Subgrantee Training

October 3, 2024

Introductions

- NAME
- JOB TITLE
- LOCATION
- GRANTS YOU RECEIVE

Mission

Montana is a safer place to live because Montana Board of Crime Control leads and fosters excellent and effective coordination among federal, state, tribal and local governments and the Board. Through the Board's leadership, resource sharing and collaboration are the norm.

The Board

MBCC Board Contact Information

Leo Dutton Chair
Sheriff & Coroner, Lewis & Clark County
Phone: 406-444-8204
Representing: MT Sheriffs & Peace Officers Association
Term Expires: 01/05/2025

Rick Kirn Vice Chair
Fort Peck Tribal Member and Rural Montana Representative
Phone: 406-768-7195
Representing: Tribal Government
Term Expires: 01/01/2027

Laurie Barron
Superintendent, Evergreen School District
Phone: 751-1111
Representing: School Administrators of Montana
Term Expires: 01/01/2027

Eric Bryson
Executive Director, Montana Association of Counties
Phone: (406) 461-2084
Email: ebryson@mtcounties.org
Representing: Montana Association of Counties
Term Expires: 01/01/2027

Wyatt English
Unit Supervisor, Pine Hills Correctional Facility
Representing: Public Representative
Term Expires: 01/05/2025

Shantelle Gaynor
Director, Missoula County Community Justice Department
Phone:406-258-4650
Email: sgaynor@missoulacounty.us
Representing: Victims Services
Term Expires: 01/05/2025

Brian Gootkin
Director, Montana Department of Corrections
Phone: 406-444-3930
Representing: Montana Department of Corrections
Term Expires: 01/05/2025

Amanda Littlesun
Domestic Violence Program Director, Rocky Mountain Tribal Leaders Council
Phone: 406-697-0825
Email: amanda.littlesun@rmtlc.org
Representing: Tribal Representative
Term Expires: 01/01/2027

Bryan Lockerby
Administrator, Division of Criminal Investigation
Phone: 406-444-2967
Email: BLockerby@mt.gov
Representing: Delegate for the Attorney General
Term Expires: 01/05/2025

Beth McLaughlin
Court Administrator
Phone: 406-841-2966
Representing: Office of Court Administrator
Term Expires: 01/01/2027

Meaghan Mulcahy
Data Control, Montana Department of Labor and Industry
Phone: 406-639-2947
Email: mshone@gmail.com
Representing: Public Representative
Term Expires: 01/05/2025

Amanda Myers
Assistant U.S. Attorney, Great Falls
Phone: 406-771-2022
Email: Amanda.Myers@usdoj.gov
Representative of the Montana U.S. Attorney's Office
Term Expires: 01/01/2027

Chief of Police, Police Department
Representing: Montana Association of Chiefs of Police

Brett Schandelson
Director, Office of State Public Defender
Representing: Office of Public Defender
Term Expires: 01/01/2027

Kaydee Snipes Ruiz
District Court Judge, 12th Judicial District
Phone: 406-400-2348
Representing: Judiciary
Term Expires: 01/01/2027

Amy Tenney
Chief Executive Officer, Boyd Andrew Community Services
Phone: 406-443-2343
Web: https://www.boydandrew.com/
Representing: Community Treatment
Term Expires: 01/05/2025

Scott Twito
Yellowstone County Attorney
Email: countyattorney@yellowstonecountymt.gov
Phone: 406-256-2870
Representing: Montana County Attorney's Association
Term Expires: 01/01/2027

Katie Weston
Deputy Chief, Billings Region Probation & Parole
Phone: 406-896-5426
Email: kweston@mt.gov
Representing: Probation & Parole
Term Expires: 1/5/2025

Payment Request

Steps to submitting payment requests

To submit a payment request with a reporting period there are 3 key steps that need to occur:

1. You need to enter all relevant expenses into AmpliFund.
    If you need a refresher on how to enter expenses into AmpliFund, you can reference our support video on how to enter expenses.
    https://mbcc.mt.gov/Funding/Amplifund (Expenses, Reporting Periods and Payment Requests - Guide, Video)

2. The next step is to create and close a reporting period. The reporting period could be monthly, quarterly semi-annually or annually. If your funder has set up a reporting period schedule, this will appear on your AmpliFund calendar.

3. After you've generated and closed an expense reporting period you can create a corresponding payment request, then submit your payment request.

Create Payment Request

Entering Expenses

Creating Reporting Period

Submit Payment Request

1. Log in to AmpliFund and click "Grant Management" from the navigation bar located on the left-hand side of the screen.

2. From the Grant Management drop-down menu, select Grants.
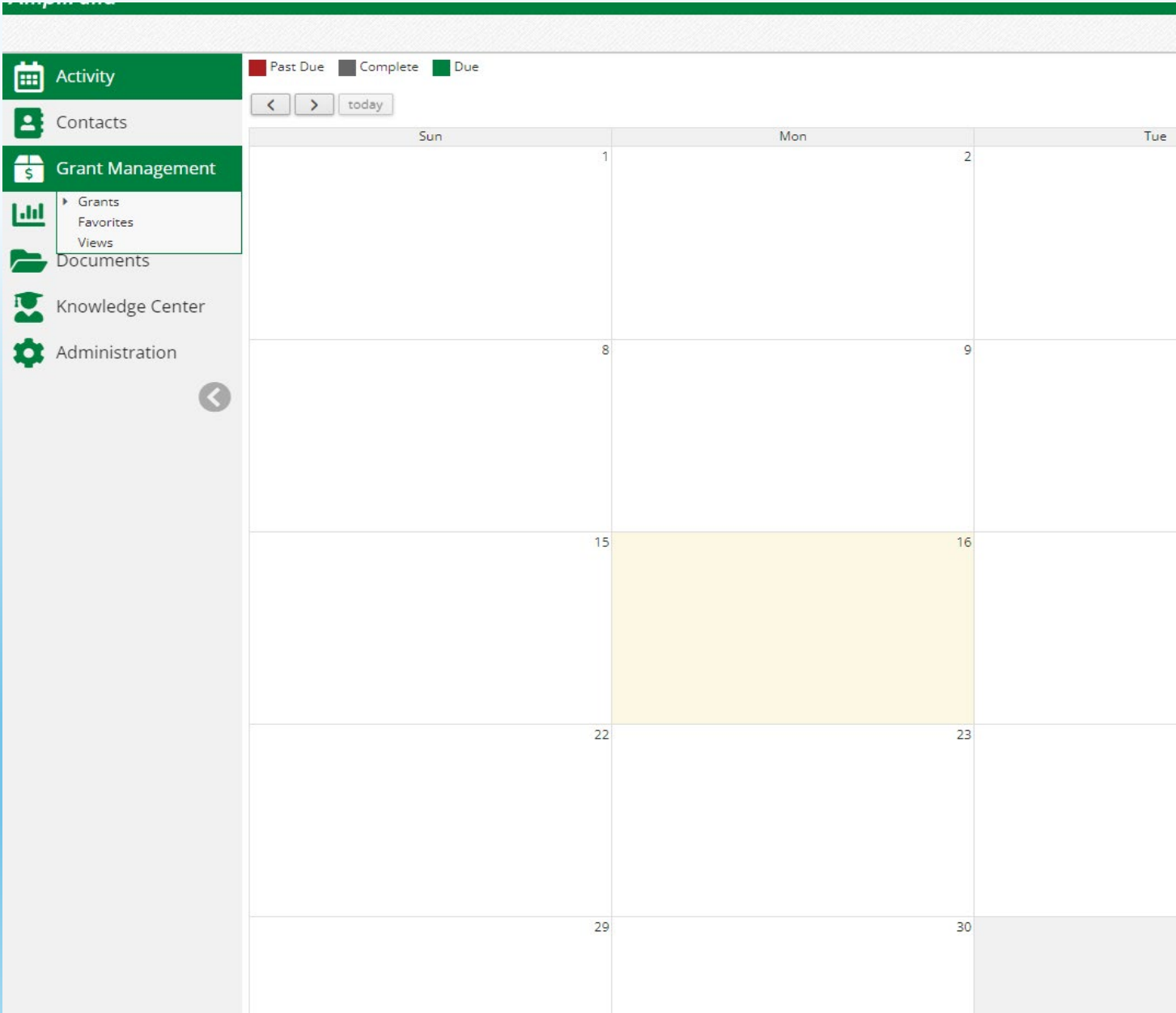
3. A list of all the grants that awarded to your entity will appear. Click on the grant you want.

Analytics

Drag a column header and drop it here to group by that column

Name	Grantor	Award Status	Total Awarded Amount	Fiscal Year Re
Jessi - Award	Montana Board of Crime Control	Approved	$50,000.00	2022
Match Test 3 - Award	Montana Board of Crime Control	Approved	$1,800.00	2024
Test Grant	Montana Board of Crime Control	Approved	$150,000.00	2023
Test reminders email after activation - Award	Montana Board of Crime Control	Approved	$900.00	2023

Activity

Contacts

Grant Management

Reports

Documents

Knowledge Center

Administration

4. After clicking on the grant you want, the Details page will pull up.

Amplifund

Details   Analytics   Post-Award ▾   Tools ▾

📅 Activity

👤 Contacts

🟩 Grant Management

📊 Reports

📁 Documents

🎓 Knowledge Center

⚙ Administration

◀

Test Grant – Award Details

Award Information and Status

Name	MT01-1466 MBCC Test Organization, Fiscal
Recipient Name	MBCC Test Organization
Recipient Award Name	Test Grant
Award Status	Approved
Grant-Funded Amount ⓘ	$150,000.00
Match Requirement ⓘ	$50,000.00
Total Budget ⓘ	$200,000.00
Expenses To Date ⓘ	$55,000.00
Match Contributions To Date ⓘ	$0.00
Invoiced To Date ⓘ	$50,000.00
Pending Invoices ⓘ	$50,000.00
Approved Invoices ⓘ	$0.00
Cash Received To Date ⓘ	$0.00
Remaining Available Grant-Funded Amount ⓘ	$100,000.00
Remaining Match Requirement ⓘ	$50,000.00
Remaining Available Budget ⓘ	$150,000.00
Fund Activity Categories	

Post-Award Information

Responsible Person	Maia Zelenak
Grant Manager	
Recipient Grant Manager	Natalia Test
Award Identification Number	MT01-1466
RFP ID Number	
Funding Opportunity Number	Test Opportunity - Match
Assistance Listings Number	
Awarded Date	7/1/2022

Entering Expenses

Enter Expenses in General, Financial, Attachments tabs

Attach supporting documents: timesheets, receipts, etc....

