

MBCC Online Subgrant Application System Step-By-Step Instructions

Important: Please refrain from using the Browser's "Back" button to go to a previous page. Use the navigational buttons provided on each page.

Login Screen:

mt.gov
Montana's Official State Website

MBCC Online Subgrant Application System (OSAS)

Instructions How do I...? Feedback

**Welcome to the Montana Board of Crime Control's
Online Subgrant Application System (OSAS)**

Access instructions and Try The Demo prior to using the OSAS system.
Applications will only be accepted through the online subgrant application system. You must refer to the RFP when filling out the application. The signature page and any other documents specified in the RFP must be scanned and uploaded into the application.

Log In To OSAS

This application has a 60-minute inactivity timeout window. We recommend that you save your work before leaving your computer unattended.

User ID:

Password:

New User?
Forgot User ID or Password?




Online Services Department of Justice Montana Board of Crime Control Privacy & Security Accessibility Contact Us

mt.gov
Montana's Official State Website

Click on “New User?” to go to the new user registration page. New User feature is for first time users only.

Existing user should login to the Online Subgrant Application System at <http://apps.mbcc.mt.gov/osas/Default.aspx> using their User ID and Password.

New User Registration:



Montana's Official State Website

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New User Registration

Note: You must register for online applications at least 7 working days before the application is due. All fields are required.

Choose Login ID: (4 to 20-Characters. Lowercase with no spaces or punctuations.)

(Passwords must be at least 8 characters and are case-sensitive. They must also contain at least one digit and at least one letter. No punctuations or special characters allowed.)

Password: **Confirm Password:**

First Name: **Last Name:**

E-mail Address: **Phone:**

Agency Information

Agency Name: **Agency Type:**

Address: **City:**

State: **Zip:** **County:**

DUNS Number: (Enter "NONE" if the agency does not have a DUNS number.)

Federal Employer or Payee Identification Number (FEIN):

Official Budget Representative's (OBR) Information

(City/County Commissioner, Mayor, Department Head or President of Board of Directors.)

First Name: **Last Name:**

Title: **E-mail Address:**

Phone: **Fax:**

Address: **City:**

State: **Zip:**

Project Director's (PD) Information

First Name: **Last Name:**

Title: **E-mail Address:**

Phone: **Fax:**

Address: **City:**

State: **Zip:**

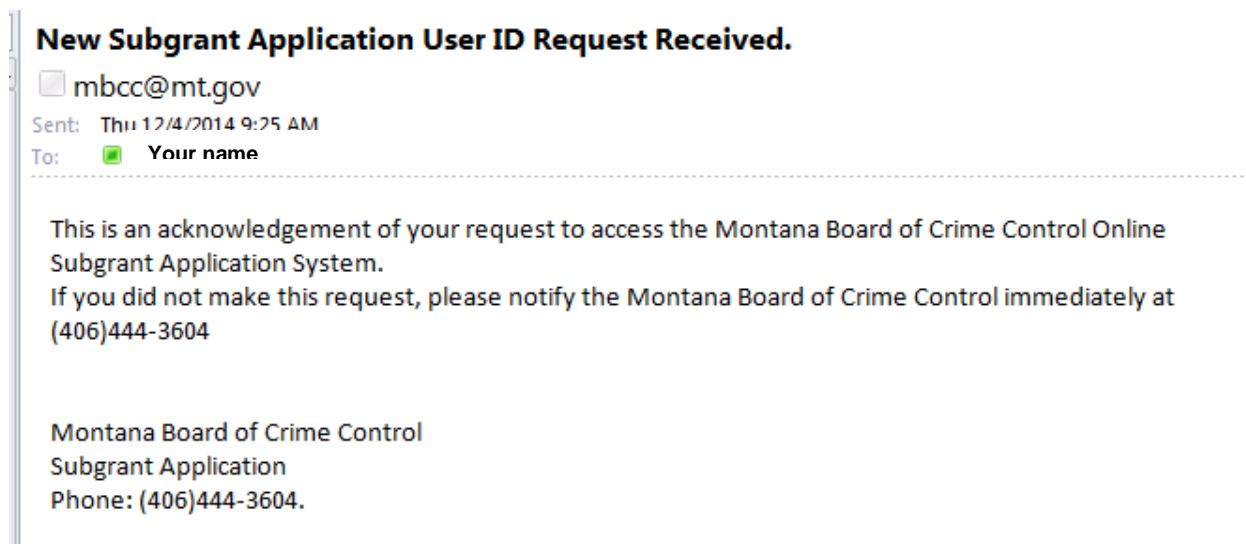
All fields in this window are required. Click on “**Register me**” when finished.

