

# Fiscal Subgrantee Training

October 30, 2025



# How to Create/Submit a Payment Request in AmpliFund

Entering Expenses  
Creating Reporting Period  
Submit Payment Request



Log in to AmpliFund, click “Grant Management” from the navigation bar located on the left-hand side of the screen

The screenshot displays the AmpliFund user interface. On the left, a vertical navigation bar contains several menu items: 'Activity', 'Contacts', 'Grant Management', 'Reports', 'Documents', and 'Administration'. The 'Grant Management' item is highlighted with a red rectangular box, and a red arrow points from the right towards this box. The main area of the screen shows a calendar for October 2025. At the top of the calendar, there are navigation controls (left arrow, right arrow, 'today') and a legend with three colored squares: a red square for 'Past Due', a grey square for 'Complete', and a green square for 'Due'. To the right of the legend, there is a 'Grant:' dropdown menu set to 'All' and a 'My Events and Tasks:' toggle switch that is turned on, with options for 'month', 'week', and 'day' views. The calendar grid shows days of the week (Sun to Sat) and dates from 28 to 31. A yellow highlight is visible on the date 21st of the month.

# From the Grant Management drop-down menu, select Grants.

The screenshot displays a software interface with a sidebar on the left and a main calendar area on the right. The sidebar contains the following menu items:

- Activity
- Contacts
- Grant Management
  - Grants (highlighted with a red box)
  - All Grants
  - Pending Grants
  - Active Grants (highlighted with a red box)
  - Denied Grants
  - Canceled Grants
  - Closed Grants
  - Completed Grants
  - Deleted/Disabled Grants
  - Favorites
  - Views

The main area shows a calendar for October 2025. At the top, there are navigation buttons for '<', '>', and 'today'. A legend indicates: Past Due (red square), Complete (gray square), and Due (green square). A 'Grant:' dropdown menu is set to 'All'. A toggle for 'My Events and Tasks' is turned on, with options for 'month', 'week', and 'day'. The calendar grid shows dates from 28 to 1. The date 21 is highlighted in yellow.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

A list of all the active grants awarded to your entity will appear. Click on the grant you want to work in.

**AmpliFund**

Analytics

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

Name	Grantor	Award Status	Total Awarded Amount	Fiscal Year Received	Close Out Date	Status
Jessi - Award	Montana Board of Crime Control	Approved	\$50,000.00	2021	12/30/2022	Enabled
Match Test 3 - Award	Montana Board of Crime Control	Approved	\$1,800.00	2023	6/30/2024	Enabled
Test Grant	Montana Board of Crime Control	Approved	\$150,000.00	2022	12/30/2024	Enabled
Test reminders email after activation - Award	Montana Board of Crime Control	Approved	\$900.00	2022	2/29/2024	Enabled

Activity

Contacts

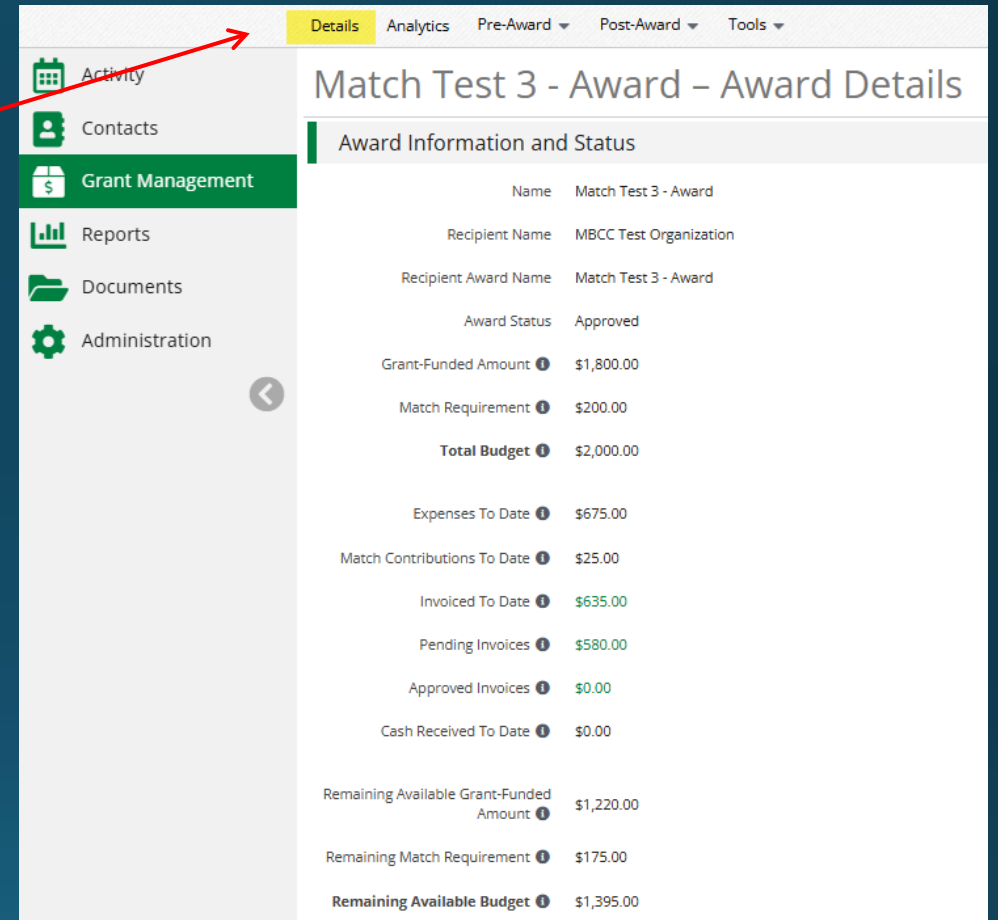
Grant Management

Reports

Documents

Administration

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



The screenshot shows a web application interface for grant management. On the left is a navigation sidebar with icons and labels for Activity, Contacts, Grant Management (highlighted in green), Reports, Documents, and Administration. A red arrow points from the text on the left to the 'Details' tab in the top navigation bar. The main content area is titled 'Match Test 3 - Award - Award Details' and contains a section for 'Award Information and Status' with a list of key-value pairs.

Award Information and Status	
Name	Match Test 3 - Award
Recipient Name	MBCC Test Organization
Recipient Award Name	Match Test 3 - Award
Award Status	Approved
Grant-Funded Amount	\$1,800.00
Match Requirement	\$200.00
<b>Total Budget</b>	<b>\$2,000.00</b>
Expenses To Date	\$675.00
Match Contributions To Date	\$25.00
Invoiced To Date	\$635.00
Pending Invoices	\$580.00
Approved Invoices	\$0.00
Cash Received To Date	\$0.00
Remaining Available Grant-Funded Amount	\$1,220.00
Remaining Match Requirement	\$175.00
<b>Remaining Available Budget</b>	<b>\$1,395.00</b>

# Entering Expenses

Expense information will be entered on the General, Financial, and Attachments tabs (supporting documents: timesheets, receipts, etc. will be uploaded to the attachment tab). Once finished, click on "Create."

Details Analytics Pre-Award **Post-Award** Tools

Activity  
Contacts  
**Grant Management**  
Reports  
Documents  
Administration

## Match Test 3 - A

Award Information and S

Name M  
Recipient Name M  
Recipient Award Name Match Test 3 - Award  
Award Status Approved

Grant-Funded Amount	\$1,800.00
Match Requirement	\$200.00
<b>Total Budget</b>	<b>\$2,000.00</b>
Expenses To Date	\$675.00
Match Contributions To Date	\$25.00
Invoiced To Date	\$635.00
Pending Invoices	\$580.00
Approved Invoices	\$0.00
Cash Received To Date	\$0.00
Remaining Available Grant-Funded Amount	\$1,220.00
Remaining Match Requirement	\$175.00
<b>Remaining Available Budget</b>	<b>\$1,395.00</b>

Financial  
Performance  
Cash Flow  
Management  
Settings

Budget  
Expenses

From the ribbon at the top of the page click on Post-Award. Hover over Financial, then click Expenses.