Create Expenses.

1. From the Details page click on Post-Award located in ribbon at the top. Hover over Financial then click Expenses.

2. From "Time Frame" field click drop down arrow, select Custom

New fields will populate (start/end date)

3. Enter the time frame (this will either be monthly or quarterly) then click Run. Click on the + to enter expenses.

Details   Analytics   Post-Award ▼   Tools ▼

Test Grant - Expenses

📅 Activity

👤 Contacts

💲 Grant Management

📊 Reports

📁 Documents

🎓 Knowledge Center

⚙ Administration

Filter By

Grant	Test Grant	▼		Time Frame	Custom	▼	Run
Category	Select a Category...	▼		Start Date	8/1/2024	📅	
Line Item	Select a Budget Item...	▼		End Date	8/31/2024	📅	

Clear all filters

All Expenses

Actions

+ ✓ 🗑

Drag a column header and drop it here to group by that column

Select All	Expense Date ▼	Description ▼	Payment Req... ▼	Expense Status ▼	Payment Stat... ▼	Origin ▼	GL Account ▼	Line Item ▼	Responsible I... ▼	Created By ▼	Payee ▼	Cash Match ▼	In Kind

4. From the Add Expense you will enter all the required information on EACH of the Tabs (General, Financials, Attachments)

General Tab

5. Enter information in the following fields: Category, Line Item, Direct Cost, Expense Date (this will default to the current date), Payee, and description (if needed)

Financials Tab

If there is a Match, this is where it will be entered. This can be done by dollar amount or percentage.

Add Expense

General	Financials	Attachments

Grant Funded $0.00

Match Amount $0.00

Direct Cost $0.00

	Amount			Match Amount
Cash Match Amount	0.00%	Dollar	Percentage	$0.00
In-Kind Amount	0.00%	Dollar	Percentage	$0.00
Other Funding Amount	0.00%	Dollar	Percentage	$0.00

GL Account

GL Source Code

Create   Cancel

6. Upload all backup documentation for the entered expenses here. If you have fringe and personnel upload the backup to both Fringe and Personnel expense lines.

Attachments Tab

Once you have entered all the information onto each of the tabs click on create (this can be done from any of the tabs). Continue entering all the expenses that you need to submit for this period by repeating this process for each expenditure type. Please keep everything in each budget category (ex, Supplies, Personnel, Fringe, Other) as you enter the expenses.

Creating Reporting Period

Check Mark Expenses.

Select the Time Period.

Review the Expenses entered.

Save the Expenses.

1. Click on Post Award, hover over Management, click on Reporting Periods.

2. Click on the (+) plus sign.

Details   Analytics   Post-Award ▼   Tools ▼   🖶 i +

Test Grant – Reporting Periods

Drag a column header and drop it here to group by that column

Reporting Period Start Date	Reporting Period End Date	Reporting Period Type	Status
10/1/2023	12/31/2023	Budget	Closed
11/1/2023	🗎 11/30/2023	Budget	Closed
8/1/2022	8/31/2022	Performance	Closed

Activity
Contacts
Grant Management
Reports
Documents
Knowledge Center
Administration

3. Check mark expenses, select the time - period from the drop down (these were entered by MBCC), click on Save.

Reporting Periods

Which grant would you like this closeout to apply to?

Test Grant

What types of reporting periods would you like to include?

☑ Expenses
☐ Achievements

What period of time would you like to close?

Select a time period... ▾

10/1/2022-10/31/2022
11/1/2022-11/30/2022
12/1/2022-12/31/2022
1/1/2023-1/31/2023
2/1/2023-2/28/2023
3/1/2023-3/31/2023
4/1/2023-4/30/2023
5/1/2023-5/31/2023
6/1/2023-6/30/2023
7/1/2023-7/31/2023
8/1/2023-8/31/2023
9/1/2023-9/30/2023
10/1/2023-10/31/2023
12/1/2023-12/31/2023
1/1/2024-1/31/2024
2/1/2024-2/29/2024
3/1/2024-3/31/2024
4/1/2024-4/30/2024
5/1/2024-5/31/2024
6/1/2024-6/30/2024

Cancel   Save

4. Click on the number of unreviewed expenses.

Reporting Periods

Test Grant – Reporting Periods

📅 Start: 6/1/2024   📅 End: 6/30/2024

Status: Open

Expenses ⊙   Achievements ○

Overall Expense Details

Total Awarded Amount $150,000.00

Total Expense Amount for Period ℹ $0.00

Number of Unreviewed Expenses   1

Comments

Attach Documentation

Attach Documentation

📄 Choose a file 🗑

Expenses Analytics

of Categories within 10% of

Navigation sidebar:
- Activity
- Contacts
- Grant Management
- Reports
- Documents
- Knowledge Center
- Administration

5. From "Time Frame" field click drop down arrow, select Custom.

New fields will populate (start/end date).

6. Enter time frame and click Run.

7. Click on edit (the pencil).

Details   Analytics   Post-Award ▼   Tools ▼

Activity

Test Grant - Expenses

Contacts

| Filter By |

Grant Management

Grant | Test Grant | ▼ | Time Frame | Custom | ▼ | Run

Reports

Category | Select a Category... | ▼ | Start Date | 6/1/2024 | 📅

Documents

Line Item | Select a Budget Item... | ▼ | End Date | 6/30/2024 | 📅

Knowledge Center

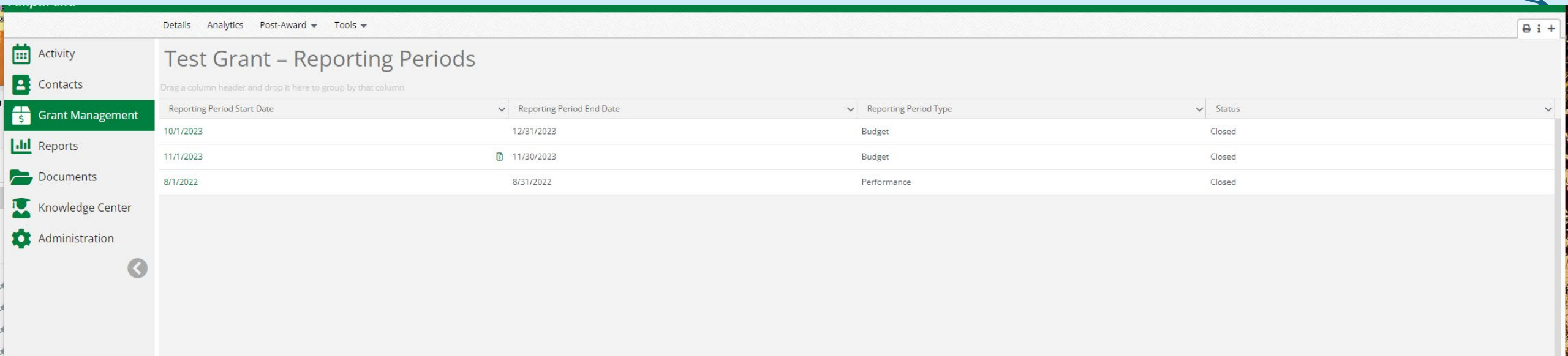Clear all filters

Administration

| All Expenses |

Actions
+ ✓ 🗑

Drag a column header and drop it here to group by that column

	Select All	Expense Date	Description	Payment Req...	Expense Status	Payment Stat...	Origin	GL Account	Line Item	Responsible I...	Created By	Payee	Cash Match
☐		6/14/2024	Expense ✏️		New	New	Manual		test	Autumn Test	Elena Test		$0.00

Payment Request:

- Review each Tab (General, Financials, Attachments) to verify the information entered is correct.

Edit Expense

| General | Financials | Attachments |

Grant: Test Grant

Category: Contracted Services

Line Item: test

Clear all filters

Item Type: Non-Personnel Line Item

Direct Cost *: $10,000.00

☐ Exclude From Match

Responsible Individual: Autumn Test

Created By: mbcctest-elena@turnbows.org

Expense Date *: 6/20/2024

Expense Status: New

Payment Status: New

Payee: Vendor | Big Sky Properties | Create New ⓘ

Payment Request Name:

Description:

Save   Cancel

- Once all information has been verified, on the General Tab, change the Expense Status from new to reviewed.

- This is done by clicking on the arrow under Expense Status, change from New to Reviewed.

- Click on Save. You will repeat this for each expense line, verifying the information and changing the expense status from new to reviewed.