You should see the screen as pictured below:



The screenshot shows the Montana State Website (mt.gov) header with the Montana Board of Crime Control (MBCC) Online Subgrant Application System (OSAS) title. The page status is "Registration Success - Activation Pending." A central box contains the following text: "Your Login ID for OSAS is: Your user name. Your registration for a new OSAS Login ID is successful. An e-mail has been sent to you acknowledging receipt of this request. It will need to be activated before you can login. Allow Montana Board of Crime Control 5 business days to activate your login. Once your login has been activated, an e-mail will be sent for notification. If you do not receive an e-mail notifying you that your account has been activated, please contact Montana Board of Crime Control at (406)444-3604 or send an e-mail to mbcc@mt.gov". A "Go Back to MBCC Home Page" button is located below the box. The footer includes links for Online Services, Department of Justice, Montana Board of Crime Control, Privacy & Security, Accessibility, and Contact Us, along with the mt.gov logo.

You will receive this email:



The screenshot shows an email from mbcc@mt.gov sent on Thursday, 12/4/2014 at 9:25 AM to "Your name". The subject is "New Subgrant Application User ID Request Received." The body of the email states: "This is an acknowledgement of your request to access the Montana Board of Crime Control Online Subgrant Application System. If you did not make this request, please notify the Montana Board of Crime Control immediately at (406)444-3604". The sender information at the bottom is "Montana Board of Crime Control, Subgrant Application, Phone: (406)444-3604."

Your account will be activated within five business days.

Existing User Login:

The following screen will appear once you have successfully logged in:

The screenshot displays the user interface of the MBCC Online Subgrant Application System (OSAS). At the top, there is a header banner with the **mt.gov** logo on the left, a central image of the Montana State Capitol building, and the text **Montana's Official State Website**. To the right of the image, the title **MBCC Online Subgrant Application System (OSAS)** is displayed. Below the title, a green navigation bar contains the links **Instructions**, **How do I...?**, and **Feedback**.

The main content area is titled **My Applications**. Below this title, a note states: **Note: Please refrain from using the Browser's "Back" button to go back to a previous page. Use the navigational buttons provided on each page.**

Below the note, a message reads: "You will need a PDF Reader to view and print the drafts and applications. You can download free PDF Readers if you do not currently have any PDF Reader installed on your computer by clicking on one of the following icons:"

Two icons are provided: **Foxit** and **Get Adobe Reader**. The **Get Adobe Reader** icon includes a small text link: (Opens/downloads in new window/tab).

Below the PDF reader information, there is a horizontal bar containing three buttons: **File A New Application**, **Change Profile**, and **Log Off**.

At the bottom of the page, a footer bar contains the following links: **Online Services**, **Department of Justice**, **Montana Board of Crime Control**, **Privacy & Security**, **Accessibility**, and **Contact Us**. The **mt.gov** logo and **Montana's Official State Website** text are also present in the footer.

Saved Applications:

If you have previously worked on applications and saved them without finalizing them you will see the following screen:

mt.gov
Montana's Official State Website

MBCC Online Subgrant Application System (OSAS)

[Instructions](#) [How do I...?](#) [Feedback](#)

My Applications

Note: Please refrain from using the Browser's "Back" button to go back to a previous page. Use the navigational buttons provided on each page.