# Start entering expenses by clicking on the (+) located just below Actions

The screenshot displays a software interface for managing expenses. At the top, there are navigation tabs: Details, Analytics, Pre-Award, Post-Award, and Tools. The main title is 'Match Test 3 - Award - Expenses'. Below the title is a 'Filter By' section with three dropdown menus: 'Grant' (set to 'Match Test 3 - Award'), 'Category' (set to 'Select a Category...'), and 'Line Item' (set to 'Select a Budget Item...'). A 'Time Frame' dropdown is set to 'All', and a green 'Run' button is to its right. A green 'Clear all filters' button is located below the filter section. The 'All Expenses' section is visible below the filters. Underneath, there is an 'Actions' section with a yellow background. A red box highlights a '+' icon in the Actions section, with a red arrow pointing to it from the left. Below the Actions section, there is a text prompt: 'Drag a column header and drop it here to group by that column'. At the bottom, there is a table with various column headers, each with a dropdown arrow: Select All, Exp..., Des..., Pay..., Exp..., Pay..., Ori..., GL..., Lin..., Assi..., Cre..., Pay..., Cas..., In K..., and Oth....

Add Expense will open once the (+) is selected. Enter the required information on **EACH** of the Tabs (General, Financials, Attachments)

## General Tab

Enter information in the following fields: Category, Line Item, Direct Cost, Expense Date (this will default to the current date ...make sure the date is within the period you are creating), Payee, and Description.

The screenshot shows the 'Add Expense' form with the 'General' tab selected. The 'Grant' field is set to 'Match Test 3 - Award'. The 'Category' and 'Line Item' fields are highlighted in yellow and currently show 'Select Category...' and 'Select a Budget Item...' respectively. A green 'Clear all filters' button is located below these fields. The 'Item Type' is 'Non-Personnel Line Item'. The 'Direct Cost' field is highlighted in yellow and set to '\$0.00'. There is an unchecked checkbox for 'Exclude From Match'. The 'Assignee(s)' field is empty. The 'Created By' field shows 'cja605@mt.gov'. The 'Expense Date' field is highlighted in yellow and shows 'MM/DD/YYYY' with a calendar icon. The 'Expense Status' is 'New'. The 'Payment Status' is 'New'. The 'Payee' field has a dropdown set to 'Other' and a 'Select Payee...' field with a 'Create New' link. A large text area for 'Description' is at the bottom. At the bottom right, there are 'Create' and 'Cancel' buttons.

If match needs to be reported, it will be recorded on the Financials Tab

## Financials Tab

Enter the amount in either Cash or In-Kind Match and select the Dollar field. \*This is also entered in the direct cost field on the General Tab.

**Add Expense**

General **Financials** Attachments

Grant Funded \$0.00  
Match Amount \$0.00  
Direct Cost \$0.00

	Amount		Match Amount
Cash Match Amount	<input type="text" value="\$0.00"/>	<input type="radio"/> Dollar <input type="radio"/> Percentage	\$0.00
In-Kind Amount	<input type="text" value="\$0.00"/>	<input type="radio"/> Dollar <input type="radio"/> Percentage	\$0.00
Other Funding Amount	<input type="text" value="0.00%"/>	<input type="radio"/> Dollar <input type="radio"/> Percentage	\$0.00

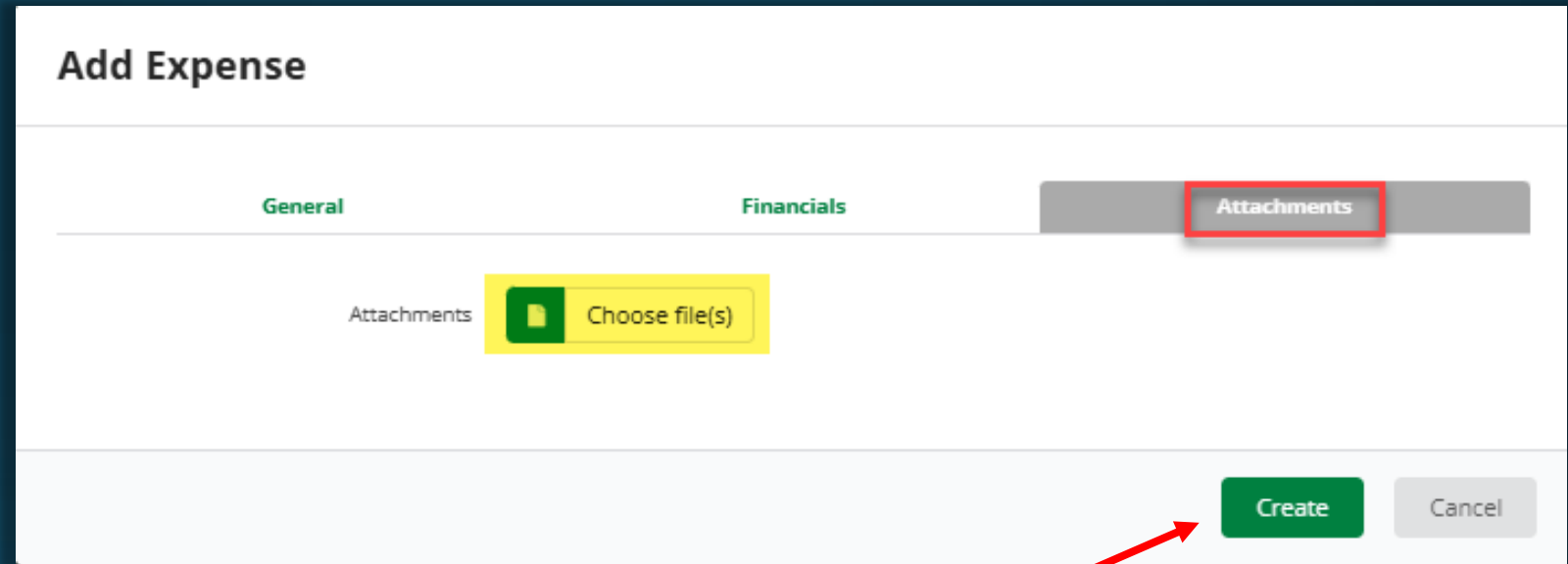
GL Account

GL Source Code

Create Cancel

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

## Attachments Tab



The screenshot shows a web form titled "Add Expense". At the top, there are three tabs: "General", "Financials", and "Attachments". The "Attachments" tab is selected and highlighted with a red rectangular box. Below the tabs, there is a section labeled "Attachments" with a yellow button that says "Choose file(s)". At the bottom right of the form, there are two buttons: a green "Create" button and a grey "Cancel" button. A red arrow points from the text below to the "Create" button.

Once you have entered the information into each of the tabs  
click on “Create” (this can be done from any of the tabs).

Continue entering each expense for this period by repeating the process for each expenditure type. **Please keep everything in the correct budget category & line item** (ex, Supplies, Personnel, Fringe, Other) as you enter the expenses.

The screenshot displays a software interface for managing expenses. At the top, there are navigation tabs: 'Details', 'Analytics', 'Pre-Award', 'Post-Award', and 'Tools'. The main title is 'Match Test 3 - Award - Expenses'. On the left, a sidebar contains icons for 'Activity', 'Contacts', 'Grant Management', 'Reports', 'Documents', and 'Administration'. The 'Activity' section is active. Below the title, there is a 'Filter By' section with three dropdown menus: 'Grant' (set to 'Match Test 3 - Award'), 'Category' (set to 'Select a Category...'), and 'Line Item' (set to 'Select a Budget Item...'). A 'Time Frame' dropdown is set to 'All', and a green 'Run' button is to its right. A green 'Clear all filters' button is below the filters. Below the filters, the section is titled 'All Expenses'. Underneath, there is an 'Actions' section with a yellow background, containing a red-bordered box with a '+' icon and a trash icon. A red arrow points from the left sidebar towards this box. Below the actions, there is a text prompt: 'Drag a column header and drop it here to group by that column'. At the bottom, a table header is visible with columns: 'Select All', 'Exp...', 'Des...', 'Pay...', 'Exp...', 'Pay...', 'Ori...', 'GL...', 'Lin...', 'Assi...', 'Cre...', 'Pay...', 'Cas...', 'In K...', and 'Oth...'.

# Making edits to an expense after it has been entered

## Match Test 3 - Award - Expenses

**Filter By**

Grant: Match Test 3 - Award

Category: Select a Category...

Line Item: Select a Budget Item...

Time Frame: Custom

Start Date: 9/1/2023



End Date: 9/30/2023

**Run**


**Clear all filters**

### All Expenses

**Actions**

+  

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

<input checked="" type="checkbox"/> Select All	Exp... ▾	Description ▾	Payment Reques... ▾	Expense Status ▾	Pay... ▾	Ori... ▾	GL... ▾	Lin... ▾	Assi... ▾	Cre... ▾	Pay... ▾	Cas... ▾
<input checked="" type="checkbox"/>	9/25/2023	Expense 		New	New	Manual		Supplies	Staff Test	Kara Test		\$0.00

# Each expense **must** be marked in “Reviewed” Expense Status

### Add Expense

**General** | Financials | Attachments

Grant: Match Test 3 - Award

Category: Equipment

Line Item: Select a Budget Item...