Edit Expense

General	Financials	Attachments

Grant: Test Grant

Category: Contracted Services

Line Item: test

Clear all filters

Item Type: Non-Personnel Line Item

Direct Cost *: $10,000.00

☐ Exclude From Match

Responsible Individual: Autumn Test

Created By: mbcctest-elena@turnbows.org

Expense Date *: 6/20/2024

Expense Status: Reviewed

Payment Status: New

Payee: Vendor Big Sky Properties Create New ⓘ

Payment Request Name:

Description:

Save **Cancel**

- Anything not marked as reviewed will not attach to the reporting period when closed in the upcoming steps.

Details   Analytics   Post-Award ▾   Tools ▾

✅ **Success**
The item was modified successfully.

Test Grant - Expenses

Filter By

Grant	Test Grant		Time Frame	Custom ▾
Category	Contracted Services ▾		Start Date	6/1/2024
Line Item	test ▾		End Date	6/30/2024

Run

Clear all filters

All Expenses

Actions
＋✓🗑

Drag a column header and drop it here to group by that column

☐ Select All	Expense Date	Description	Payment Req...	Expense Status	Payment Stat...	Origin	GL Account	Line Item	Responsible I...	Created By	Payee	Cash Match	In Kind	Other Funding
☐	6/20/2024	Expense ✏		Reviewed	New	Manual		test	Autumn Test	Elena Test	Big Sky Properties	$100.00	$0.00	$0.00

8. You will repeat this for each expense line, verifying the information and changing the expense status from new to reviewed. **Anything not marked as reviewed will not attach to the reporting period** when closed in the upcoming steps.

After all the expenses have been updated to "reviewed," the **reporting period needs to be closed.**

Amplifund

Details   Analytics   Post-Award ▾   Tools ▾

📅 Activity

👤 Contacts

🟩 Grant Management

📊 Reports

📁 Documents

🎓 Knowledge Center

⚙ Administration

Test Grant – Reporting Periods

Drag a column header and drop it here to group by that column

Reporting Period Start Date	∨	Reporting Period End Date	∨	Reporting Period Type	∨	Status
6/1/2024		6/30/2024		Budget		Open
10/1/2023		12/31/2023		Budget		Closed
11/1/2023		📄 11/30/2023		Budget		Closed
8/1/2022		8/31/2022		Performance		Closed

9. Click on Post Award, hover over Management and click on Reporting Periods.

10. Click on the Reporting Period that you want to close.

Details   Analytics   Post-Award ▼   Tools ▼

📅 Activity

👤 Contacts

💲 Grant Management

📊 Reports

📁 Documents

🎓 Knowledge Center

⚙️ Administration

Test Grant – Reporting Periods

Drag a column header and drop it here to group by that column

Reporting Period Start Date		Reporting Period End Date		Reporting Period Type
10/1/2023	∨	12/31/2023	∨	Budget
11/1/2023		📄 11/30/2023		Budget
8/1/2022		8/31/2022		Performance
6/1/2024		6/30/2024		Budget

11. The number of unreviewed expenses must be 0.
If you have any additional comments or documents, they can be attached here.

If you click on **save** this will only **save** the information for you to work on later. The reporting period **will not be closed**. Attaching the Reporting Period to the Payment Request is in the next step.

Attach Documentation

Attach Documentation

Choose a file 🗑

Expenses Analytics

# of Categories within 10% of Budget	0
# of Categories over Budget	1
# of Categories under Budget	0
Variance for Period	$4,791.67
Variance Grant to Date	($60,000.00)

Expenses Closeout

Select All ☑

Select	Category Name	Budgeted Amount	Total Amount
☑	Contracted Services	$5,208.33	$10,000.00

Cancel   Close   Save

Confirmation Box will Appear, click Close to confirm.

Status: Open

| Expenses ⊙ | Achievements ○ |

Overall Expense Details

Total Awarded Amount	$150,000.00
Total Expense Amount for Period ⓘ	$10,000.00
Number of Unreviewed Expenses	0
Comments	
Attach Documentation	Attach Documentation

Choose a file 🗑

Reporting Period Reminder ✖

By submitting, you will be sending the reporting period to your funder.

You cannot make any further changes to the expenses included in this period.

Close   Cancel

Expenses Analytics

# of Categories within 10% of Budget	0
# of Categories over Budget	1
# of Categories under Budget	0

Payment Request

Fill out required fields.

Review input information.

Submit

1. From the main screen click on Post Award, hover over Cash Flow, click on Payment Request.

2. Click on the (+).

Details   Analytics   Post-Award ▾   Tools ▾   🖨 +

Activity

Contacts

Grant Management

Reports

Documents

Knowledge Center

Administration

Test Grant – Payment Requests

Payment Request Name	Date Created	Date Submitted	Related Tracking Periods	Expenses From	Expenses To	Amount Requested	Status	Decision Date
Payment Request: dfgdfgdfg_12/28/2023	12/28/2023	12/28/2023 11:37 AM	Ending on 12/31/2023			$50,000.00	Submitted	

3. Fill in the following Fields.

- Enter the Payment Request Name.
- Format should be Grant Award, then period ending (month or quarter ending date.   Example MT01-1176 Period Ending 6.30.2024
- Date Created (it will default to today's date).
- Related Reporting Period. This is where the reporting period will be attached that was created in the previous step.
- **DO NOT ADD ADDITIONAL EXPENSES HERE**
- Review Net Costs.
- Enter Requested Amount (Net Total and Request Amount need to be the same).
- Additional comments can be entered here along with additional attachments.

4. Click Submit.

AmpliFund

- **Activity**
- **Contacts**
- **Grant Management**
- **Reports**
- **Documents**
- **Knowledge Center**
- **Administration**

Test Grant – Payment Request: Test Grant_9/16/2024

Grant Name   Test Grant

Payment Request Information

Payment Request Name *   Payment Request: Test Grant_9/16/2024

Date Created *   9/16/2024

Related Reporting Period(s)   Period ending 6/30/2024 ✕

Expenses From   6/1/2024   To   6/30/2024

Payment Type   Reimbursement ▾

Payment Request Status   Not Submitted

Financial Detail

Create New Expense ✚

	Expensed	Cash Match	In-Kind Match	Other Funding	Match	Grant Funded	Grant-Funded Remaining ⓘ
Contracted Services	$10,000.00	$100.00	$0.00	$0.00	$100.00	$9,900.00	$65,100.00
Totals	**$10,000.00**	**$100.00**	**$0.00**	**$0.00**	**$100.00**	**$9,900.00**	

Requested Amount* $9,900.00

Remaining Grant Balance $149,900.00

Additional Information

Comments

Attachments   📄 **Choose file(s)**

Subgrantee Procedure - AmpliFund Requested Documentation for Expenses.pdf 🗑

Create   Submit   Cancel

- Submit The Payment Request.
- This will send the request to MBCC to review.
- If you select Create the Payment Request will be saved to edit later and will not be sent to MBCC.

5. Click Submit again After you made sure the payment request is finished and is ready to be sent to the MBCC.
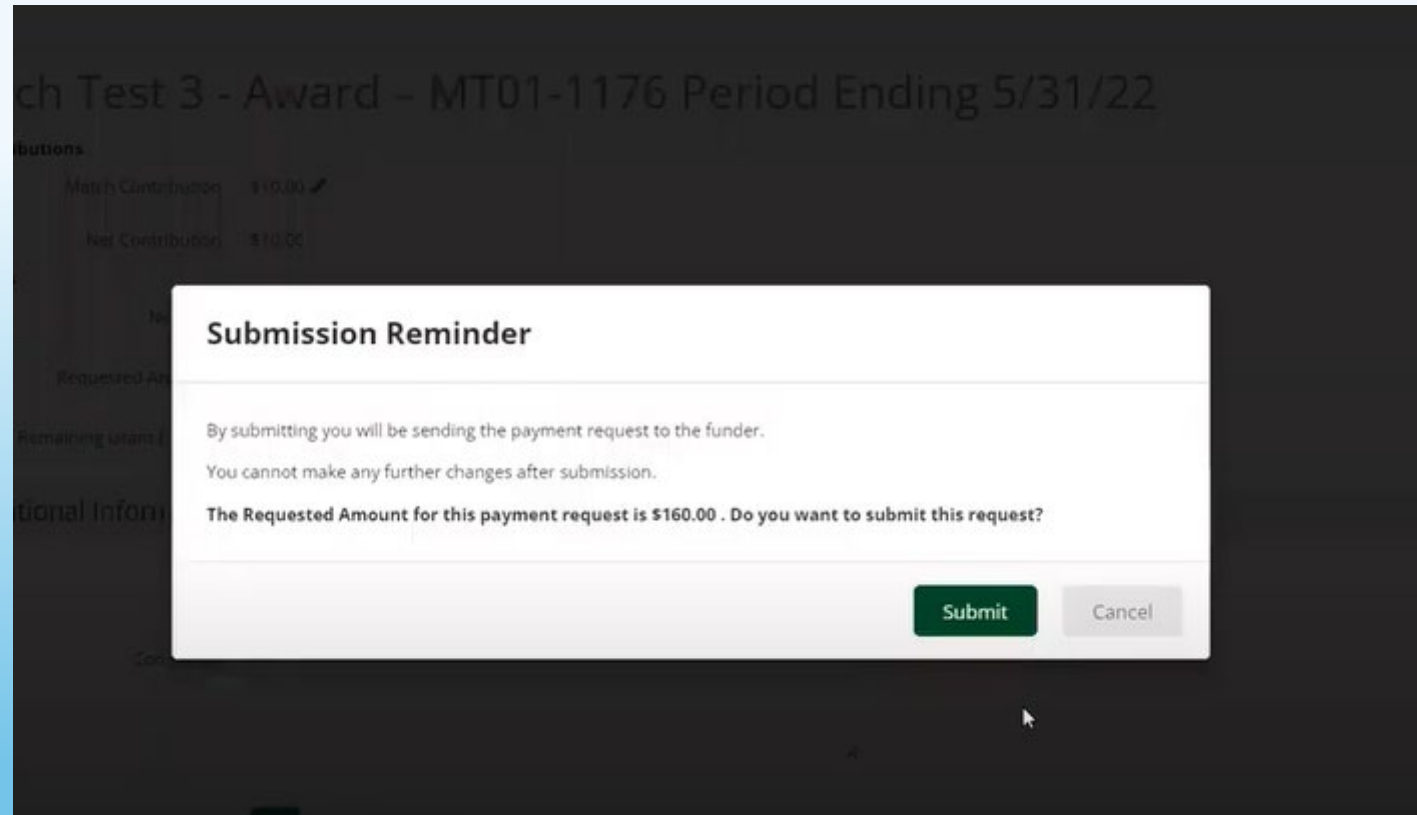
Subgrantee Resources & Additional Resources