You will need a PDF Reader to view and print the drafts and applications. You can download free PDF Readers if you do not currently have any PDF Reader installed on your computer by clicking on one of the following icons:

(Opens/downloads in new window/tab)

Saved Applications (Please select one or Create a new one)

Project Title	RFP
<input type="radio"/> Coalition Against Domestic Violence	#12-03 (V) Victims of Crime Act (VOCA)
<input type="radio"/> Butte-Silver Bow Enforcing Underage Drinking Laws	#09-03 (U) Enforcing Underage Drinking Laws (EUDL)

[Continue](#) [Finalize](#) [Print Draft](#) [Delete](#)

[File A New Application](#) [Change Profile](#) [Log Off](#)

Online Services Department of Justice Montana Board of Crime Control Privacy & Security Accessibility Contact Us

The Saved Applications box lists all the previously saved applications. Click on the radio button to select the desired application and choose from the following options:

- **Continue** - continue working on the selected saved application.
- **Finalize** - finalize the selected application. An application cannot be edited or changed once it has been finalized.
- **Print Draft** – opens a draft PDF file of the selected application.
- **Delete** - delete the selected application.

To File A New Application:

Click on “**File A New Application**” which will display the following screen:

The screenshot shows the 'New Application' page of the MBCC Online Subgrant Application System (OSAS). The page header includes the mt.gov logo and navigation links: Instructions, How do I...?, and Feedback. The main heading is 'New Application'. Below it, the section 'Choose An RFP' prompts the user to select an RFP from a dropdown menu. The selected RFP is '#12-03 (V) Victims of Crime Act (VOCA)'. At the bottom of the form are three buttons: 'Continue', 'Log Off', and 'Back'. The footer contains links to Online Services, Department of Justice, Montana Board of Crime Control, Privacy & Security, Accessibility, and Contact Us, along with the mt.gov logo.

Select an RFP from the drop down list. Click “**Continue**” to start an application for that RFP.

Application Summary Review

The Application Summary Review page allows you to navigate to any section of the application. As Sections are completed and saved, that part on the review page turns green. All Sections must be green before an application can be finalized. Red indicates an incomplete section.

The screenshot shows the 'Application Summary Review' page for RFP #12-01 (w) Stop Violence Against Women Act (VAWA). The page lists seven sections with their completion status indicated by a green checkmark or a red exclamation mark. The sections are: Section 1 (Face Page), Section 2, Section 3, Section 4, Section 5, Section 6, and Section 7. The 'Part 1. Agency Information' under Section 1 is completed (green checkmark), while all other parts and sections are incomplete (red exclamation marks). At the bottom, there are four buttons: 'Finalize Application', 'Print Draft', 'My Applications', and 'Log Off'.

Section	Status
Section 1 (Face Page):	
Part 1. Agency Information	Completed (Green Checkmark)
Part 2. Project Director	Incomplete (Red Exclamation Mark)
Part 3. Project Title	Incomplete (Red Exclamation Mark)
Section 2:	
Project Budget	Incomplete (Red Exclamation Mark)
Section 3:	
Budget Narrative	Incomplete (Red Exclamation Mark)
Section 4:	
a. Project Narrative	Incomplete (Red Exclamation Mark)
b. Objectives	Incomplete (Red Exclamation Mark)
Section 5:	
Special Assurances and Conditions	Incomplete (Red Exclamation Mark)
Section 6:	
Signature Page	Incomplete (Red Exclamation Mark)
Section 7:	
Upload Required Documents	Incomplete (Red Exclamation Mark)

Section 1. Face Page Part 1

Section 1. Face Page

Face Page - Part 1

Agency Name: Your Agency name **Agency No.:**

Address:

City: **State:**

County: **Phone:**

Fed. Emp Id No. (FEIN): **DUNS Number:**

NOTE: If you want to update your agency information, please e-mail MBCC at mbcc@mt.gov or call MBCC at (406)444-3604. Please provide your agency number (11501) to assist in making the changes requested.

If Agency Address is a P.O. Box, please fill in the Program Street Address.

Program Street Address. (Do not enter if this is a non-disclosed location)

Address:

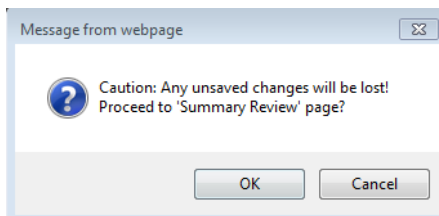
City: **State:** **Zip:**

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Face Page – Part 1 will auto populate. If changes are needed, e-mail the Board of Crime Control.

