **Regional Plan for Juvenile Detention - 7. Regional Detention Administration**

**What is the Regional Administrative Authority for the administration of the funding to the region?**

**Who is the contact person at the Regional Administrative Authority? Provide name, address, and phone number.**

**Please list the names and county/professional representation of the members of the Regional Detention Board.**

**Briefly describe the relationship between the Regional Detention Board and the administrative authorities of the facilities and services which are providing juvenile detention services in the region or for the region.**

Regional Detention Administration



## Supplement - 1. Applicant Information

### FEIN

Federal Employer Identification Number (FEIN)

### Organization Details

Organization Type

- ☐ City
- ☐ County
- ☐ District Court
- ☐ Municipal Court
- ☐ Private/Non-Profit
- ☐ Private/For-Profit
- ☐ School District
- ☐ State
- ☐ Tribal Government

### Service Area

Select all counties where services are delivered.

Counties Served

- ☐ Beaverhead
- ☐ Big Horn
- ☐ Blaine
- ☐ Broadwater
- ☐ Carbon
- ☐ Carter
- ☐ Cascade
- ☐ Chouteau
- ☐ Custer
- ☐ Daniels
- ☐ Dawson
- ☐ Deer Lodge
- ☐ Fallon
- ☐ Fergus
- ☐ Flathead
- ☐ Gallatin
- ☐ Garfield
- ☐ Glacier
- ☐ Golden Valley
- ☐ Granite
- ☐ Hill
- ☐ Jefferson
- ☐ Judith Basin
- ☐ Lake
- ☐ Lewis and Clark
- ☐ Liberty
- ☐ Lincoln
- ☐ Madison
- ☐ McCone
- ☐ Meagher
- ☐ Mineral
- ☐ Missoula
- ☐ Musselshell
- ☐ Park
- ☐ Petroleum



- ☐ Phillips
- ☐ Pondera
- ☐ Powder River
- ☐ Powell
- ☐ Prairie
- ☐ Ravalli
- ☐ Richland
- ☐ Roosevelt
- ☐ Rosebud
- ☐ Sanders
- ☐ Sheridan
- ☐ Silver Bow
- ☐ Stillwater
- ☐ Sweet Grass
- ☐ Teton
- ☐ Toole
- ☐ Treasure
- ☐ Valley
- ☐ Wheatland
- ☐ Wibaux
- ☐ Yellowstone

### Grant History With MBCC

Have you had a grant with MBCC previously?

- ☐ Yes
- ☐ No

Which Grants have you had through MBCC? (Check all that apply.)

- ☐ Title II – Juvenile Justice
- ☐ Victims of Crime Act (VOCA)
- ☐ Violence Against Women Act (VAWA)
- ☐ Sexual Assault Services Program (SASP)
- ☐ Justice Assistance Grant (JAG)
- ☐ Residential Substance Abuse Treatment (RSAT)
- ☐ Paul Coverdell – Forensic Science Lab
- ☐ John R. Justice (JRJ)
- ☐ Justice and Mental Health Collaboration Program (JMHCP)
- ☐ Statistical Analysis Center (SAC)
- ☐ National Criminal History Improvement Program (NCHIP)
- ☐ Sexual Assault Kit Initiative (SAKI)
- ☐ Project Safe Neighborhoods (PSN)
- ☐ Comprehensive Opioid Abuse Program (COAP)
- ☐ Abuse in Later Life Program
- ☐ Linking Systems of Care (LSOC)
- ☐ Juvenile Detention Center Grant
- ☐ Domestic Violence Intervention (DVI)
- ☐ Coronavirus Emergency Supplemental Funding (CESF)
- ☐ Sex Offender Registration and Notification Act (SORNA)
- ☐ Prison Rape Elimination Act (PREA)
- ☐ Delinquency Prevention Program (DPP)
- ☐ Crisis Intervention Team (CIT) Training Program
- ☐ Improving Criminal Justice Response - High Risk Teams (HRT)