AmpliFund - Monta... MBCC - Home New Tab AmpliFund Training... Homepage

All Bookmarks

Google Chrome isn't your default browser **Set as default**

MONTANA.GOV
OFFICIAL STATE WEBSITE

SERVICES AGENCIES LOGIN SEARCH MONTANA.GOV

MONTANA BOARD OF CRIME CONTROL

Home Events ▾ Funding ▾ Data ▾ Programs ▾ About Us ▾ Search MBCC

Funding

Our funding opportunities are provided to reduce crime and improve safety for Montana communities. Browse our funding opportunities and **apply for funds**.

📄 Browse and Apply

Crime Data

The MTIBRS systems holds the crime data reported by your local Montana police departments and sheriff offices.

📊 Explore Data

Victim Services Map

Discover vital victim services and resources statewide to support and empower Montana communities in their journey toward safety and healing.

🗺 View Map

Our Mission

The mission of Montana Board of Crime Control is to proactively contribute to public safety, crime prevention and victim assistance through planning, policy development and coordination of the justice system in partnership with citizens, government and communities.

👥 About Us

Subgrantee Resources

Our subgrantee resources page has links to grant management forms, post-award instructions for subgrantees, and **video recordings** from our online training sessions.

📄 Subgrantee Resources

MBCC Conference

The 2024 Montana Crime Prevention Conference will take place **Oct. 1 - Oct. 2** at Fairmont Hot Springs.

📅 Conference Info

MONTANA.GOV
OFFICIAL STATE WEBSITE

SERVICES   AGENCIES   LOGIN   SEARCH MONTANA.GOV

MONTANA BOARD OF CRIME CONTROL

Home   Events ▾   Funding ▾   Data ▾   Programs ▾   About Us ▾   Search MBCC

Funding / Subgrantee Resources / Subgrantee Resources

Subgrantee Resources

The resources here support subgrantees who receive funding through the Montana Board of Crime Control. If you have ideas for resources that should be added, please fill out the Training & Technical Assistance Request form with your suggestions.

Grant Management Forms

Financial

- DOJ Grants Financial Guide
- Match Calculator
- Accounting System & Financial Capability Questionnaire
- Applicant Financial Resource Disclosure Form
- Revised Budget Form
- Grant Adjustment Request Form
- Grant Adjustment Request Form Instructions
- Use of Prepaid Cards Procedure
- ⚡New AmpliFund Required Documentation for Expenses
- Indirect Costs
- MBCC Subrecipient Single Audit Certificate Form

Travel

- Mileage Reimbursement Log
- Request and Justification for Out-of-State Travel
  - Requests for Program-Related Out-of-State Travel procedure
- Current Mileage and Per Diem Reimbursement Rates
- Sample Travel Expense Report

Timesheets

- Criteria & Requirements
- SAMPLE Timesheet Employee Bi-Weekly, 26 Pay Periods (hourly rate included)

📁 All Bookmarks

🔵 Google Chrome isn't your default browser   **Set as default**   ✕

MONTANA.GOV
OFFICIAL STATE WEBSITE

MONTANA BOARD OF CRIME CONTROL

SERVICES   AGENCIES   LOGIN   SEARCH MONTANA.GOV 🔍

| Home | Events ▾ | **Funding ▾** | Data ▾ | Programs ▾ | About Us ▾ | Search MBCC 🔍 |

Funding Opportunities
Subgrantee Resources
Amplifund Resources
Funding Dashboards
Other Funding Resources

Funding / Amplifund Resources

Amplifund Resou

MBCC uses a subgrant application and management system called **AmpliFund**. Applicants use AmpliFund to submit their applications for funding opportunities. And subgrantees use Amplifund to manage their award.

Always use this Amplifund link to apply for or manage a subgrant with the MBCC:

⊙ mt.amplifund.com

Applicant Resources

The resources below are for entities in the process of applying for funding from MBCC via the Applicant Portal in AmpliFund.

- MBCC to AmpliFund Crosswalk 📄
- How to Submit an Application in AmpliFund 📄 (step-by-step training guide)
- How to Submit an Application in AmpliFund ▯ (training video)
- AmpliFund Support Calls Q&A 📄
- Amplifund Support Call - Dec 20, 2022 ▯

Subgrantee Resources

The resources below are for subgrantees who have been awarded funding from MBCC and are managing their award in AmpliFund.

- Award Letters and Outstanding Award Documents 📄 (a step-by-step training guide)
- Adding a User in AmpliFund 📄 (Recipient Portal)
  - For definitions and additional information about each user role, please refer to the AmpliFund Security Roles 📄
- Financial Quarterly Reporting:
  - Expenses, Reporting Periods and Payment Requests - Guide *(coming soon)*, Video ▯
  - Payment Request Documentation - Guide 📄, Video ▯
- Programmatic Quarterly Reporting:

https://mbcc.mt.gov/Funding/index

Applicant Resources

The resources below are for entities in the process of applying for funding from MBCC via the Applicant Portal in AmpliFund.

- MBCC to AmpliFund Crosswalk
- How to Submit an Application in AmpliFund (step-by-step training guide)
- How to Submit an Application in AmpliFund (training video)
- AmpliFund Support Calls Q&A
- Amplifund Support Call - Dec 20, 2022

Subgrantee Resources

The resources below are for subgrantees who have been awarded funding from MBCC and are managing their award in AmpliFund.

- Award Letters and Outstanding Award Documents (a step-by-step training guide)
- Adding a User in AmpliFund (Recipient Portal)
  - For definitions and additional information about each user role, please refer to the AmpliFund Security Roles
- Financial Quarterly Reporting:
  - Expenses, Reporting Periods and Payment Requests - Guide *(coming soon)*, Video
  - Payment Request Documentation - Guide, Video
- Programmatic Quarterly Reporting:
  - Performance Plan Reporting - Guide, Video
- Cash Receipts

Amplifund Support

If you encounter an AmpliFund system problem (i.e. you're having trouble logging in or you need a password reset), please contact the AmpliFund support team at support@amplifund.zendesk.com or 216-377-5500, press 2. If you do not receive a response within 48 hours, please contact MBCC.

- AmpliFund Resources Page (you must create a Zendesk account to access the official AmpliFund resources)
- AmpliFund Video Tutorials (you must create a Zendesk account to access the official video tutorials)
- Applicant Portal User Guide
- Applicant Portal FAQ
- Applicant Portal Terminology Guide

CONTACT US

Email **mbcc@mt.gov**

Phone (406) 444-3604

Fax (406) 444-4722

MBCC EMAIL UPDATES

Subscribe to our MBCC mailing lists to receive email notifications about funding opportunities, Board and Committee meeting dates, and more.

Questions?

Payment Request Backup

When you submit a payment request include all the receipts. If you purchased anything unusual write a small note on the receipt, like materials for outreach, etc.. Include your signed timesheets or if you are using an electronic system, provide us with a statement how the time approval works and who is approving.

You need to submit your general ledger for the period that you are requesting reimbursement for. Having a good ledger makes reviewing your payment request much easier and faster.

PII (Personally Identifiable Information)

Personally identifiable information (PII) uses data to confirm an individual's identity. Sensitive personally identifiable information can include:

Full name, SSN, DOB, passport number, drivers license number, financial information and medical information

Please remember to black out PII on all back up information.

Supplies

amazon.com

Final Details for Order #114-9849270-0283408

Order Placed: April 24, 2024
Amazon.com order number: 114-9849270-0283408
Order Total: $35.99

Shipped on April 25, 2024

Items Ordered   Price
1 of: *RSA Token Double Badge Holder (Double, Silver-Gray)* $15.00
Sold by: TeaboWare (seller profile)
Condition: New

➢ Receipts and/or invoices for all purchases must include itemized receipts

➢ Receipts and or invoices (i.e., Amazon) must show "items have been shipped"

"not yet shipped" order of confirmation will not be accepted

Equipment

- Equipment (Items $5,000 or more for single durable items)

- Purchase order
- Invoice with a Unique Identifier (serial number/VIN).
- Procurement policy (must be placed in the Public/Grant Management Documents folder in AmpliFund).