At any time during the application process the following buttons are provided on the bottom of the page:

- **“Save and Continue”** - save the information entered into the application and go to the following page.
- **“Save”** - save the information entered into the application and stay on the same page (use this option if you are planning to leave your computer for a long period of time as the application system will automatically log you off within an hour of login.)
- **“My Applications”** – go to the page that lists all of your saved and finalized applications.
- **“Log Off”** - exit the application system.
- **“Back”** - go to the previous page of the application.
- **“Summary Review”** – go to the application summary review page. Be advised that every time you choose this option a popup window will appear to remind you to save your work.



Section 1. Face Page – Part 2

Select the Project Director from the drop down list. If you do not see the desired Project Director in the provided list, select “Project Director not in list”.

The screenshot shows the 'Section 1. Face Page' of the MBCC Online Subgrant Application System (OSAS). The page header includes the 'mt.gov' logo and navigation links: 'Instructions', 'How do I...?', and 'Feedback'. The main content area is titled 'Section 1. Face Page' and 'Face Page - Part 2'. It features a dropdown menu for 'Select Proj. Dir. Name:' with 'Project Director not in list' selected. Below this is a red link: 'Please click [here](#) to make a request for a new director from the MBCC.' The form includes fields for 'Proj. Dir. Title:', 'Address:', 'City:', 'State:', 'Phone:', 'E-Mail:', and 'Zip:', all marked 'TBD'. At the bottom are buttons: 'Save and Continue', 'Save', 'My Applications', 'Log Off', 'Back', and 'Summary Review'. The footer contains links for 'Online Services', 'Department of Justice', 'Montana Board of Crime Control', 'Privacy & Security', 'Accessibility', and 'Contact Us', along with the 'mt.gov' logo.

Click “[here](#)” and enter the requested information. Click “*Request new Director*”.

The screenshot shows the 'New Project Director Request Submission' form. It has a green header with the title. The form contains fields for 'First Name:', 'Last Name:', 'Title:', 'E-mail Address:', 'Phone:', 'Fax:', 'Address:', 'City:', 'State:', and 'Zip:'. At the bottom are two buttons: 'Request new Director' and 'Go Back'.

You will see **Request Sent**. Click “Go Back” to continue the application. **Allow three business days for MBCC to activate the new project director information.** If the project director is in the list but some information needs to be changed (address, phone number, etc.), e-mail MBCC at mbcc@mt.gov with the correct information.

Section 1. Face Page – Part 3.

Enter Project Title, Project Duration, and other information if applicable.

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Section 1. Face Page

Face Page - Part 3

* Denotes required fields

* Project Title:

* Project Duration: * Start: * End:

If previously funded, indicate the total number of months of federal support: ▼

If 'Other' Months =



If a Continuation Grant, indicate previous MBCC grant number:

[Online Services](#) [Department of Justice](#) [Montana Board of Crime Control](#) [Privacy & Security](#) [Accessibility](#) [Contact Us](#)

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If a Continuation Grant, use your previous grant number i.e. 12-A12-91452.

Section 2. Project Budget



MBCC Online Subgrant Application System (OSAS)

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Section 2. Project Budget

[Guidelines](#)

Note: Be sure to click on the **"Save ... Budget"** button to save changes or add more lines. Use the Delete checkbox to remove a budget line item. Do not enter \$ symbol or commas in the amounts.

A. Personnel	Compensation	MBCC	Local	Delete	TOTAL
<input type="text"/>	Benefits <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	
<input type="button" value="Save Personnel Budget"/> <input type="button" value="Delete Selected"/>					Total Personnel Budget: \$0.00

B. Contracted Services	MBCC	Local	Delete	TOTAL
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	
<input type="button" value="Save Services Budget"/> <input type="button" value="Delete Selected"/>				Total Contracted Services Budget: \$0.00

C. Travel and Per Diem	MBCC	Local	Delete	TOTAL
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	
<input type="button" value="Save Travel Budget"/> <input type="button" value="Delete Selected"/>				Total Travel and Per Diem Budget: \$0.00

D. Equipment	MBCC	Local	Delete	TOTAL
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	
<input type="button" value="Save Equip Budget"/> <input type="button" value="Delete Selected"/>				Total Equipment Budget: \$0.00

E. Operating Expenses	MBCC	Local	Delete	TOTAL
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	
<input type="button" value="Save Operating Budget"/> <input type="button" value="Delete Selected"/>				Total Operating Expenses Budget: \$0.00