**#1**

Clear all filters

Item Type: Non-Personnel Line Item

Direct Cost \*: \$0.00

Exclude From Match

Assignee(s):

Created By: cja605@mt.gov

Expense Date \*: MM/DD/YYYY

Expense Status: **New** (dropdown menu open)

- New
- Matched
- Reviewed**
- Payment Requested
- Paid
- Denied

Payee: (dropdown menu)

Create New ⓘ

Description:

Create Cancel

### Match Test 3 - Award - Expenses

Filter By

Grant: Match Test 3 - Award

Category: Select a Category...

Line Item: Select a Budget Item...

Clear all filters

Time Frame: Custom

Start Date: 9/1/2023

End Date: 9/30/2023

Run

All Expenses

Actions

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

<input checked="" type="checkbox"/> Select All	Exp...	Description	Payment Reques...	Expense Status	Pay...	Ori...	GL...	Lin...	Assi...	Cre...	Pay...	Cas...
<input checked="" type="checkbox"/>	9/18/2023	Expense		New	New	Manual		Equipment	Natalia Test	Kara Test		\$0.00
<input checked="" type="checkbox"/>	9/25/2023	Expense		New	New	Manual		Supplies	Staff Test	Kara Test		\$0.00

### Mark as Reviewed

Mark all selected expenses as reviewed?

Complete Cancel

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.

### Match Test 3 - Award - Expenses

**Filter By**

Grant: Match Test 3 - Award

Category: Select a Category...

Line Item: Select a Budget Item...

Time Frame: Custom

Start Date: 7/1/2023

End Date: 7/31/2023

**Run**

**Clear all filters**

### All Expenses

**Actions**  
+ ✓ 🗑

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

<input type="checkbox"/> Select All	Expense Date	Description	Payment Request N...	Expense Status	Payment Status	Origin	Line Item	Payee	Cash Match	In
<input type="checkbox"/>	7/19/2023	Expense		Reviewed	New	Manual	Supplies		\$0.00	\$0.
<input type="checkbox"/>	7/31/2023	Expense		New	New	Manual	Equipment		\$0.00	\$0.

**Questions?**

# Creating A Reporting Period

Select the Time Period

Ensure Expenses are in Reviewed Status

# Click on Post Award, hover over Management, click on Reporting Periods

The screenshot shows a software interface with a top navigation bar containing 'Details', 'Analytics', 'Pre-Award', 'Post-Award', and 'Tools'. A dropdown menu is open under 'Post-Award', showing options: 'Financial', 'Performance', 'Cash Flow', 'Management', and 'Settings'. The 'Management' option is selected, and its dropdown menu is open, showing 'Reporting Periods' and 'Amendments'. The 'Reporting Periods' option is highlighted. Below the navigation bar, the main content area is titled 'Match Test 3 - A Expenses'. It features a 'Filter By' section with fields for 'Grant' (Match Test 3 - A), 'Category' (Select a Category...), and 'Line Item' (Select a Budget Item...). A 'Clear all filters' button is present. To the right, there are 'Time Frame' (Custom), 'Start Date' (9/1/2023), and 'End Date' (9/30/2023) fields, along with a 'Run' button. Below the filter section, there is an 'All Expenses' section with an 'Actions' header and a table of expense data.

Drag a column header and drop it here to group by that column													
<input checked="" type="checkbox"/> Select All	Exp...	Description	Payment Reques...	Expense Status	Pay...	Ori...	GL ...	Lin...	Assi...	Cre...	Pay...	Cas...	In
<input checked="" type="checkbox"/>	9/25/2023	Expense		New	New	Manual		Supplies	Staff Test	Kara Test		\$0.00	\$0.

# Click on the (+) plus sign

Details Analytics Pre-Award Post-Award Tools

## Match Test 3 - Award – 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
1/1/2022	1/31/2022	Budget	Closed
2/1/2022	2/28/2022	Budget	Closed
3/1/2022	3/31/2022	Budget	Closed
4/1/2022	6/30/2022	Performance	Closed
4/1/2022	4/30/2022	Budget	Closed
5/1/2022	5/31/2022	Budget	Closed
6/1/2022	6/30/2022	Budget	Closed
7/1/2022	9/30/2022	Performance	Open
8/1/2022	8/31/2022	Budget	Closed
9/1/2022	9/30/2022	Budget	Closed
10/1/2022	12/31/2022	Performance	Closed
11/1/2022	11/30/2022	Budget	Closed
12/1/2022	12/31/2022	Budget	Rejected

Activity  
Contacts  
Grant Management  
Reports  
Documents  
Administration

Check mark expenses

Select the time - period from the drop down (these were pre-populated by MBCC)

Click on Save

### Reporting Periods

Which grant would you like this closeout to apply to?  
Match Test 3 - Award

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... ▼

- Select a time period...
- 7/1/2023-7/31/2023
- 8/1/2023-8/31/2023
- 10/1/2023-10/31/2023
- 11/1/2023-11/30/2023
- 12/1/2023-12/31/2023

Cancel Save

Performance  
Budget

# Are there any Unreviewed Expenses? If yes, DO NOT CLOSE THE REPORTING PERIOD.

Reporting Periods

## Match Test 3 - Award - Reporting Periods

Start: 3/1/2023 End: 3/31/2023

Status: Open

Expenses

### Overall Expense Details

Total Awarded Amount	\$1,800.00
Total Expense Amount for Period ⓘ	\$10.00
Number of Unreviewed Expenses	0

Comments

Attach Documentation

Choose a file

Reporting Periods

## Match Test 3 - Award - Reporting Periods

Start: 7/1/2023 End: 7/31/2023

Status: Open

Expenses

### Overall Expense Details

Total Awarded Amount	\$1,800.00
Total Expense Amount for Period ⓘ	\$50.00
Number of Unreviewed Expenses	1

Comments

Attach Documentation

Choose a file

From “Time Frame” field click on the drop-down arrow, select Custom

The screenshot shows a software interface for 'Match Test 3 - Award - Expenses'. At the top, there are navigation tabs: 'Details', 'Analytics', 'Pre-Award', 'Post-Award', and 'Tools'. Below the title, there is a 'Filter By' section with three dropdown menus: 'Grant' (set to 'Match Test 3 - Award'), 'Category' (set to 'Select a Category...'), and 'Line Item' (set to 'Select a Budget Item...'). A 'Clear all filters' button is located below these filters. To the right, there is a 'Time Frame' dropdown menu with a yellow highlight. The dropdown is open, showing options: 'All', 'Last Year', 'Last 6 Months', 'Last Month', and 'Custom'. The 'Custom' option is highlighted with a red box. A 'Run' button is located to the right of the 'Time Frame' dropdown. Below the filter section, there is a section titled 'All Expenses' with an 'Actions' header and a '+ ✓ 🗑️' icon. Below this, there is a instruction: 'Drag a column header and drop it here to group by that column'. At the bottom, there is a table with columns: 'Select All', 'Exp...', 'Des...', 'Pay...', 'Exp...', 'Pay...', 'Ori...', 'GL...', 'Lin...', 'Assi...', 'Cre...', 'Pay...', 'Cas...', 'In K...', and 'Oth...'.

Enter the start & end date and click on Run.  
Expenses for that time frame will populate.

Details Analytics Pre-Award Post-Award Tools

## Match Test 3 - Award - Expenses

**Filter By**

Grant: Match Test 3 - Award

Category: Select a Category...

Line Item: Select a Budget Item...

Time Frame: Custom

Start Date: 7/1/2023

End Date: 7/31/2023

**Run**

Clear all filters

### All Expenses

**Actions**

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

<input type="checkbox"/>	Select All	Exp...	Des...	Pay...	Exp...	Pay...	Ori...	GL ...	Line...	Assi...	Cre...	Pay...	Cas...	In K...	Oth...	Am...
<input checked="" type="checkbox"/>		7/19/2023	Expense		New	New	Manual		Supplies	Staff Test	Kara Test		\$0.00	\$0.00	\$0.00	\$10.00
<input type="checkbox"/>		7/31/2023	Expense		Reviewed	New	Manual		Equipment	Natalia Test	Kara Test		\$0.00	\$0.00	\$0.00	\$50.00

After all expenses are in “reviewed” status, the **reporting period needs to be closed**. Navigate back to reporting

The screenshot shows a software interface for managing expenses. The top navigation bar includes 'Details', 'Analytics', 'Pre-Award', 'Post-Award', and 'Tools'. The 'Post-Award' menu is open, showing options like 'Financial', 'Performance', 'Cash Flow', 'Management', 'Reporting Periods', and 'Settings'. The 'Management' and 'Reporting Periods' options are highlighted with red boxes. The 'Filter By' section includes 'Grant' (Match Test 3 - A), 'Category' (Select a Category...), and 'Line Item' (Select a Budget Item...). The 'Time Frame' is set to 'Custom' with a 'Run' button. The 'Start Date' is 9/1/2023 and the 'End Date' is 9/30/2023. The 'All Expenses' table shows a single entry for 9/25/2023.