Gift Cards, Gas Cards, Prepaid Phone Cards

Follow MBCC Use of Prepaid Cards policy found at:

- https://mbcc.mt.gov/Funding/Subgrantee-Resources

Reimbursement Request Procedures

- AmpliFund Required Documentation for Expenses 📄
- Use of Prepaid Cards 📄 (i.e. gift cards, gas cards, phone cards, etc.)
- Requests for Program-Related Out-of-State Travel 📄

- If an agency purchases prepaid cards (i.e. gift cards, gas cards, phone cards) with federal funds, a policy addressing the handling of the cards must be placed in the public documents folder in AmpliFund

- The tracking log must be attached as additional documentation to the final budget reporting period

Note: MBCC will not reimburse for gift, fuel or phone cards without the required Tracking Log

www.gsa.gov

Travel Costs with Federal Awards

Required documentation for travel reimbursement:

- Mileage documentation, detailed mileage log with miles driven per day, name of destination and departing city, and purpose of the travel

- If traveled out of state, upload a copy of the out of state travel approval form and email you received from MBCC with all supporting documentation submitted with the travel request (i.e. event agenda, itinerary) to the appropriate subfolder within the public folder in AmpliFund

- Misc. Expense Receipts

- Hotel folio/itemized receipts

- Transportation receipts (airline tickets, taxi, Uber, Lyft) Tips are allowed, must be reasonable. No more than 20% of fare

- Lodging, airline, car rental, baggage claim should be submitted after travel has occurred. **No travel expenses will be reimbursed for future travel**

State of Montana Lodging Rates

FY 2025 Per Diem Rates for Montana

Change fiscal year: | 2025 | **2024** | **2023** | or | **New Search**

Daily lodging rates (excluding taxes) | October 2024 - September 2025

Cities not appearing below may be located within a county for which rates are listed. To determine the county a destination is located in, visit the Census Geocoder.

Filter Results...

Primary Destination	County	2024 Oct	Nov	Dec	2025 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Standard Rate	Applies for all locations without specified rates	$110	$110	$110	$110	$110	$110	$110	$110	$110	$110	$110	$110
Big Sky / West Yellowstone/Gardiner	Gallatin/Park	$176	$176	$176	$176	$176	$176	$176	$176	$310	$310	$310	$310
Helena	Lewis and Clark	$132	$132	$132	$132	$132	$132	$132	$132	$132	$132	$132	$132
Kalispell/Whitefish	Flathead	$124	$124	$124	$124	$124	$124	$124	$124	$124	$232	$232	$232
Missoula	Missoula	$130	$130	$130	$130	$130	$130	$130	$130	$195	$195	$195	$195

Showing 1 to 5 of 5 entries

Privately owned vehicle (POV) mileage reimbursement rates

ℹ️ *GSA has adjusted all POV mileage reimbursement rates effective January 1, 2024.*

Modes of transportation	Effective/applicability date	Rate per mile
Airplane*	**January 1, 2024**	$1.76
If use of privately owned automobile is authorized or if no government-furnished automobile is available	**January 1, 2024**	$0.67
If government-furnished automobile is available	**January 1, 2024**	$0.21
Motorcycle	**January 1, 2024**	$0.65

Relocation	Effective/applicability date	Rate per mile
Standard mileage rates for moving purposes	**January 1, 2024**	$0.21

* Airplane nautical miles (NMs) should be converted into statute miles (SMs) or regular miles when submitting a voucher using the formula (1 NM equals 1.15077945 SMs).

For calculating the mileage difference between airports, please visit the U.S. Department of Transportation's Inter-Airport Distance ⬈ website.

QUESTIONS:
For all travel policy questions, email travelpolicy@gsa.gov.

www.gsa.gov
Using Privately Owned Vehicles for travel purposes

www.gsa.gov
Rates may change, effective October 1, 2024

STATE EMPLOYEE TRAVEL INFORMATION

Per Diem Rates Effective 4/11/23 through 9/30/24

	In-State	Out-of-State	Foreign
Morning Meal 12:01 am – 10:00 am	$8.25	$13	Varies
Midday Meal 10:01 am – 3:00 pm	$9.25	$15	Varies
Evening Meal 3:01 pm – midnight	$16.00	$26	Varies
Total per day	$33.50	$54	Varies

Must be in travel status–at least 15 miles away from your headquarters or work site for the day–for **MORE THAN 3 hours (a minimum of one minute over three hours)** during the mealtime range to qualify for that meal allowance. This means, leave no later than 6:59 am for a morning meal, and don't return any earlier than 6:02 pm for the evening meal. (You must count your minutes and be VERY SPECIFIC about recording the start and finish of your travel shift.)

References: 2-18-501, 2-18-502, MCA; Employee Travel Policy; GSA website for Out-of-State and US Department of State website for Foreign meals at standard rate.

Lodging Rates Effective 10/1/23 through 9/30/24

In- and Out-of-State Rates

Standard Rate	$107
High-Cost Rate	See GSA website for rates

Foreign Lodging Rates

Foreign	See US Department of State website for rates

NOTE: The following counties are considered high-cost and vary in their allowed standard rate: *Flathead, Gallatin, Park, Lewis and Clark*, and *Missoula*.

Rates exceeding either standard or high-cost rates require preapproval.

References: 2-18-501, MCA; Employee Travel Policy

Personal Vehicle Mileage Reimbursements Effective 1/1/23 through 12/31/23

	Rate per Mile	Notes
Standard Rate	31.5 cents	No maximum mileage per month
High Rate*	65.5 cents	0 <= 1000 miles per month
Low Rate*	62.5 cents	>1000 miles per month

*Must meet certain requirements to qualify for high/low rates.

References: 2-18-503, MCA; Employee Travel Policy

Preapproval by department director or designee is required for:

- Out-of-State Travel
- Personal Vehicle Usage
- Lodging at Actual Cost
- Foreign Travel

Questions about travel? Email: travelhelpdesk@mt.gov

Out of State Travel Form

Request and Justification for Program-Related Out-of-State Travel Form

Please email the completed form to your program staff point of contact. For a list of MBCC staff contact information, please visit: https://mbcc.mt.gov/About/Contacts
(if you do not know your program staff point of contact, the completed form may be emailed to mbcc@mt.gov)

Please note: an approved budget does not automatically include approval of travel requests. Travel requests will be considered approved when MBCC program staff and fiscal staff have both signed off on this form.

Name of MBCC Grant	
MBCC Grant Number	
Program Name	
County	
Destination	
Travel Start Date	**Travel End Date**
Number of Travelers	
Names of Persons Traveling	

Will you be booking a hotel for this travel request?	
Will you be booking a flight for this travel request?	

Estimated Costs

Travel costs are reimbursed at the state rates and not the federal rates, unless otherwise stated from the Federal partner. Please refer to https://www.gsa.gov/travel/plan-book/per-diem-rates for Out-of-State lodging rates, and to the "State rates for mileage, per diem, and lodging are maximum amounts that can be charged to subgrants funded by MBCC" in your most recent subgrant award.

Transportation Costs:	
Meal Costs:	
Lodging Costs:	
Registration Costs	
Other Costs (if applicable)	

https://mbcc.mt.gov/Funding/Forms

Travel Reimbursement

State rates for mileage, meals, and lodging are maximum amounts that can be charged to subgrants funded by MBCC.

Mileage rate effective 04/11/2021: $0.655 cents per mile

Meals Allowance:	In-State	Out-of-State
Morning Meal (12:01AM-10:00AM)	$8.25	$13.00
Midday Meal (10:01AM-3:00PM)	$9.25	$15.00
Evening Meal (3:01PM-12:00AM)	$16.00	$26.00
	$33.50	$54.00

In order to claim reimbursement for a meal, you must be in a travel status for more than 3 continuous hours within one of the time ranges. To receive the morning meal, you must leave before 7:00AM and to receive the evening meal you must return after 6:01PM.

The lodging rate for Montana and federal lodging rate for out of state lodging is available online through the following location: Per Diem Rates | GSA. Grant funds may not be used to pay for out of state travel without prior approval from MBCC (Request for Program Related Out-of-State Travel Procedure (mt.gov)).

Reimbursement for lodging without a receipt will be $12.00

Allowable expenses include emergency working supplies, taxi fares, and business telephone calls.

Questions?

+

Payroll

Acceptable Personnel Backup Documentation

Time record approved by supervisor – manual timesheets or printout of computerized record keeping (samples on MBCC website).

Payroll Summary Report for the reporting period generated by your accounting system. Excel spreadsheets calculating payroll are not acceptable. Protect Personal Identifiable Information (PII) if visible on that report.

Paid out for personal time off for departing employee is allowable only for the accrued time off during the project period. Entity's personal time policy needs to be included.

12/01/22
16:20:54

███████████

Daily Time Report
10/08/22 to 10/21/22

████████████████

Time Card Done? Y   Approver ████████

Date		Total	REG	OVER	SICK	VACA	COMP	HOL
Saturday	Oct 8							
Sunday	Oct 9							
Monday	Oct 10	8.00						8.00
Tuesday	Oct 11	8.00	8.00					
Wednesday	Oct 12	8.00	8.00					
Thursday	Oct 13	8.00	8.00					
Friday	Oct 14	8.00	8.00					
Totals for Week 1		40.00	32.00					8.00
Saturday	Oct 15							
Sunday	Oct 16							
Monday	Oct 17	8.00	8.00					
Tuesday	Oct 18	8.00	8.00					
Wednesday	Oct 19	8.00	8.00					
Thursday	Oct 20	8.00	8.00					
Friday	Oct 21	8.00	8.00					
Totals for Week 2		40.00	40.00					
Cycle Total		80.00	72.00					8.00

Electronic Timesheets

T MESHEET

Organization Name: ████████████████

Employee: ████████████

Payperiod: ████████████

Date	3/28/2023	3/29/2023	3/30/2023	3/31/2023	4/1/2023	4/2/2023	4/3/2023		4/4/2023	4/5/2023	4/6/2023	4/7/2023	4/8/2023	4/9/2023	4/10/2023				$20.50
Day	T	W	TH	F	SA	S	M	Total	T	W	TH	F	SA	S	M	Total	Total	% of time	Per Hour
Program/Activity																			
VOCA	6	6	6	6				24	6	4	3	3				16	40	100.00%	$820.00
								0								0	0	0.00%	$0.00
SASP								0								0	0	0.00%	$0.00
United Way								0								0	0	0.00%	$0.00
Fund Raising								0								0	0	0.00%	$0.00
General Administration								0								0	0	0.00%	$0.00
Other / Misc								0								0	0	0.00%	$0.00
Family Leave								0								0	0	0.00%	$0.00
Vacation								0								0	0	0.00%	$0.00
Sick								0								0	0	0.00%	$0.00
Holiday								0								0	0	0.00%	$0.00
Total	6	6	6	6	0	0	0	24	6	4	3	3	0	0	0	16	40	100.00%	$ 820.00

I certify this time sheet is accurate and correctly states hours worked and leave taken for the pay period indicated.