## Supplement - 2. Special Assurances and Conditions

### Assurances of Compliance with Nondiscrimination Provisions

Applicant will comply (and will require any subgrantees or contractors to comply) with any applicable federal nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968, as amended (34 U.S.C. §§ 10228(c) & 10221(a) (c) & 10221(a)); the Victims of Crime Act of 1984, as amended (34 U.S.C. § 20110(e)); the Juvenile Justice and Delinquency Prevention Act (JJDP) of 1974, as amended (34 U.S.C. § 11182(b)); the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000d); the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794); the Americans with Disabilities Act of 1990, as amended (42 U.S.C. § 12132); the Education Amendments of 1972, as amended (20 U.S.C. § 1681); the Age Discrimination Act of 1975, as amended (42 U.S.C. § 6102); 28 C.F.R. pt. 31 (U.S. Department of Justice Regulations - OJJDP Grant Programs); Violence Against Women Act of 1994, as amended (34 U.S.C. § 12291(b)(13)); 28 C.F.R. pt. 42 (U.S. Department of Justice Regulations - Nondiscrimination; Equal Employment Opportunity; Policies and Procedures); Ex. Order 13559 (equal protection of the laws for faith-based and community organizations); and 28 C.F.R. pt. 38 (Partnerships with Faith-Based and Other Neighborhood Organizations).

In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, then recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs and the MBCC. In accordance with federal civil rights laws, the applicant shall not retaliate against individuals for taking action or participating in action to secure rights protected by these laws. Applicants are required to take reasonable steps to ensure meaningful access to their services to persons who, as a result of their national origin, are LEP. To help applicants understand and meet this obligation, the DOJ published "Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons", which can be found at 67 Fed. Reg. 41455 (June 18, 2002) or at [www.lep.gov](http://www.lep.gov) (LEP Guidance).

### Applicants Agreement

It is understood and agreed by the applicant: that any grant received as a result of this application shall be subject to the Grant Conditions and other policies, regulations, and rules issued by the Department of Justice for the administration of grant projects under (P.L. 100-690) including, but not limited to, the following:

1. Competitive bids must be obtained for all equipment, construction and contracted services applications, as required by applicable local, state, or federal law or regulations. Accepting other than the lowest bid requires prior approval of the Board of Crime Control;
2. The grant may be terminated in whole, or in part, by the Board of Crime Control at any time;
3. Appropriate grant records and accounts will be maintained and made available to the Montana Board of Crime Control, Office of the Legislative Auditor, or the Legislative Fiscal Analyst upon request;
4. The grantee shall assume the costs of improvements funded after a reasonable period of state assistance;
5. If any agency other than the applicant is to contribute matching funds, that agency must document their contribution;
6. Any funds awarded under one subgrant cannot be used in another;
7. Expenditures for items not listed on the original budget are subject to refund and/or penalty. Variances from the approved subgrant will require an amendment approved in advance by the Board of Crime Control;
8. All applicants are subject to federal, state, and local laws and regulations;
9. The subgrantee shall not obligate any funds until subgrant is formally awarded by the Board of Crime Control;
10. Draw down of funds is contingent upon submission of quarterly financial reports;
11. Rules 23.14.101 et seq. of the Administrative Rules of Montana.
12. All adult, juvenile and collocated facilities securely detaining youth must enter the detention intake, detention hearing date and time, and releases into the Juvenile Detention Data and Reporting System (JDDRS) within 24 hours of the event. Facilities transferring youth to a new secure facility must enter the transfer into JDDRS in sufficient time to ensure that the receiving facility can import the youth's record



into their facility in JDDRS by the time that the youth arrives. Facilities that don't have access to the web based database should contact MBCC's IT Manager at phone: 406-444-4014 or email: MBCC@mt.gov to arrange for the appropriate user names and passwords for JDDRS.

### **Applicant's Acknowledgment**

**The Official Budget Representative signature on the Signatures Page certifies agreement with these Special Assurances and Conditions.**

Special Assurances and Conditions Provided to Applicant

- ☐ Yes, I have read the above information.



## Sign Application

### Designate Certifying Officials

The application requires original signatures of an Official Budget Representative, Project Director, and Financial Officer. Electronic and stamped signatures are not acceptable.

