



2020 National Criminal History Improvement Program (NCHIP)

Award & Instructions

For Records Management System Conversion from
NIBRS Flat File to XML
Federal Grant #: 2020-RU-BX-K026 - CFDA #: 16.554

5 S Last Chance Gulch
Helena MT 59620
Phone (406) 444-3604
Fax (406) 444-4722
www.mbcc.mt.gov

The Montana Board of Crime Control (MBCC) is please to assist your agency with the NCHIP funds shown below. These funds are intended to cover fees, needed to convert to the XML file submission format for National Incident-Based Reporting Program (NIBRS). These additional fees, over your annual RMS maintenance contract, were based on a quote from your RMS vendor.

Any County Sheriff's Office		Award Information	
234 Lodge Ave		Approved Federal Funding:	\$X,XXX.XX
Any Town MT 59000		Required Match (IN KIND ONLY):	\$XXX.XX
RMS Vendor: Any Vendor		Date Funds Were Awarded:	12/10/2020
Agency Contacts and Contact Information:			
Sheriff Jones	sheriff1@Montana.net	(406) 111-1111	
Other Person	sheriff2@Montana.net		
Next Person	sheriff3@Montana.net	(406) 222-2222	
MBCC-SAC Analyst for your agency and RMS Vendor: Autumn Frey autumn.frey@mt.gov 406-444-3651			
		12/12/2020	
Natalia Bowser		Date	

Thank you for supporting the FBI NIBRS data initiative. The following requirements must be met to receive funds.

Agency Certification

After your RMS vendor has been certified, the spreadsheet [IEPD-AGENCY-VerificationMaster.xlsx](#) must be completed by each agency with their MBCC-SAC Analyst. You will be contacted to complete this over Zoom with your Analyst. The Zoom meeting should only last about an hour. Please make sure to have staff who will be approving cases present for this meeting.

The first item in the spreadsheet is test scenarios to be completed. Use this link to access them. [Click here to see the test scenarios to be completed before the zoom meeting.](#)

Required RMS vendor invoice and IN KIND match instructions

When your agency is certified, you will need to submit the invoice from your vendor. MBCC will only pay the amount shown above. Contact us if your vendor invoice is different.

You will also need to submit documentation of the required IN KIND match. The match is your agency's personnel time spent on this conversion. This includes the certification meeting, time spent on test scenarios, training, and meetings with your vendor or MBCC staff.

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.

If your accounting system does not allow this, please provide a list of employees involved in this project as shown below:

Employees Involved in XML Conversion	Hours	Wage Per Hour	Totals
Person 1 first and last name	10	\$ 25.00	\$ 250.00
Person 2 first and last name	8	\$ 22.50	\$ 180.00
Person 3 first and last name	5	\$ 20.00	\$ 100.00
Person 4 first and last name	10	\$ 25.00	\$ 250.00
Total Wages:			\$ 780.00
Fringe % if included:		32.5%	\$ 253.50
Total IN KIND Match			\$1,033.50

- If using fringe, include your agency policy detailing the percentage.*
- Provide a signed statement on the match documents, stating "no federal funds were used for the reported match amount".*
- If you are unable to meet your match, contact your MBCC Analyst.*

Special Conditions/Verifications to accept funds: (please initial next to each statement below)

- _____ Funds will not be issued without Agency Verification Checklist approved by MBCC.
- _____ Match documentation will be provided per the above instructions including the statement regarding use of non-federal funds for IN KIND match.
- _____ The agency will verify the award amount was the vendor cost to convert to XML, over and above the contracted maintenance fees, and is not supplanting these existing funding.

Any County Sheriff's Office contact name printed

Signature