I certify I am aware of the employee's wor... ...wledge this time sheet is correct.

Employee Signature: _____

Date: 4/11/2023

Supervisor Signature: _____

Date: 4/12/2023

WET SIGNATURE TIMESHEETS

Employee Time Sheet (Bi-Weekly)

Employee: ██████████

Time Period Beginning: 12.11.22

Date	Time In	Time Out	Time In	Time Out	Fund-raising	Leave/ Holiday	Total	
12.12.22	8:00 AM	4:00 PM					8.00	
12.13.22	8:15 AM	4:30 PM					8.25	
12.14.22	7:45 AM	4:00 PM					8.25	
12.15.22	7:45 AM	3:45 PM					8.00	
12.16.22	7:45 AM	3:45 PM					8.00	
12.19.22	7:45 AM	4:00 PM					8.25	
12.20.22	7:45 AM	5:30 PM					9.75	
12.21.22	8:30 AM	4:30 PM					8.00	
12.22.22	8:00 AM	5:30 PM					9.50	
12.23.22	8:30 AM	12:30 PM					4.00	
Total hours							80.00	

I certify this time sheet is accurate and correctly states hours worked and leave taken for the pay period indicated.

██████████████████   1/5/23
Employee signature   Date

I certify I am aware of the employee's work and to the best of my knowledge this time sheet is correct.

██████████████   1/5/2
                                                        Date

Company
Payroll Summary
July 2022 – September 2022

	Employee Name			Employee Name			Employee Name			TOTAL		
	Hours	Rate	Jul 22	Hours	Rate	Jul 22	Hours	Rate	Jul 22	Hours	Rate	Jul 22
Employee Wages, Taxes and Adjustments												
Gross Pay												
Salary	30		603.46			0.00			0.00	30.00		603.46
Salary-Program	5		123.75			0.00			0.00	5.00		123.75
Hourly-Program			0.00			0.00	175.5	19.25	3,276.88	175.50		3,276.88
Hourly-Holiday			0.00			0.00	8	19.25	154.00	8.00		154.00
Hourly-Program			0.00	40	17.60	688.00			0.00	40.00		688.00
Overtime (x1.5) hourly			0.00			0.00	9.5	26.25	249.38	9.50		249.38
Total Gross Pay	35		727.21	40		688.00	193		3,680.26	268.00		5,095.47
Adjusted Gross Pay	35		727.21	40		688.00	193		3,680.26	268.00		5,095.47
Net Pay	35		727.21	40		688.00	193		3,680.26	268.00		5,095.47
Employer Taxes and Contributions												
Medicare Company			10.54			9.97			53.36			73.87
Social Security Company			45.09			42.65			228.17			315.91
MT - Unemployment Company			0.00			0.00			0.00			0.00
Workers Compensation			7.13			6.75			35.26			49.14
MT - Admin. Fund Tax			0.58			0.55			2.94			4.07
Total Employer Taxes and Contributions			63.34			59.92			319.73			442.99

Acceptable Personnel Backup Documentation

Time record approved by supervisor – manual timesheets or printout of computerized record keeping (samples on MBCC website).

Payroll Summary Report for the reporting period generated by your accounting system. Excel spreadsheets calculating payroll are not acceptable. Protect Personal Identifiable Information (PII) if visible on that report.

Paid out for personal time off for departing employee is allowable only for the accrued time off during the project period. Entity's personal time policy needs to be included.

Example: It is Shire CASA's policy that every employee accrue 8 hours of PTO per month.

Frodo Baggins is departing and has 120 PTO hours. The employee has worked 50% of their time for 5 months on that project. During that time, this employee has taken 14 hours of PTO. The award could pay:

(5 X 8 - 14) X 50% = 13 hours paid out time

Administrative and Clerical Effort

Per 2 CFR 200.413 (c) Federal regulations typically treat administrative and clerical salaries as indirect costs for federally sponsored projects, but they can be charged as direct costs if certain criteria are met:

•The services are essential to the project or activity

•The individuals involved can be specifically identified with the project

•The costs are explicitly included in the project's budget or have prior written approval from the federal awarding agency

•The budget justification includes a detailed explanation of the administrator's role in relation to the project's goals

•The costs are not also recovered as indirect costs

OMB has not established a minimum (or maximum) level of project effort for an administrative or clerical employee whose salary may be direct charged. Given the concern in this area, however, the smaller the percent of effort requested, the greater the difficulty in justifying the charge. Budget line items of 5%-10% effort or less are unlikely to be regarded as integral to the project. Likewise, the direct allocation of such modest amounts of administrative effort over multiple projects is not an indication of consistent treatment, nor that specific individuals can be clearly identified with project objectives.

Policy versus Procedure
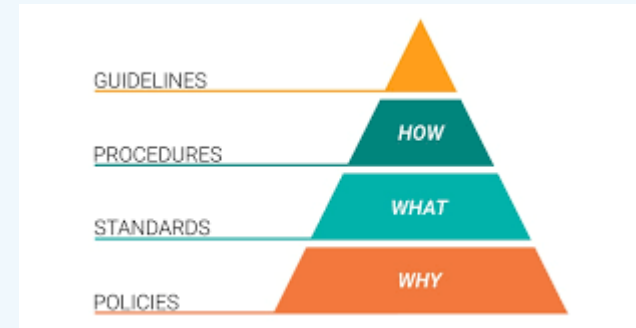
Policies and procedures are both important for an organization to clarify what it wants to do and how to do it. The main difference between the two is that policies set out the guidelines and purpose of an organization, while procedures describe the steps to take to implement those guidelines:

Policies
These are high-level guidelines that define an organization's goals and purpose. They can include technical and physical evidence, and they can specify what should be done and why. Policies can help an organization understand its destination, but they don't specify the steps to take. Examples of policies include hiring policies, holiday entitlements, and customer service guidelines.

Procedures
These are detailed instructions that describe the steps to take to implement an organization's policies. They can include best practices, standards, and tips. Procedures are often presented as forms, checklists, instructions, or flowcharts. Examples of procedures include emergency procedures, material ordering, and equipment operation. Policies and procedures work together to ensure that an organization's goals are achieved. They vary between organizations because they reflect the values and culture of that organization

Required Policies

- Personnel including holiday pay, wellness stipend, health insurance, retirement

- Cell phone reimbursement

- On call reimbursement

- Victim emergencies payments internal control

Questions?

Contract versus Services

- A contract is an agreement between parties, creating mutual obligations that are enforceable by law. The basic elements required for the agreement to be a legally enforceable contract are: mutual assent, expressed by a valid offer and acceptance; adequate consideration; capacity; and legality.

- Services provided to an entity without a legal contract should be listed as "other" category. Examples are: Counseling services, cleaning services, snow removal, and etc.

Lease agreements

Any leases paid by federal grants managed by MBCC should have the lease agreement on file. This includes rents paid for victims' emergency services. Federal grants do not pay for damage deposit, rental deposit, or last rent.

Insurance - Liability, property, car

- Liability insurance is a type of insurance that protects you financially if you're found legally responsible for injuring someone or damaging their property. It covers legal costs and payouts to third parties, such as medical bills and repair costs. ONLY professional liability insurance is allowed under federal grants

- Property insurance protects your property against damage or loss due to certain perils, such as theft, weather events, or fire. ONLY insurance for federally owned property is allowed.

- Car insurance is designed to protect you against financial losses if you're involved in an accident or the vehicle is damaged in some way. ONLY rental car insurance is allowed.