Exp...	Description	Payment Reques...	Expense Status	Pay...	Ori...	GL...	Lin...	Assi...	Cre...	Pay...	Cas...	In
✓	Expense		New	New	Manual		Supplies	Staff Test	Kara Test		\$0.00	\$0.


# Click on the Reporting Period that you want to close

Details Analytics Pre-Award ▼ Post-Award ▼ Tools ▼

## Match Test 3 - Award - 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
9/1/2023	9/30/2023	Budget	Open
7/1/2023	7/31/2023	Budget	Open
6/1/2023	6/30/2023	Budget	Open
5/1/2023	5/31/2023	Budget	Open



# The number of unreviewed expenses must be 0

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: \$10,000.00

Number of Unreviewed Expenses: 0

Comments

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
<input checked="" type="checkbox"/>	Contracted Services	\$5,208.33	\$10,000.00

Cancel Close Save

If you click on **save** this will only **save** the information for you to work on later. The reporting period **will not be closed**.

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

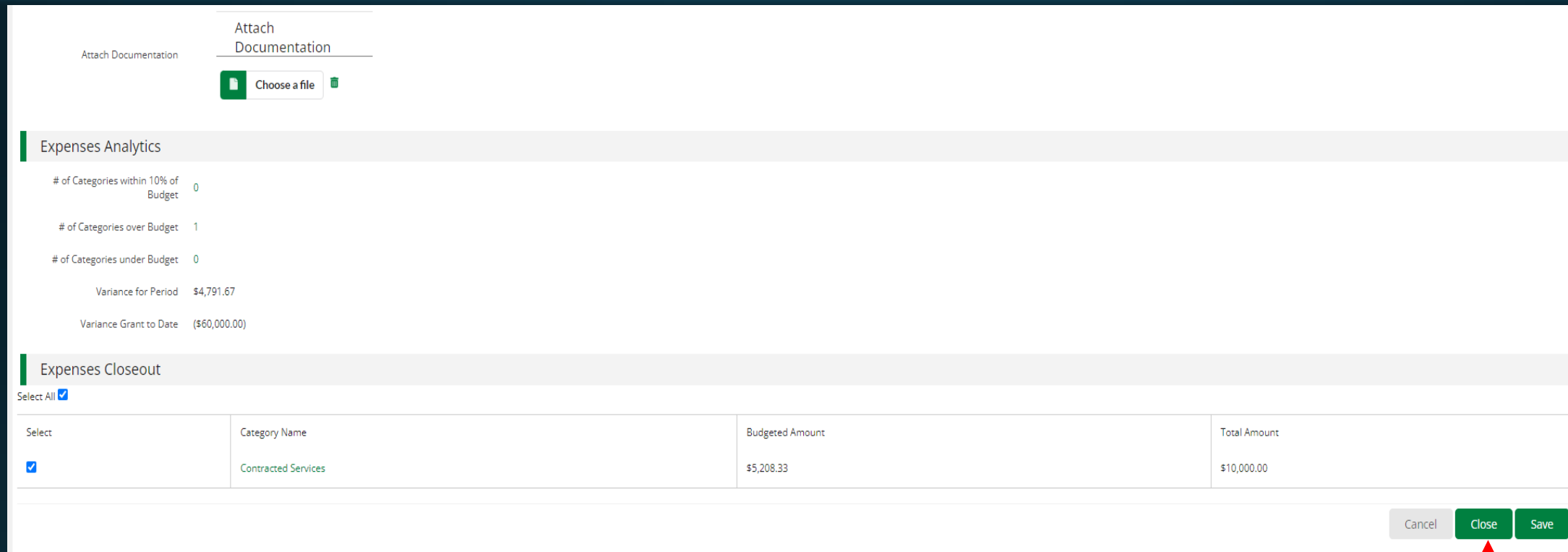
Variance Grant to Date (\$60,000.00)

### Expenses Closeout

Select All

Select	Category Name	Budgeted Amount	Total Amount
<input checked="" type="checkbox"/>	Contracted Services	\$5,208.33	\$10,000.00

Cancel Close Save



After you click close a confirmation Box will  
Appear, click Close to confirm

The screenshot displays a web application interface with a modal dialog box. The background interface includes a navigation bar with 'Expenses' and 'Achievements' tabs. The main content area is titled 'Overall Expense Details' and contains the following information:

- Total Awarded Amount: \$150,000.00
- Total Expense Amount for Period: \$10,000.00
- Number of Unreviewed Expenses: 0
- Comments: A large empty text area.
- Attach Documentation: A section with a 'Choose a file' button.

The 'Reporting Period Reminder' dialog box is overlaid on the right side of the screen. It has a green header and contains the following text:

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.

At the bottom of the dialog box, there are two buttons: 'Close' and 'Cancel'. The 'Close' button is highlighted with a red rectangular box.

Below the dialog box, the 'Expenses Analytics' section is visible, showing the following data:

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

**Questions?**

# Create Payment Request




- Fill out required fields.
- Review input information.
- Submit

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

The screenshot shows a software interface with a sidebar on the left and a main content area. The sidebar contains navigation icons and labels: Activity, Contacts, Grant Management (highlighted in green), Reports, Documents, and Administration. The main content area has a top navigation bar with tabs: Details, Analytics, Pre-Award, Post-Award (highlighted with a red box), and Tools. Below the tabs, the title 'Match Test 3 - A' is visible. A dropdown menu is open under 'Post-Award', showing options: Financial, Performance, Cash Flow (highlighted with a red box), Management, and Settings. A sub-menu is open under 'Cash Flow', showing 'Payment Requests' (highlighted with a red box) and 'Cash Receipts'. The main content area displays a table titled 'Reporting Periods' with the following data:







Reporting Period Start Date	Reporting Period End Date	Reporting Period Type	Status
7/1/2022		Performance	Open
3/1/2023	3/31/2023	Budget	Open
9/1/2023	9/30/2023	Budget	Open
4/1/2023	4/30/2023	Budget	Open
5/1/2023	5/31/2023	Budget	Open

# Click on the (+)

Details Analytics Pre-Award ▾ Post-Award ▾ Tools ▾   

## Match Test 3 - Award - Payment Requests

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

Payment Re...	Date Created	Date Submit...	Related Trac...	Expenses Fr...	Expenses To	Amount Req...	Status	Decision Date
bccv  	8/15/2022		Ending on 8/31/2022	8/1/2022	8/31/2022	\$0.00	Not Submitted	
Match Test 3 ending 8/31/2022 	8/10/2022	8/10/2022 9:39 AM		8/1/2022	8/31/2022	\$45.00	Rejected	8/10/2022 9:48 AM
Match Test 3 ending 8/31/2022 	8/11/2022	8/11/2022 9:25 AM		8/1/2022	8/11/2022	\$55.00	Rejected	8/11/2022 9:31 AM
MAtch Test 3 	8/11/2022	8/11/2022 9:34 AM		8/1/2022	8/31/2022	\$55.00	Rejected	8/11/2022 9:38 AM
Match Test 3 ending 04/30/2022 	8/12/2022	8/12/2022 1:23 PM	Ending on 4/30/2022	4/1/2022	4/30/2022	\$10.00	Submitted	

# Complete all fields and click Submit

Match Test 3 - Award – MBCC Test Period End 7.31.23

Funder Organization: Montana Board of Crime Control  
Grant Name: Match Test 3 - Award

### Payment Request Information

Payment Request Name \* MBCC Test Period End 7.31.23  
Date Created \* 9/22/2025  
Related Reporting Period(s) Period ending 7/31/2023 X  
Expenses From 7/1/2023 To 7/31/2023  
Payment Type Reimbursement  
Payment Request Status Not Submitted

**DO NOT ENTER ADDITIONAL EXPENSES HERE**

### Financial Detail

Create New Expense +

	Expensed	Cash Match	In-Kind Match	Other Funding	Match	Grant Funded	Grant-Funded Remaining
Equipment	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	(\$90.00)
Supplies	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00	\$470.00
<b>Totals</b>	<b>\$60.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$60.00</b>	

Requested Amount\* \$60.00  
Remaining Grant Balance \$1,395.00

### Additional Information

Comments

Attachments

### 2 CFR 200.415[B] Certification

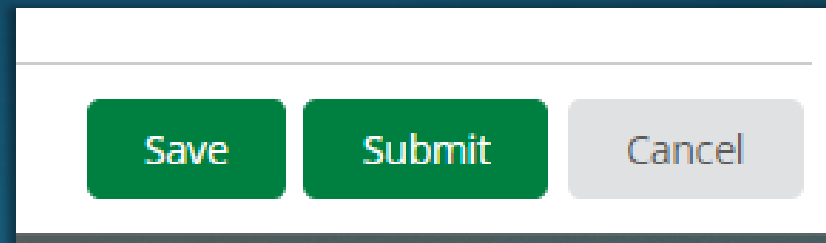
Certification Language I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3733 and 3801-3812.