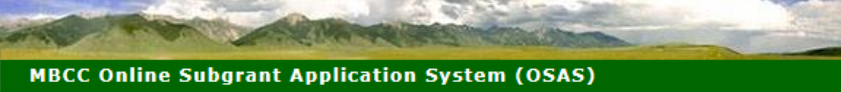


Summary Totals	MBCC	Local	TOTAL
Total Project Budget:	\$0.00	\$0.00	\$0.00
Project Percentages:			0.00 %

Refer to the RFP and Subgrantee Application Guidelines

(<http://mbcc.mt.gov/Portals/130/Funding/Online%20Apps/SubAppGuide7-16.pdf>) regarding budget content information. Enter the budget information for each line item you are requesting funds or providing matching funds. Click the **"Save ... Budget"** button to insert another row for that budget

category and save the entered data. If you need to delete a line, check the box under the Delete column and click the **"Delete Selected"** button.

Section 3. Budget Narrative

**MBCC Online Subgrant Application System (OSAS)**

InstructionsHow do I...?Feedback

Section 3. Budget Narrative

[Guidelines](#)

In this section, you will need to upload **PDF (Portable Document Format)** document(s) detailing the **Budget Narrative** by clicking on the "Upload Budget Narrative Doc" button on this page.

Explain the relationship between budgeted items listed in Section 2 and project activities. Include information (data and criteria) as to how you arrived at budget estimates. Discuss all items by category (i.e., completely describe all activities under **A. Personnel** before moving on to the next applicable section). Some items to consider for each budget category are listed below.

If the operations of this project are expected to generate income, please discuss possible sources, amounts, and how it will be used.

A. Personnel Costs:

1. How were salary rates determined (FTE or part-time)?
2. What is included in fringe benefits?
3. What function(s) do budgeted employees perform?

B. Contracted Services:

1. What is the daily fee of consultant?
2. How many days will service be provided?
3. What service will be provided?

C. Travel and Per Diem:

1. Indicate mileage and per diem calculations using **state** rates.
2. Is mileage and per diem directly related to project activities?
3. If out-of-state travel is anticipated, give particulars (i.e., location, state,dates, purpose, cost).

D. Equipment:

1. Description of equipment, make, model, etc.
2. What is unit cost?
3. Equipment must be integral to project success.

E. Operating Expenses:


See Section 3 of the [MBCC Subgrant Application Guidelines](#) for more complete instructions. Please check the appropriate RFP for match requirements, and further instructions specific to the grant program.

[How to convert documents to PDF format](#)

You have not uploaded the Budget Narrative document yet.

Click on the "Browse" (or "Choose File") button below to find the file on your computer that you wish to upload. Then click on the "Upload ..." button to upload the chosen file to OSAS.

Budget Narrative PDF Doc To Upload:

Online Services Department of Justice Montana Board of Crime Control Privacy & Security Accessibility Contact Us

Upload the PDF (Portable Document Format) Budget Narrative document on to this page. Follow the link if you need assistance with converting documents from other applications to a PDF

Section 4a. Project Narrative



MBCC Online Subgrant Application System (OSAS)

InstructionsHow do I...?Feedback

Section 4a. Project Narrative

[Guidelines](#)

In this section, you will need to upload a **PDF (Portable Document Format)** documents detailing the **Project Narrative** by clicking on the "Upload Project Narrative" button on this page.

Begin the **Project Narrative** with an **Executive Summary** that provides a clear, concise summary of what is being proposed. In addition to the **Executive Summary**, please provide a summary description of each area in the Project Narrative document. Clearly present each topic, separated by subject headings.

You must address each of the following six areas:

- Needs Statement** - *Describe and document the problem.*
- Goals** - *The desired long-range effect of your project.*
- Objectives** - *1 to 5 concise statements of what, how much, when and by whom a major activity or task will be completed. Please limit your objectives to 350-characters or less.*
- Implementation Plan** - *The sequence of events which will occur to accomplish the objectives.*
- Evaluation** - *Describe how you will measure the level of success.*
- Future Funding/Sustainability Plan** - *Strategic plan for how the project will be supported beyond the first year.*

Do Not Exceed 4 pages for Executive Summary and 24 pages for Project Narrative.