- 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.
- Duplication of responsibilities by one individual for any position listed below is not acceptable.

The officials who certify this document, including Special Assurances and Conditions, agree to adhere to all terms and conditions relating to the application.

### Signatures

Download the Signatures Page below and have the appropriate persons complete and sign. Scan and upload the completed form below.

Blank Signature Page  
[SignaturePage.docx](#)

Signature Page

### Official Budget Representative (City/County Commissioner, Mayor, Department Head, or President of Board of Directors)

Budget Representative Name

Budget Representative Title

Budget Representative Phone (000-000-0000)

Budget Representative Email

Budget Representative Mailing Address Line 1

Budget Representative Mailing Address Line 2

Budget Representative Mailing Address City

Budget Representative Mailing Address State Abbreviation (MT)

Budget Representative Mailing Address Zip

### Project Director

Project Director Name

Project Director Title

Project Director Phone (000-000-0000)

Project Director Email



Project Director Mailing Address Line 1

Project Director Mailing Address Line 2

Project Director Mailing Address City

Project Director Mailing Address State Abbreviation (MT)

Project Director Mailing Address Zip

**Financial Officer**

Financial Officer Name

Financial Officer Title

Financial Officer Phone (000-000-0000)

Financial Officer Email

Financial Officer Mailing Address Line 1

Financial Officer Mailing Address Line 2

Financial Officer Mailing Address City

Financial Officer Mailing Address State Abbreviation (MT)

Financial Officer Mailing Address Zip



## Budget

### Proposed Budget Summary

#### Expense Budget

	Grant Funded	Non-Grant Funded	Total Budgeted
Electronic Monitoring			
Subtotal	\$0.00	\$0.00	\$0.00
Non-Secure Detention			
Subtotal	\$0.00	\$0.00	\$0.00
Secure Detention			
Subtotal	\$0.00	\$0.00	\$0.00
Secure Detention Transportation			
Subtotal	\$0.00	\$0.00	\$0.00
Total Proposed Cost	\$0.00	\$0.00	\$0.00

#### Revenue Budget

	Grant Funded	Non-Grant Funded	Total Budgeted
Grant Funding			
Award Requested	\$0.00		\$0.00
Subtotal	\$0.00		\$0.00
Non-Grant Funding			
Cash Match		\$0.00	\$0.00
Subtotal		\$0.00	\$0.00
Total Proposed Revenue	\$0.00	\$0.00	\$0.00

### Proposed Budget Detail

#### Proposed Budget Narrative

##### Electronic Monitoring

Counties must list their projected costs for electronic monitoring services for pre-adjudicated youth. Once a youth has been adjudicated, further electronic monitoring costs may not be charged to this program. Typically the only cost listed in this section would be the cost of contracting for the electronic monitoring service.

##### Non-Secure Detention



Attendant Care Holdovers or Home Detention services must list their projected operating costs by the appropriate line items: personnel, contracted services, travel and per diem, equipment and operating expenses. Electronic monitoring costs are to be listed in Electronic Monitoring. The travel and per diem line item under this section is for travel expenses other than those associated with the transportation of juveniles to and from detention facilities such as travel for staff to attend training. There are no reimbursable costs for transportation of juveniles between non-secure programs. All costs associated with the transportation of youth to and from secure facilities must be budgeted under Secure Detention Transportation).

### **Secure Detention**

Regional Detention Centers and short-term Detention Centers must list their actual operating costs by the appropriate line items, i.e., personnel, contracted services, travel and per diem, equipment, and operating expense. The travel and per diem line item under this section is for travel expenses associated with the operation of the Secure Detention Facility such as staff attending training. It is not for costs that are associated with the transportation of juveniles to and from secure detention facilities. All costs associated with the transportation of youth to and from secure facilities must be budgeted under Secure Detention Transportation.

### **Secure Detention Transportation**

All participating counties must list their costs associated with the transportation of pre-adjudicated juveniles to and from Secure Detention Facilities. If the regional facility has a full-time transportation service, those costs should be listed here. If personnel work part time in transportation and part time elsewhere, give your best estimate of what should be allocated to transportation.