Certification\*  Yes, I certify the above.

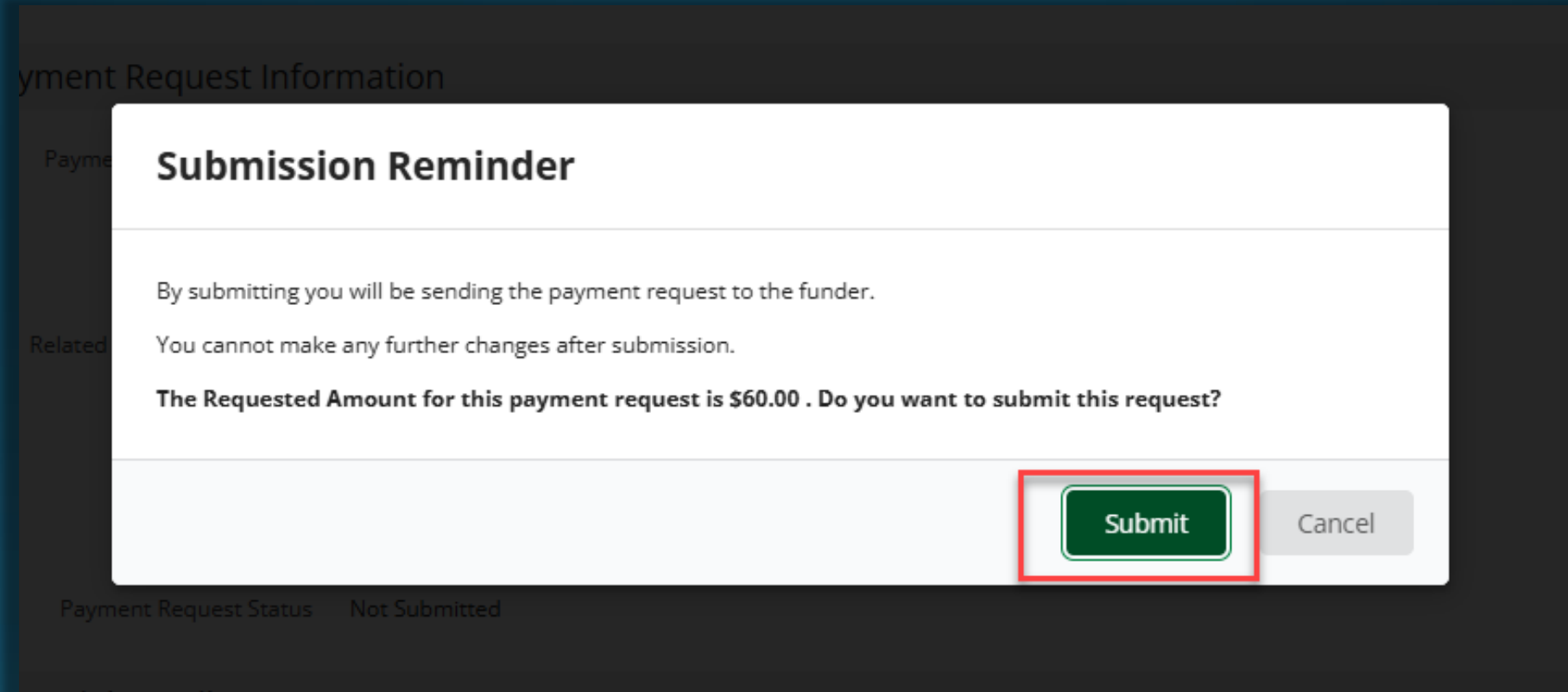
## Fill in the following Fields

- 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.
- Certify the above by clicking on button

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

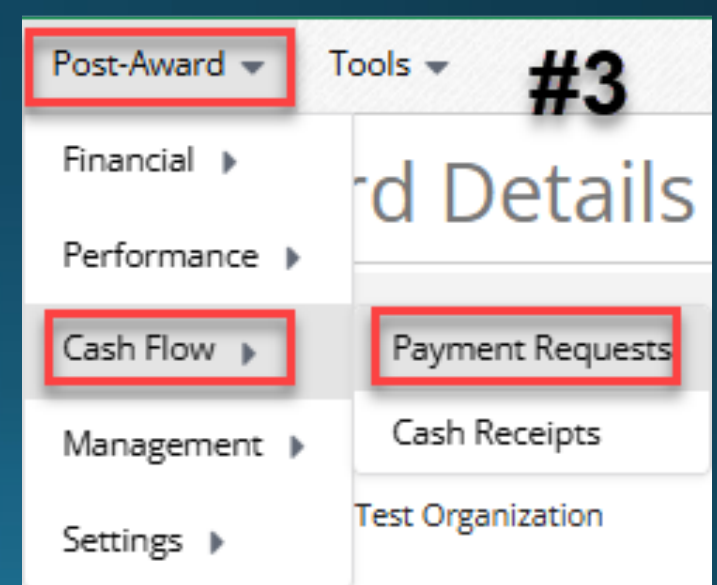
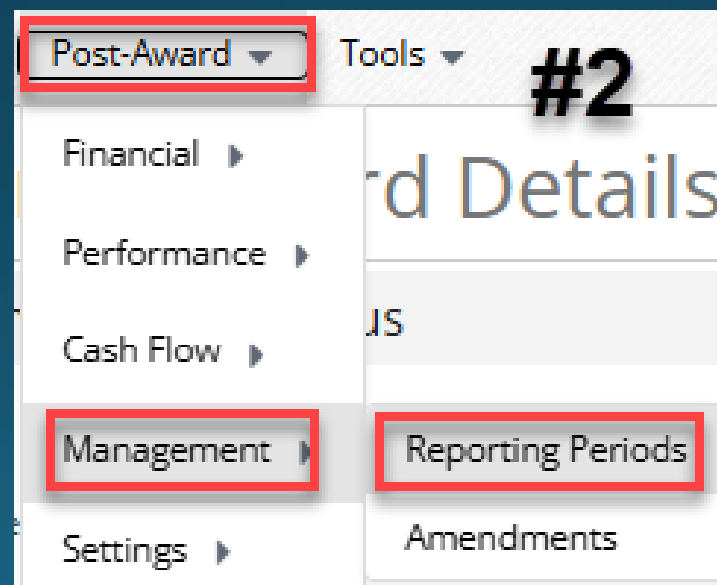
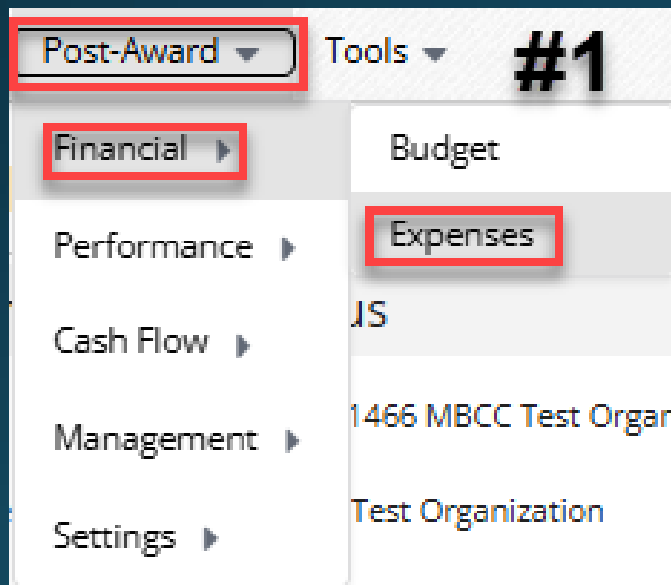


After you click close a confirmation box will appear, click Submit to confirm. The payment request is now complete and has been sent to MBCC.