See Section 4 of the [MBCC Subgrant Application Guidelines](#) for more complete instructions and a checklist for your use to ensure that each element of the application is completed. Please check the appropriate RFP for match requirements and further instructions specific to this grant program.

It is important that you follow directions, provide complete information, and submit the material in the order requested. All of these steps assist the staff and Board in evaluating the quality of your proposal.

[How to convert documents to PDF format](#)

You have not uploaded the Project Narrative document yet.

Click on the "Browse" (or "Choose File") button below to find the file on your computer that you wish to upload. Then click on the "Upload ..." button to upload the chosen file to OSAS.

Project Narrative PDFDoc To Upload:




Online Services Department of Justice Montana Board of Crime Control Privacy & Security Accessibility Contact Us



Montana's Official State Website

Upload your Project Narrative document on this page.

Section 4b. Objectives



Montana's Official State Website

MBCC Online Subgrant Application System (OSAS)

InstructionsHow do I...?Feedback

Section 4b. Objectives

[Guidelines](#)

In this section, you will need to enter your **Project Objectives** for quarterly reporting purposes. If you are following the [MBCC Subgrant Application Guidelines](#), you should be able to copy the Project Objectives from your Project Narrative Document and paste them into the text areas below.

Objectives are specific milestones aimed at achieving your project goal(s). Objectives must state a date when a particular milestone will be reached, be measurable, and include valid indicators of reaching the milestone. Objectives must be attainable, be realistic, and be related to your project goal(s). You should be able to describe your project with 1-5 objectives.

Check that your Objectives:

- ✓ Start with the word "To"
- ✓ Specify a single result to be accomplished
- ✓ Specify a target date for completion
- ✓ Specify maximum cost factors, if applicable
- ✓ Are measurable and verifiable
- ✓ Specify only what and when -- NOT why and how
- ✓ Are readily understandable, realistic, and attainable
- ✓ Are consistent with budget requirements
- ✓ Are 350 characters or less

Objective# 1

You have used characters.

Objective# 2

You have used characters.

Objective# 3

You have used characters.

Objective# 4

You have used characters.

Objective# 5

You have used characters.

Save and ContinueSaveMy ApplicationsLog OffBackSummary Review

You should be able to copy the Project objectives from your Project Narrative Document and paste them into the text areas above.

Section 5. Special Assurances and Conditions

The Official Budget Representative signature in Section 6 certifies agreement with these Special Assurances and Conditions.

[Agree](#)[My Applications](#)[Log Off](#)[Back](#)[Summary Review](#)



[Online Services](#) [Department of Justice](#) [Montana Board of Crime Control](#) [Privacy & Security](#) [Accessibility](#) [Contact Us](#)



The applicant must “**Agree**” on all special assurances and conditions to be able to complete the application process.

Section 6. Signature Page

Select the Official Budget Representative from the drop down list (**Section A**). If you do not see his /her name, choose “Budget Rep Not Found” and click on “**here**”.

**MBCC Online Subgrant Application System (OSAS)**

[Instructions](#) [How do I...?](#) [Feedback](#)

Section 6. Signature Page

All fields are required

Signature lines will appear in the generated PDF document. Print this signature PDF document and sign. All required parties must sign. Upload signed signature page into Section 7.

The officials who certify this document to include Section 5: Special Assurances and Conditions, agree to adhere to all terms and conditions relating to this application. Duplication of responsibilities by one individual for any position listed below is NOT acceptable (Please refer to the [Application Guidelines](#) regarding signatures).

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

Name:	<input type="text" value="Please select a Budget Rep"/>	Title:	<input type="text"/>
Address:	<input type="text"/>	City:	<input type="text"/>
Zip:	<input type="text"/>	Phone:	<input type="text"/>
E-mail:	<input type="text"/>	Fax:	<input type="text"/>

B. Project Director

Name:	<input type="text"/>	Title:	<input type="text"/>
Address:	<input type="text"/>	City:	<input type="text"/>
Zip:	<input type="text"/>	Phone:	<input type="text"/>
E-Mail:	<input type="text"/>		


C. Financial Officer

Name:	<input type="text"/>	Title:	<input type="text"/>
Address:	<input type="text"/>	City:	<input type="text"/>
Zip:	<input type="text"/>	Phone:	<input type="text"/>
E-mail:	<input type="text"/>	Fax: (Optional)	<input type="text"/>

[Print This Page for Signatures](#) [Save and Continue](#) [Save](#) [My Applications](#) [Log Off](#) [Back](#)

[Summary Review](#)

[Online Services](#) [Department of Justice](#) [Montana Board of Crime Control](#) [Privacy & Security](#) [Accessibility](#) [Contact Us](#)



Enter the Budget Representative information and click “Request Budget Representative”.

