

Wilkins, Kathy

From: Zelenak, Maia
Sent: Tuesday, August 2, 2022 12:47 PM
To: Wilkins, Kathy
Subject: NCHIP language

Please calculate your match amount following the example below:

1. You are requesting 5,000 reimbursement – this is the direct federal cost
2. Calculate your total cost – divide the federal portion by 0.9 (5,000/0.9)=\$5,555.56
3. Subtract the federal portion from the total cost to calculate the match amount 5,555.56-5,000.00 = \$555.56

How to report your match:

1. If your accounting system allows you to account for the personnel training hours separately by using any indicators, it would be the best. This way a payroll report using that indicator will be your back up.
2. If your accounting system does not allow you that, please provide a list with employees first and last name, total training hours, employees hour wage to calculate the total match amount. Fringe benefit could be also included, but we will need a policy from your entity with that percentage.
3. Using option 1 or 2, please certify the report that only non-federal funds were used to pay the employees wages. Electronic signature is accepted.

The report should look like this:

Exchange Development Training			
Employee	Hours	wage/hr.	Total
First and Last name	10	25.00	250.00
First and Last name	8	22.50	180.00
First and Last name	5	20.00	100.00
First and Last name	10	25.00	250.00
TOTAL WAGES			780.00
MBCC Fringe of 32.5%			253.50
TOTAL MATCH			933.50

All of the above wages paid with non-Federal funds.
Maia Zelenak, Financial Manager



Maia Zelenak

Financial Supervisor

Montana Board of Crime Control

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