Special Conditions
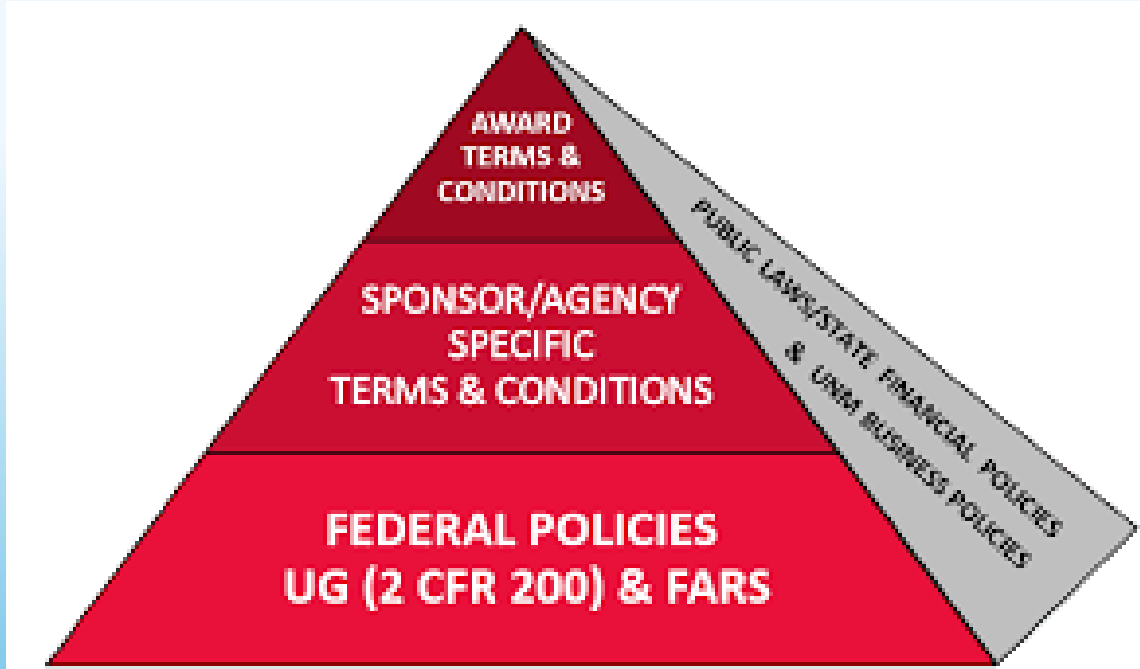
Special conditions are terms and conditions that are included with your award. Special conditions may include additional requirements covering areas such as programmatic and financial reporting, prohibited uses of Federal funds, consultant rates, changes in key personnel, and proper disposition of program income.

Cash & Accrual Accounting

- *Cash-based Accounting* recognizes revenue when cash is received from grants and expenses when cash is paid for resources

- *Accrual Based Accounting* recognizes revenue when it is earned and expenses when they are incurred

Example: Setting the Stage

- Skywalker County Shelter reports quarterly

- Skywalker County Shelter is preparing to report their 3rd Quarter

- Skywalker County Shelter's payroll is biweekly

- Skywalker County Shelter has a work period June 16th-29th, 2024 and is paid on July 3rd, 2024

- Skywalker County Shelter has a work period September 15th-28th, 2024 and is paid on October 2nd, 2024

Cash Accounting

- Skywalker County Shelter records cash when cash leaves their bank account
- Skywalker County Shelter would be able to request reimbursement for cash leaving their bank July, August and September
- This would include the July 3rd payment
- This would exclude the October 2nd payment

Accrual Accounting

- Skywalker County Shelter records cash in their ledger when work is done
- Skywalker County Shelter would be able to request reimbursement for work done in July, August and September
- This would exclude the June 16th-29th work
- This would include the September 15th-28th work

Questions?

Matching

Match and Matching Share

Match or matching share is the non-federal share of costs that coordinating (sub-recipient) entities, or their partners contribute to accomplish goals/purposes identified in work plan and budget.

- **Two Types:**

  - **1. Cash**
  - **2. In-kind**

Requirements

- Are documented and verifiable in your records (Donated items very rarely end up in accounting ledgers so some other type of record is acceptable);

- Are NOT included as match contributions for any other Federal award (i.e., if you have already used funds to match another federal grant, they cannot also be applied towards heritage area activities);

- Are NOT paid by the Federal Government under another Federal award, except where Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;

- Are necessary and reasonable (i.e., do not exceed what a prudent person would do under the circumstances at the time of the decision was made to incur the cost) for accomplishment of THE project or program objective;

- Are not Federal time, space or resources (i.e., do not count Federal employee, intern or volunteer time as your match, and do not count the use of Federal facilities or other resources as your match);

- Are provided for in your approved budget.

MONTANA.GOV
OFFICIAL STATE WEBSITE

SERVICES   AGENCIES   LOGIN

Home   Events ▾   Funding ▾   Data ▾   Programs ▾   About Us ▾   Search MBCC 🔍

Funding
Our funding opportunities are provided to reduce crime and improve safety for Montana communities. Browse our funding opportunities and **apply for funds**.

📄 Browse and Apply

Crime Data
The MTIBRS systems holds the crime data reported by your local Montana police departments and sheriff offices.

📊 Explore Data

Victim Services Map
Discover vital victim services and resources statewide to support and empower Montana communities in their journey toward safety and healing.

🗺 View Map

Our Mission
The mission of Montana Board of Crime Control is to proactively contribute to public safety, crime prevention and victim assistance through planning, policy development and coordination of the justice system in partnership with citizens, government and communities.

👥 About Us

Subgrantee Resources
Our subgrantee resources page has links to grant management forms, post-award instructions for subgrantees, and **video recordings** from our online training sessions.

🔒 Subgrantee Resources

MBCC Conference
The 2024 Montana Crime Prevention Conference will take place **Oct. 1 - Oct. 2** at Fairmont Hot Springs.

🎫 Conference Info

Grant Management Forms

Financial

- DOJ Grants Financial Guide 📄
- **Match Calculator**
- Accounting System & Financial Capability Questionnaire 📄
- Applicant Financial Resource Disclosure Form 📄
- Revised Budget Form 📄
- Grant Adjustment Request Form 📄
- Grant Adjustment Request Form Instructions 📄
- Use of Prepaid Cards Procedure 📄
- ⚡New AmpliFund Required Documentation for Expenses 📄
- Indirect Costs 📄
- MBCC Subrecipient Single Audit Certificate Form 📄

Match Calculator

Matching funds are calculated as a percentage of the **total project cost** (the sum of MBCC funds+ matching funds), not just the amount of the MBCC funds requested.

Project Details

How much are you asking MBBC for?

Award Requested: $15,000.00

What opportunity are you applying for?

- ◉ VAWA - 25% match (cash or in-kind)
- ○ VOCA - 20% match (cash or in-kind)
- ○ RSAT - 25% match (cash or in-kind)
- ○ JAG MJDTFs - 30% match (cash)
- ○ FVPSA - 20% match (cash or in-kind)

[Calculate Match]

Match Needed

Grant Program:	VAWA
Requested Funds:	$15,000.00
Matching Funds:	**$5,000.00**
Total Budget:	$20,000.00

Calculate Match

Project Cost	X	Federal %	=	Requested Funds
$100,000	X	80%	=	$80,000

Project Cost	X	Match %	=	Matching Funds
$100,000	X	20%	=	$20,000

Calculate Match:
When the federal share has not been fully expended.

Federal share Funds expended	/	Federal %	X	Match %	=	Match Required	+	Federal share Funds expended	=	Total Project Cost
$60,000	/	80%	X	20%	=	$15,000	+	$60,000	=	$75,000

Application Budget

How to Write a Grant Budget in 6 Steps:

1.Implement Systems of Internal Control to Prove Financial Transparency.

2.Understand Your Funder's Requirements.

3. Work with Your Team to Estimate Realistic Costs.

4.Show The Funder Exactly What Their Grant Will Cover.

5. Compare Your Budget to Your Grant Narrative.

6. Check Your Work.

The budget justification should:

•Provide a general description of the line item;

•Explain how the item relates to the activities outlined in the work plan;

•Verify the cost of line items by describing how they were arithmetically determined.

•Reflect the itemized budget, presenting justifications in the same order.

GRANT BUDGET

Grant Adjustment Notice Request – GAN

https://mbcc.mt.gov/_docs/Funding/Forms/Financial/GANInstructions.pdf

Montana Board of Crime Control

Grant Adjustment Notice Request (GAN)

(Request subject to MBCC approval)

Subgrant #: _____

Agency / Project: _____

Date: _____

MBCC Contact: _____

Budget Category	Current Budget Amount	Total Federal Amount	Total Match Amount	Federal Adjustment	Match Adjustment	Revised Budget Amount
Personnel						1.11
Fringe Benefits						1.11
Contracted Services						1.11
Supplies						1.11
Travel						1.11
Equipment						1.11
Other						1.11
TOTALS	1.11	1.11	1.11	1.11	1.11	1.11
					must zero balance!	

Project Director: _____

                        Signature   Date

MBCC Program Approval: _____

      Yes / No   Signature   Date

MBCC Fiscal Approval: _____

      Yes / No   Date

If you are requesting a budget modification that is greater than 10% of your total award amount or more than $5,000 - only previously approved categories will be considered. You must list specific reasons in the comment

Extension Request Date to: _____

Grant extensions and final budget modifications must be made 30 days prior to project period end date.

Comments: List below the specific reasons for the transfer of funding or grant period extension in detail:

_____

You need a GAN when your expenses exceed 10% or $5,000 in a category, whichever is less. You also need a GAN if you want to add a new category or an extension.
We need those at least 30 days before your grant expires.

Revised Budgets

After you receive your grant award your AmpliFund budget may need to get updated. This happens when you don't get the full amount of funds requested. You need to fill out the revised budget form and email it to your MBCC grant managers that in turn will go into Amplifund and update your budget, as well as simplify it if possible.

Cost allocation plan

Per 2 CFR 200 9 *Central service cost allocation plan* means the documentation identifying, accumulating, and allocating or developing billing rates based on the allowable costs of services provided by a State or local government or Indian tribe on a centralized basis to its departments and agencies. The costs of these services may be allocated or billed to users.

An expense allocation plan, also known as a cost allocation plan, is a written summary that outlines how an organization assigns costs between programs, departments, or other entities. It's a key part of management accounting, helping managers evaluate the performance, profitability, and efficiency of different aspects of the business

EXAMPLE 1:

ABC Child Development Center receives funding from the Early Head Start program, state-funded child care, and foundation funding. ABC decides to use some of the funding from these separate streams to implement a strategy to improve health outcomes for children. The total cost of this improved health outcomes strategy is $250,000. ABC would be responsible for coordinating and carrying out the strategy and keeping each funding stream's connection with its original source. ABC would also maintain any constraints on the funds allocated. Expenses, management data, performance measures, and demographic and other reporting requirements would be tracked and attributed to the original funding streams based on the funds allocated and the benefits derived from the improved health outcomes strategy.