# 3 Key Steps that need to occur to submit a payment request

1. Enter all relevant expenses
2. Create & Close the Reporting Period
3. Create/Submit Payment Request

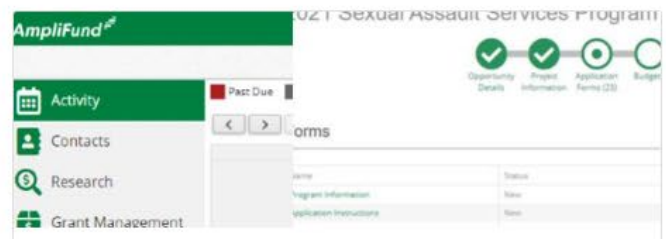


**Questions?**

# Subgrantee Resources & Additional Resources



# MONTANA BOARD OF CRIME CONTROL



### 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](#)

### 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](#)



### Crime Data

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

[Explore Data](#)

### 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](#)

24-hour hotline	Mailing Address	City	State	Zip	Virtual Services Provided	Services Provided
*	3000 State Street	Anaconda	MT	59715	No	Assistance Posing for an Order of Protection, Assistance with legal proceedings, Assistance with support for services provided by police, medical, mental health, and other services, Assistance with support for services provided by police, medical, mental health, and other services, Assistance with support for services provided by police, medical, mental health, and other services, Assistance with support for services provided by police, medical, mental health, and other services
*	25 Pacific St, Suite 2	Billings	MT	59102	No	Assistance Posing for an Order of Protection, Assistance with legal proceedings, Assistance with support for services provided by police, medical, mental health, and other services, Assistance with support for services provided by police, medical, mental health, and other services, Assistance with support for services provided by police, medical, mental health, and other services, Assistance with support for services provided by police, medical, mental health, and other services

### Victim Services Map

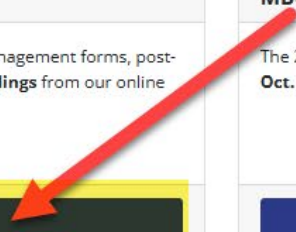
Discover vital victim services and resources statewide to support and empower Montana communities in their journey toward safety and healing.

[View Map](#)

### MBCC Conference

The 2025 Montana Crime Prevention Conference will take place **Oct. 28 - Oct. 29** at Billings DoubleTree by Hilton.

[Conference Info](#)





# MONTANA BOARD OF CRIME CONTROL

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](#) 📄
- New [Grant Adjustment Request Form](#) 📄
- [Use of Prepaid Cards Procedure](#) 📄
- [AmpliFund Required Documentation for Expenses](#) 📄
  - [Creating a Payment Request with Reporting Period](#) 📄
- [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 \(hourly rate included\)](#) 📄
- [SAMPLE Timesheet Employee Bi-Weekly, 26 Pay Periods \(no hourly rate\)](#) 📄
- [SAMPLE Timesheet Employee Semi-Monthly, 24 Pay Periods](#) 📄
- [SAMPLE Timesheet Volunteer Monthly](#) 📄



- Funding Opportunities
- Subgrantee Resources
- Amplifund Resources**
- Funding Dashboards
- Other Funding Opportunities

Funding / Amplifund Resources

## Amplifund Resources

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](https://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 - Cheat Sheet, 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](mailto: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](#)

**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.

- Supplies
- Equipment
- Gift Cards, Gas Cards, Prepaid Phone Cards
- Travel, Gas Mileage, Per Diem, Lodging, Tips,



# Supplies

Under \$10,000 considered supplies, over \$10,000 considered Equipment

- Receipts and/or invoices for all purchases must include itemized receipts that includes:  
**vendor name, order date, order #, order total, items ordered**
- Receipts (i.e., Amazon) must show items have been shipped – **we can not accept order of confirmation that says “not shipped”**
- Credit Card Statements, bank Statements, credit card slips are not acceptable

## Example of Correct Receipt

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) Sold by: TeaboWare ( <a href="#">seller profile</a> ) Condition: New	\$15.00

# Equipment

- Equipment (Items \$10,000 or more for single durable items)

## Requirements:

- Budget Narrative in the Subgrant application, detailing equipment needs
- Competitive bids, three written bids submitted with payment request, full justification if lowest bid is not accepted
- Prior Approval and Justification for sole-source purchases – **contact your Program Manager**
- Invoice with a Unique Identifier (serial number/VIN)
- Procurement policy (must be placed in the Public/Grant Management Documents folder in AmpliFund) **If you do not have a policy, use the state procurement policy located on the state website**






# 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 in place
- Must be used during the current project period of performance, unused cards at end of award will need to be reimbursed to MBCC at purchase value, entered as a negative amount on final payment request
- A tracking log must be submitted as backup when requesting reimbursement for the disbursed cards (See Example log and procedure on MBCC website)

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

[www.gsa.gov](http://www.gsa.gov)

# Travel Costs with Federal Awards



# Required documentation for travel reimbursement:

- Detailed mileage log with miles driven per day (example travel log is on MBCC website). Must show name of destination, departing city, and purpose of the travel
- Gas receipts are not acceptable for reimbursement unless its for victim services
- **If traveling out of state**, you will need to get **prior approval** from your Program Manager by filling out the “**Request and Justification for Out-of-State Travel**” form, listed on the MBCC website. Upload the signed copy with all supporting documentation as backup when submitting your payment request (i.e. event agenda, itinerary) along with the **Travel Expense Report, sample on MBCC website**. **Remember to enter depart and arrival time for meals.**
- Itemized miscellaneous expense receipts, such as hotel folio and transportation receipts (airline tickets, baggage claim, car rental, taxi, Uber, Lyft). Tips are allowed, must be reasonable. No more than 20% of fare
- **All receipts should be turned in after travel with your payment request. No travel expenses will be reimbursed for future travel**

Personal Vehicle Mileage Reimbursements Effective 1/1/25 through 12/31/25

	Rate per Mile	Notes
Standard Rate	33.7 cents	No maximum mileage per month
High Rate*	70.0 cents	0 <= 1000 miles per month
Low Rate*	67.0 cents	>1000 miles per month

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

**Using  
Privately  
Owned  
Vehicles for  
travel  
purposes**

# State of Montana Lodging Rates

MBCC follows state policy for lodging costs up to the federal per diem rate plus taxes. Rates vary by location and time of year, with higher-cost counties like Big Sky and Bozeman having higher rates. Use the GSA Website for lodging at current state rate and for the high-rate cost **U.S. General Services Administration (GSA)**

 **Daily lodging rates (excluding taxes) | October 2025 - September 2026**  

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 	2025 Oct	Nov	Dec	2026 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

[www.gsa.gov](http://www.gsa.gov) Federal Travel Requirements

# State Meal Per Diem and Government Lodging Rates May Change, Effective October 1, 2025

US Dept of State Website Determined by a percentage of the federal rate that is used by most states as their own standard

# Mileage State Rates May Change Effective January 1, 2026

You will be notified by MBCC when new rates become available

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.

## STATE EMPLOYEE TRAVEL INFORMATION

Per Diem Rates Effective 10/1/25 through 9/30/26

Day Shift	Night Shift*	In-State	Out-of-State	Foreign
Morning Meal 12:01am-10:00am	Early Morning Meal 3:01am-Noon	\$11.20	\$16.00	Varies
Midday Meal 10:01am-3:00pm	Mid-night Meal 10:01pm-3:00am	\$13.30	\$19.00	Varies
Evening Meal 3:01pm-Midnight	Evening Meal 12:01pm-10:00pm	\$19.60	\$28.00	Varies
<b>Maximum Total per Day</b>		\$44.10	\$63.00	Varies

\*Only employees designated by an agency to work night-shifts will fall under the night-shift time range. Night-shift hours apply when a majority of an employee's work hours are between 7:00 p.m. and 6:00 a.m.

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. You must count your minutes and be VERY SPECIFIC about recording the start and finish of your travel shift. This means, leave no later than 6:59 am for a morning meal, and do not return any earlier than 6:02 pm for the evening meal.

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.

Per HB 13 and MCA 2-18-501 Montana does not recognize the \$5 incidental charge as a reimbursable expense when submitting receipts for out-of-state meals. The maximum daily allowable reimbursement for out-of-state meals is \$63.