New Official Budget Representative Request Submission	
First Name: <input type="text"/>	Last Name: <input type="text"/>
Title: <input type="text"/>	E-mail Address: <input type="text"/>
Phone: <input type="text"/>	Fax: <input type="text"/>
Address: <input type="text"/>	City: <input type="text"/>
State: <input type="text"/>	Zip: <input type="text"/>
<input type="button" value="Request Budget Representative"/> <input type="button" value="Go Back"/>	

You will see **Request Sent**. Click “Go Back” to continue the application. **Allow three business days for MBCC to activate the new budget representative information.** If the budget representative is in the list but some information needs to be changed (address, phone number, etc.), e-mail MBCC at mbcc@mt.gov with the correct information.

Section B. Project Director - is automatically populated from the information entered on the Face Page – Part 2.

Section C. Financial Officer – enter the required information.

If you selected Project Director and Budget Representative from the drop down menus, click on “Print This Page for Signature”.

Section 6. Signature Page	
Print this document and have all sections signed. Scan and upload the signed signature page into Section 7.	
Subgrant Application for Montana Board of Crime Control	
<i>The officials who certify this document to include Section 5: Special Assurances and Conditions, agree to adhere to all terms and conditions relating to this application. Duplication of responsibilities by one individual for any position listed below is NOT acceptable. (Please refer to the Application Guidelines regarding signatures.)</i>	
Original Signatures are Required	
A. Official Budget Representative (City/County Commissioner, Mayor, Department Head, or President of Board of Directors)	
Name: Don Merritt	Title: Chief Financial Officer
Address: P.O. Box 201408	City: Helena
Zip: 596201408	Phone: 406-444-2076
E-mail:	Fax:
Signature: _____	Date: _____
B. Project Director	
Name: Kevin Dusko	Title: Program Manager
Address: 3075 North Montana	City: Helena
Zip: 59620	Phone: 444-2947
E-mail: kdusko@mt.gov	Fax:
Signature: _____	Date: _____
C. Financial Officer	
Name: Connie Young	Title: Budget Analyst
Address: PO Box 201408	City: Helena
Zip: 59601	Phone: 406-444-7361
E-mail: Cyoung@mt.gov	Fax:
Signature: _____	Date: _____

Original signatures are required for all three Sections. The Signature Page will need to be scanned and uploaded into Section 7.

If you have requested a new Project Director or Budget Representative, you can save and continue your application. Allow three business days for MBCC to update your information in the system, or you can go directly to the form located here

<http://mbcc.mt.gov/Portals/130/Funding/Forms/General/SignaturePage.docx> to print out the page.

Obtain signatures from all signers, scan the document and save as a PDF file on your computer. The document is uploaded into Section 7 where indicated.

Section 7. Upload Required Documents

This section requires that the following documents be uploaded in PDF format: Signed Signature Page; SAM Verification; Non-Profit Required Documents (if applicable), and Other Required Documents outlined within the Request for Proposal (RFP).

Steps to upload a document:

- Save the document in PDF format on your computer.
- Click "Browse" to locate file.
- Click on file and then "Open."
- Click "Upload Page."