EXAMPLE 2:

ABC Child Development Center receives two separate funding streams to provide a child care program for 40 children and a Head Start program that serves 60 children. The agency's child development center has decided to build an outdoor play area that will be used equally by the children in each program. The cost to install the new playground is $200,000. Each program has agreed to pay their fair share of the costs for the purchase and installation of the playground. In this example, the ABC Child Care program would be responsible for $80,000 of the costs — $200,000 x 40% (number of children). The ABC Head Start program would be responsible for $120,000 of the costs — $200,000 x 60% (number of children).

Cost Allocation Considerations
•Check with your auditor to identify costs that benefit only one program. These do not have to be allocated.
•Identify costs shared between Head Start and other programs. These must be allocated in accordance with approved policies and procedures.
•Make sure the allocation of staff time matches time sheets, payroll, and time and effort reporting.
•The allocation plan needs to assign costs as accurately as possible in the most reasonable method to ensure funding streams are charged their fair share based on the benefit received.
•Monitor cost allocation plans regularly to confirm proper allocation to funding resources. This process could be done through an automated accounting system.

Questions?

UEI updates

You need to keep a valid UEI registration at all times during your grant period. We are unable to issue you a reimbursement if your organization lets it lapse. To get the number reactivated may take a long period of time. Submit your updated registration to your MBCC grant managers.

Vendor updates

When you update your location or your bank account, contact your MBCC grant manager to get the forms so that we can update your information in the system. This may include a new W-9 and an EFT update form if you like electronic deposits.
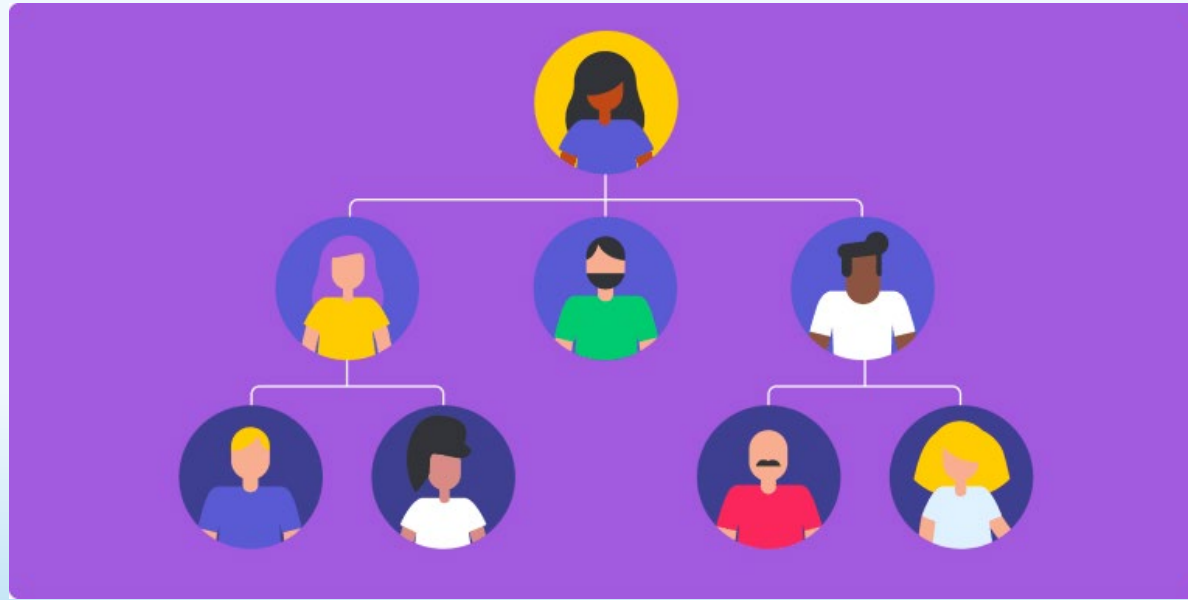
Organization Chart

Please be sure to update and submit your organization chart whenever there are changes in the organization such as new hires, departures or changes in rolls and responsibilities.

Audits

- Single Audits

- Federal Audits

- Monitoring

Single Audit: When your entity is required to have a single audit you are required to submit it to MBCC. This applies even if you are a small entity within a county government, i.e. County Attorney within a county.

Federal audits: We are getting audited by our federal partner as well. During those audits they may request to visit some of our subgrantees as well.

Monitoring: We are required to monitor our subgrantees, therefore, we visit about every two years. We are required to check your procedures and internal controls. Those monitoring visits are to protect you from federal findings and unallowable costs.

2 CFR 200

Significant Changes Effective October 2024

- The Office of Management and Budget (OMB) issued a final rule revising 2 Code of Federal Regulations (CFR), now called OMB Guidance for Federal Financial Assistance, to streamline and clarify the rules for federal financial assistance (e.g., grants and cooperative agreements). Agencies must implement the Final Rule by October 1, 2024.

These rules will apply to new grants and can be applied to existing grants by a bi-lateral modification. Although OMB indicates that agencies may apply the new rules beginning June 21, 2024, we believe most federal agencies will wait so that both the agencies and the recipients have time to read and digest some of these updates.

While this list is not all-inclusive, let's take a look at some of the major revisions.

Increase the single audit or program-specific audit threshold from $750,000 to $1,000,000. § 200.501

Increase the threshold for equipment and supplies from $5,000 to $10,000. § 200.1, § 200.313 and § 200.314

Raise the de minimis rate from 10 percent to 15 percent. § 200.414

Adds board members to the list of subrecipient or contractor personnel that must be considered under conflicts of interest § 200.318(c)

The amount of each sub-award included in the "Modified Total Direct Cost (MTDC)" indirect base was increased from up to $25,000 to up to $50,000. § 200.1 Increase the amount for Fixed Amount subawards to subrecipients from $250,000 to $500,000. § 200.333

Added language to Mandatory Disclosures that recipients/subrecipients must promptly disclose violations when there is credible evidence and added that the agency's Office of Inspector General be added to the notification in writing. § 200.113

Added a new section on Whistleblower Protections – recipient/subrecipient must inform their employees in writing of employee whistleblower rights and protections under 41 U.S.C. 4712. § 200.217

Added language to internal controls to take reasonable cybersecurity measures, including protected personally identifiable information (PII). § 200.303(e)

Added language to allow administrative closeout costs to be incurred and charged in the final budget period prior to the date of the final report, if there are available funds. § 200.403(h)

Adds a requirement for recipients or subrecipients to consider, as part of a responsibility determination, whether contractors properly classify employees under the Fair Labor Standards Act. § 200.318(h)

Added a new requirement that subrecipients must certify to the recipient when applying for funds, requesting payment, and submitting final reports, similar to the recipient's certification to the Federal agency. § 200.415(b)

Supplanting

Per DOJ Supplanting Guide Sheet https://www.ojp.gov/tfsc/supplanting_guide_sheet_508 :

- Department of Justice (DOJ) grants are administered for the purpose of **supplementing** existing state or locally funded activities. Federal awards **must never supplant** funds for activities that were previously covered by the state and local funds. Supplanting and supplementing are two different terms that can easily be confused. This guide sheet will focus on supplanting as it is important for grantees to comprehend how supplanting can negatively impact their project.

- Supplanting occurs when a state or unit of local government reduces state or local funds for an activity, specifically because federal funds are available (or expected to be available) to fund that same activity. This is prohibited under DOJ grants.

- Supplementing occurs when federal funds are used to enhance existing state or local funds for program activities.

- Simply put, "Supplement" means to add to; "supplant" means to replace.

Supplanting examples:

- County has appropriated funds for Victim Witness Advocate, but because VOCA funds are awarded, the county is saving its general funds and uses federal funding. If this advocate needs to work overtime because of the workload and federal funds are used to pay for that time, this is supplementing. If the County is adding an additional Victim Witness Advocate because of the need, the new position could be funded by federal funding as it is enhancing the existing program, not supplanting it.

- If an existing position has been modified to include victim related functions and percentage of funding is equal to percentage of effort, this is considered supplemental (not supplanting) and is acceptable.

- If a new grant-funded program requires 50% of an assistant director's time for **start-up** activities. That work is a direct demand of the new program, different from business-as-usual, and a legitimate grant-related expense. But if this organization is paying a staff member to publish a monthly newsletter, you replace the existing support with funds from the new grant, and you reallocate the original resources for other purposes, that's supplanting. You were paying for that exact work with existing resources and even though the newsletter may benefit the new program, it is not a new work demand imposed by the grant award.

Commingling of funds

- Commingling of funds is when an entity does not have an adequate accounting system to account for each of the awards separately.

- At MBCC we use our State Accounting Budget and Human Resource System (SABHRS) that uses different markers (fund, org, projects, subclasses) to separate each award by program, federal year, and subgrantee.

- We require our subgrantee to do the same using their accounting systems and we require each report to include a copy of the entity general ledger for the program that matches the reported expenses.

Questions?

MBCC Fiscal Contacts

Maia Zelenak

Financial Manager

406.444.7361

mzelenak@mt.gov

Peter Schaefer

Budget Analyst

406.444.2076

PSchaefer@mt.gov

Kelly Taylor

Grant Accountant

406.444.4112

Kelly.Taylor2@mt.gov

Elena Boyko

Grant Accountant

406.444.0340

Elena.Boyko@mt.gov

Zach Aarstad

Grant Accountant

406.444.2077

zachariah.aarstad@mt.gov

How can we help?