## Lodging Rates Effective 10/1/25 through 9/30/26

In- and Out-of-State Rates		Foreign Lodging Rates
Standard Rate	\$110	See <a href="#">US Department of State website</a> for rates
High-Cost Rate*	See <a href="#">GSA website</a> for rates	

\*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 1/1/25 through 12/31/25

	Rate per Mile	Notes
Standard Rate	33.7 cents	No maximum mileage per month
High Rate*	70.0 cents	0<=1000 miles per month
Low Rate*	67.0 cents	>1000 miles per month

**Questions?**

# Acceptable Personnel Backup Documentation

- Time Records
- Payroll Summary
- General Ledger of Accounts



12/01/22  
16:20:54

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

Page: 1 of 1  
Report ID: T100

██████████ Time Card Done? Y Approver ██████████ Exported? Y

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 SIGNATURE PAGE

## T MESHEET

Organization Name:

Employee:

Payperiod:

Change Date for new payperiod

Date	3/26/2023	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		Total	% of time	Per Hour
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
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
<b>Total</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>24</b>	<b>6</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16</b>	<b>40</b>	<b>100.00%</b>	<b>\$ 820.00</b>

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

Employee Signature: \_\_\_\_\_

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

  
CAROLINA COLLEGE  
 4/11/2023

I certify I am aware of the employee's work and certify that the information provided on this time sheet is correct.

Supervisor Signature: \_\_\_\_\_

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

  
HEFFCOBOLLA  
 4/12/2023

# WET SIGNATURE TIMESHEETS

## Employee Time Sheet (Bi-Weekly)

Employee: [REDACTED]

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
<b>Total hours</b>							<b>80.00</b>

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

[REDACTED]

Employee signature

11/5/23  
Date

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

[REDACTED]

11/5/23  
Date

2:48 PM

09/29/22

**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
<b>Employee Wages, Taxes and Adjustments</b>												
<b>Gross Pay</b>												
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
<b>Total Gross Pay</b>	<b>35</b>		<b>727.21</b>	<b>40</b>		<b>688.00</b>	<b>193</b>		<b>3,680.26</b>	<b>268.00</b>		<b>5,095.47</b>
<b>Adjusted Gross Pay</b>	<b>35</b>		<b>727.21</b>	<b>40</b>		<b>688.00</b>	<b>193</b>		<b>3,680.26</b>	<b>268.00</b>		<b>5,095.47</b>
<b>Net Pay</b>	<b>35</b>		<b>727.21</b>	<b>40</b>		<b>688.00</b>	<b>193</b>		<b>3,680.26</b>	<b>268.00</b>		<b>5,095.47</b>
<b>Employer Taxes and Contributions</b>												
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
<b>Total Employer Taxes and Contributions</b>			<b>63.34</b>			<b>59.92</b>			<b>319.73</b>			<b>442.99</b>

# Summary

- ❖ Time sheets require two signatures- They need the signature of the employee and the signature of their supervisor. Supervisor approval is required for proper documentation.
- ❖ Payroll Summary Report- A report generated by your accounting system. This report should show the hours worked during the pay cycle, payrate and the time dedicated to the grant.
  - ❖ *Remember to protect PII if visible on the report.*
- ❖ Compensation- Can employees be paid out for personal time off when departing?
  - ❖ This can be allowable if the time was accrued during the project period. We would require of copy the entity's personal time policy.
    - ❖ Ex. 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:
      - ❖  $(5 \times 8 - 14) \times 50\% = 13$  hours of paid time out.

# 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.



Secure Your Sensitive Data  
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# 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.
- If requesting reimbursement for contracts, MBCC needs copies of all relevant contracts



# Indirect Cost

Indirect costs are costs of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and performance of the project



# How to Request Indirect Cost

- If your organization receives less than \$35 million in direct federal funding in the fiscal year indirect cost is requested
- You can choose to propose an indirect cost to the federal government where they set the percentage you can request for indirect cost or just take the de minimis of 15%

# How to Calculate Indirect Cost

Included in the Calculation	Excluded from the Calculation
Direct salaries and wages	Equipment
Fringe benefits	Capital expenditures
Materials and supplies	Charges for victim/patient care
Contracted services	Rental costs
Travel	Tuition reimbursement

# Insurance - Liability, property, car

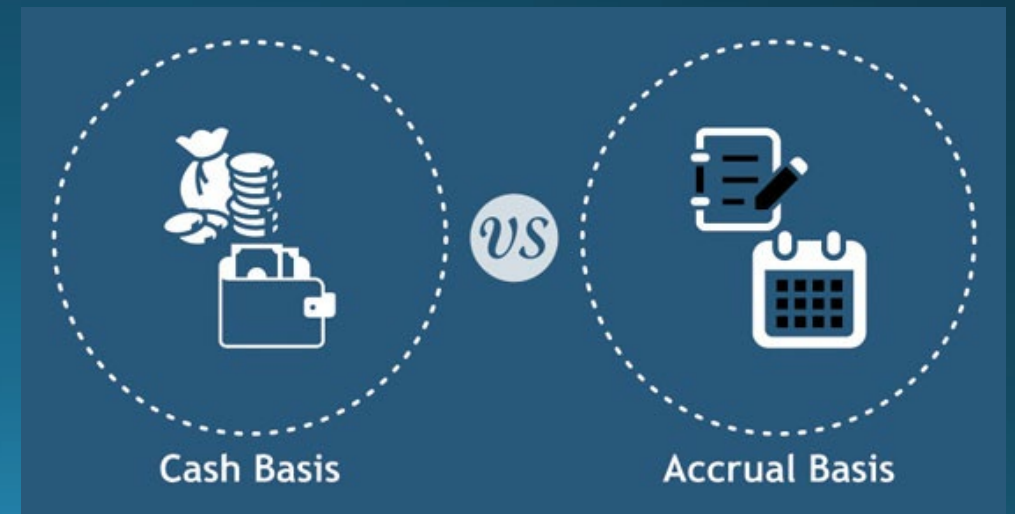


- Liability insurance is a type of insurance that protects you financially if you're found legally responsible for injuring someone or damaging their property. It covers legal costs and payouts to third parties, such as medical bills and repair costs. **ONLY** professional liability insurance is allowed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

**Questions?**

# 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 3<sup>rd</sup> Quarter
- Skywalker County Shelter's payroll is biweekly
- Skywalker County Shelter has a work period June 16<sup>th</sup>-29<sup>th</sup>, 2024 and is paid on July 3<sup>rd</sup>, 2024
- Skywalker County Shelter has a work period September 15<sup>th</sup>-28<sup>th</sup>, 2024 and is paid on October 2<sup>nd</sup>, 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 3<sup>rd</sup> payment
- This would exclude the October 2<sup>nd</sup> 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 16<sup>th</sup>-29<sup>th</sup> work
- This would include the September 15<sup>th</sup>-28<sup>th</sup> work

# Match

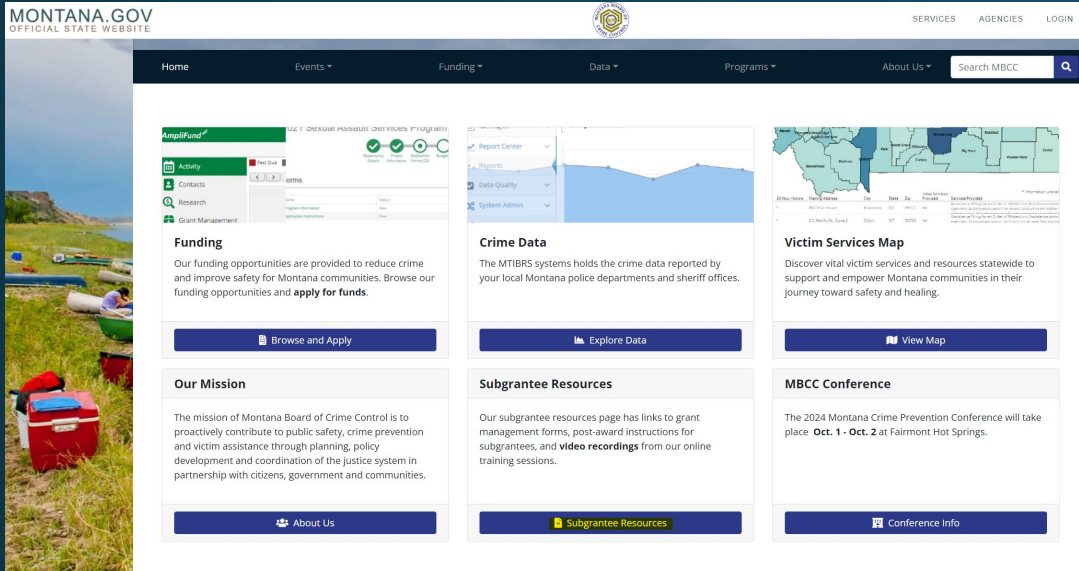
Match or matching share is the non-federal share of costs that coordinating (sub-recipient) entities, or their partners contribute to accomplish goals/purposes identified in work plan and budget.



