



UNAWARDED OR REVERTED FUNDS POLICY

1.0 POLICY

- 1.1 The intent of this policy is to allow for a more timely and efficient method to award reverted or unawarded grant funds when funds are about to expire and the grant monies would otherwise be reverted to the federal grantor; and/or the amount of funds or the timing is such that conducting a full request for proposals (RFP) would be counterproductive. Nothing in this policy prohibits the expenditure of reverted funds or unawarded funds for previously identified and approved projects or needs of the Board.
- 1.2 For subgrant amounts up to \$5,000, Program Staff may, with the written approval of the Executive Director and the Application Review Committee (ARC) Chairperson, increase Board approved subgrants using reverted funds or unawarded funds. Upon approval by the Executive Director and the ARC Chairperson, program staff shall provide notice to the ARC of the decision.
- 1.3 For subgrant amounts of \$5,000 - \$10,000, the ARC may increase Board approved subgrants using reverted funds or unawarded funds. The ARC may also award new subgrants up to \$10,000 using reverted funds or unawarded funds.
- 1.4 For subgrant amounts greater than \$10,000 the MBCC shall issue a limited RFP for unawarded or reverted funds. As part of this process, applications shall be reviewed by staff, with recommendations to and review by the ARC, and final decisions shall be made by the Board.
- 1.5 Should an unusual situation occur in which unawarded or reverted funds cannot be allocated through one of the above processes due to time constraints or unknown circumstances, the Executive Committee shall have authority to decide and take action on behalf of the Board with regard to allocation of the funds. The Executive Committee shall advise the Board of any such decisions or actions at the next scheduled Board meeting.

2.0 PROCEDURE

- 2.1 Program staff is responsible for notifying the Executive Director of any request for any unawarded or reverted funds in an amount of less than \$10,000. Staff will also provide information to the management team and the ARC to guide the decision process. The Board of Directors shall be notified at the next regularly scheduled board meeting of any awards of less than \$10,000.
- 2.2 Program staff are responsible for notifying the Executive Director of any amounts of unawarded or reverted funds over \$10,000 and the time frame attached to the funds.

Program staff shall draft a limited RFP to be approved by the management team. Applications shall be reviewed first by staff, with recommendations to and review by the ARC, and final decisions shall be made by the Board.

3.0 REFERENCE AND AUTHORITIES

3.1 Not applicable.

4.0 DEFINITIONS

- 4.1 Reverted Funds – any monies previously awarded to an agency that were not expended and were reverted back to the Montana Board of Crime Control.
- 4.2 Unawarded Funds – any monies that have not been awarded by the Montana Board of Crime Control.
- 4.3 Application Review Committee (ARC) – the specific Board subcommittee charged with reviewing grant applications in a particular program area, i.e. the Anti-Drug Subcommittee, Victims Subcommittee, Prevention/Treatment Subcommittee.
- 4.4 Unusual Circumstances – An example: A subgrantee reverts \$15,000 with only three days left in the federal life of the funds.
- 4.5 Management Team – includes managers from program, fiscal, and data work units and the Executive Director.

Issuing Authority: _____