The screenshot shows the 'Section 7. Upload Required Documents' page of the MBCC Online Subgrant Application System (OSAS). The page header includes the Montana State Website logo and navigation links for Instructions, How do I...?, and Feedback. The main content area lists the required documents for upload: Signed Signature Page, SAM Verification, Non-Profit Required Documents, and Other Required Documents. It provides instructions on how to convert documents to PDF format and includes a 'Please Note' about the 10 MB upload limit. The page is divided into three sections: a. Signed Signature Page, b. SAM Verification, and c. Other Required Documents. Each section has a 'Browse...' button and an 'Upload' button. The 'Signed Signature Page' section shows a red message: 'No document has been uploaded for this section.' The 'SAM Verification' section also shows a red message: 'No document has been uploaded for this section.' The 'Other Required Documents' section shows a red message: 'No document has been uploaded for this section.' At the bottom, there is a 'Before finalizing, review your application and RFP carefully to ensure that all requirements are included.' section with buttons for Finalize Application, Print Draft, My Applications, Log Off, Back, and Summary Review. The footer includes links for Online Services, Department of Justice, Montana Board of Crime Control, Privacy & Security, Accessibility, and Contact Us, along with the Montana State Website logo.

Section 7. Upload Required Documents

[Guidelines](#)

In this section, you will need to upload the following documents in PDF form:

- **Signed Signature Page**
- **SAM Verification**
- **Non-Profit Required Documents**
- **Other Required Documents outlined within the Request For Proposal (RFP).** These other required documents can include, but are not limited to: Letters of Support, Memorandums of Understanding, Non-Profit Status verification, Position Descriptions, etc.

Forms can be uploaded by clicking on the corresponding "Browse" (or "Choose File") button." For additional information on required documents see the corresponding RFP.

[How to convert documents to PDF format](#)

Required documents include:

Please Note: Maximum size per PDF upload is limited to 10 MB.

a. Signed Signature Page

The Signature Page with original signatures must be scanned and uploaded into OSAS.

Signature Page PDF Doc to upload:

No document has been uploaded for this section.

b. SAM Verification

Applicants for Federal awards are required to have a Dun & Bradstreet (DUNS) number and to maintain a current registration in the System for Award Management (SAM). Print off verification form from the SAM website and upload.

SAM PDF Doc to upload:

No document has been uploaded for this section.

c. Other Required Documents

If applicable, upload other required documents outlined in the RFP. You can upload multiple PDFs of required documents. Click on the "Browse" (or "Choose File") button. Then click on the "Upload ..." button to upload the chosen file to OSAS.

Other required PDF documents to Upload:

Before finalizing, review your application and RFP carefully to ensure that all requirements are included.

Online Services Department of Justice Montana Board of Crime Control Privacy & Security Accessibility Contact Us

Montana's Official State Website

If you are a non-profit organization, Section 7 looks like this:

mt.gov
Montana's Official State Website

MBCC Online Subgrant Application System (OSAS)

[Instructions](#) [How do I...?](#) [Feedback](#)

Section 7. Upload Required Documents

[Guidelines](#)

In this section, you will need to upload the following documents in PDF form:

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- **SAM Verification**
- **Non-Profit Required Documents**
- **Other Required Documents** outlined within the Request For Proposal (RFP). These other required documents can include, but are not limited to: Letters of Support, Memorandums of Understanding, Position Descriptions, etc.

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[How to convert documents to PDF format](#)

Required documents include:

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Applicants for Federal awards are required to have a Dun & Bradstreet (DUNS) number and to maintain a current registration in the System for Award Management (SAM). Print off verification form from the SAM website and upload.

SAM PDF Doc to upload:

No document has been uploaded for this section.

c. Non-Profit Required Documents

All Private/Non-Profit applicants must complete the **Financial Resource Disclosure Form, Accounting System & Financial Capability Questionnaire** and Proof of Non-Profit Status; identify all sources of funding for the project and the amount of funding from those sources to include all private, local, state, and federal sources.

Resource Disclosure PDF Doc to upload:

No document has been uploaded for this section.

Acct & Fin. Capability Questionnaire to upload:

No document has been uploaded for this section.

Proof of Non-Profit Status to upload:

No document has been uploaded for this section.

d. Other Required Documents

If applicable, upload other required documents outlined in the RFP. You can upload multiple PDFs of required documents. Click on the "Browse" (or "Choose File") button. Then click on the "Upload ..." button to upload the chosen file to OSAS.

Before finalizing, review your application and RFP carefully to ensure that all requirements are included.

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mt.gov
Montana's Official State Website

It is recommended to save and print a draft application for final review as a finalized application cannot be edited or deleted.

To finalize your application, click on "Finalize Application" button.