- **Two Types:**
  - **1. Cash**
  - **2. In-kind**

# Match 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.



# 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		Match Needed	
<b>How much are you asking MBCC for?</b>		Grant Program:	VAWA
Award Requested:	<input type="text" value="\$15,000.00"/>	Requested Funds:	\$15,000.00
<b>What opportunity are you applying for?</b>		<b>Matching Funds:</b>	<b>\$5,000.00</b>
<input checked="" type="radio"/> VAWA - 25% match (cash or in-kind) <input type="radio"/> VOCA - 20% match (cash or in-kind) <input type="radio"/> RSAT - 25% match (cash or in-kind) <input type="radio"/> JAG MJDTFs - 30% match (cash) <input type="radio"/> FVPSA - 20% match (cash or in-kind)		Total Budget:	\$20,000.00
<a href="#">Calculate Match</a>			

# Calculate Match

<b>Project Cost</b>	<b>X</b>	<b>Federal %</b>	<b>=</b>	<b>Requested Funds</b>
\$100,000	X	80%	=	\$80,000

<b>Project Cost</b>	<b>X</b>	<b>Match %</b>	<b>=</b>	<b>Matching Funds</b>
\$100,000	X	20%	=	\$20,000

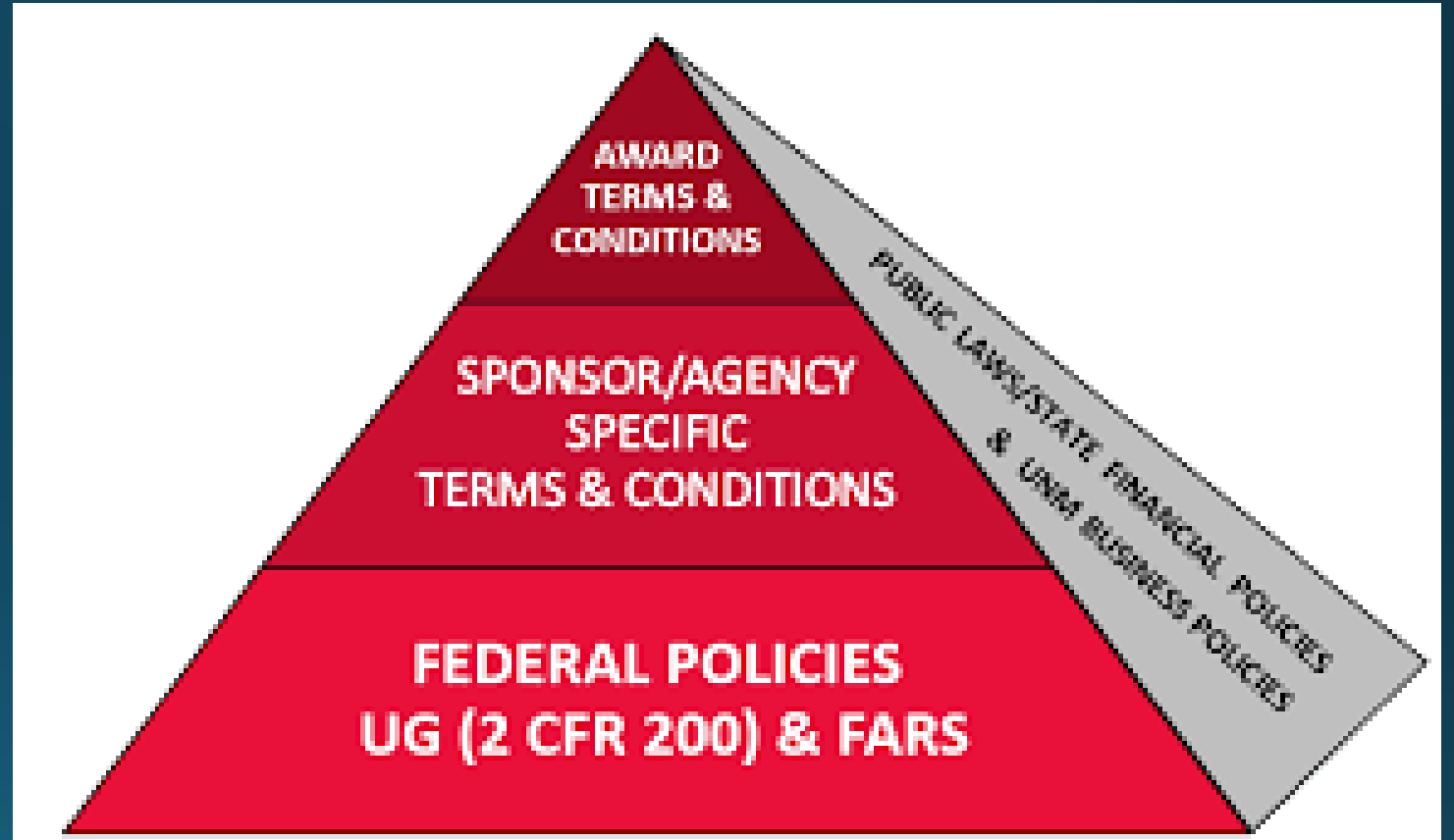
# Calculate Match: When the federal share has not been fully expended.

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



# 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
  - Proper disposition of program income.



**Questions?**

# Application Budget

## 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



# 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.

[https://mbcc.mt.gov/\\_docs/Funding/Forms/Financial/GANInstructions.pdf](https://mbcc.mt.gov/_docs/Funding/Forms/Financial/GANInstructions.pdf)

# Grant Adjustment Notice Request – GAN



**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						1.00
Fringe Benefits						1.00
Contracted Services						1.00
Supplier						1.00
Travel						1.00
Equipment						1.00
Other						1.00
<b>TOTALS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Project Director: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

MECC Program Approval: \_\_\_\_\_  
 Yes / No \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

MECC 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.**

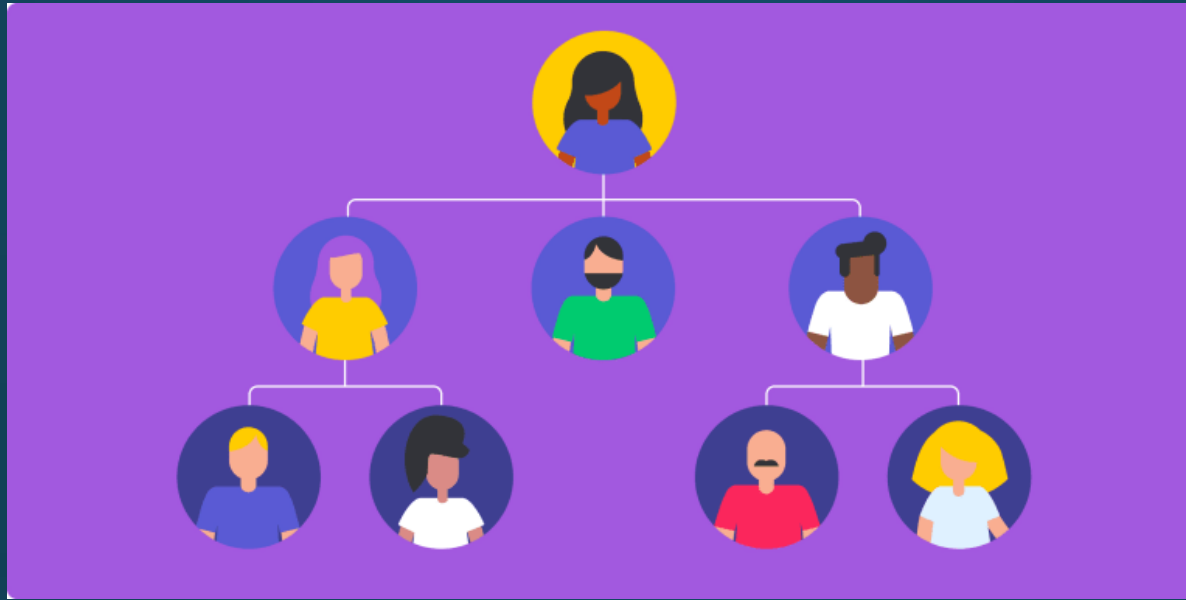
**Questions?**

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.

# UEI updates

# Subgrantee 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.

**Questions?**

# 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)

# *Commingling of funds*

- Commingling of funds is when an entity uses two funding sources to pay for the same portion of a good or service
- Examples of this include
  - Requesting 75% of an employee's personnel costs while using 75% as a match
  - Requesting 100% of rent from one grant and 50% of rent from another grant

**Questions?**

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**How can we help?**