



# Subgrantee Training

October 5<sup>th</sup>, 2023

# How to finish a grant application when you have writer's block

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"I don't have any answers.  
I'm a non-prophet."



# An Honest Conversation About MBCC Grant Management



## SUBGRANTEE TRAINING AGENDA

### An Honest Conversation About MBCC Grant Management

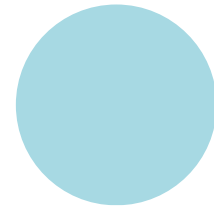
Thursday, October 05, 2023 | Fairmont Hot Springs

# TODAY'S AGENDA

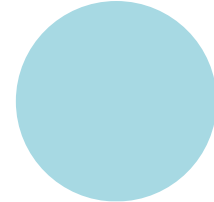
Time	Topic
9:05 – 9:15 a.m.	Welcome and Review Agenda
9:15 – 10:00 a.m.	What/Who is MBCC? <ul style="list-style-type: none"><li>• State Administering Agency Overview</li><li>• MBCC Board Members, Committees, and Staff</li><li>• Youth Justice Council</li></ul>
10:00 – 10:15 a.m.	Statistical Analysis Center <ul style="list-style-type: none"><li>• Data Dashboard Demo</li></ul>
10:15 – 11:45 a.m.	Essential Knowledge and Tips for Success with MBCC Grants <ul style="list-style-type: none"><li>• Engaging with MBCC (Dates, Priorities, Website)</li><li>• Applications: Submitting a proposal that gets funded (Answering <i>The Questions</i>, Partnerships, Travel, etc.)</li></ul>
11: 45 a.m. – 12:30 p.m.	Lunch
12:45 – 3:00 p.m.	Essential Knowledge and Tips for Success – Continued <ul style="list-style-type: none"><li>• Applications – Continued (Budgets, Timesheets, Money)</li><li>• Awards: Managing your funds (Accepting Awards)</li></ul>
	Essential Knowledge and Tips for Success – Continued <ul style="list-style-type: none"><li>• Awards – Continued (Communicating with MBCC, Grant Amendments, and Monitoring)</li></ul>
	Take-Aways
	Questions and Wrap-Up



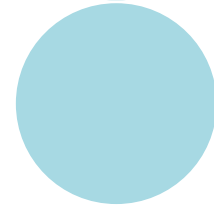
# Introductions



Your Name



Your Agency



Which MBCC Grant

# What/Who is MBCC?



## History of MBCC

# State Administering Agency (SAA)

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.



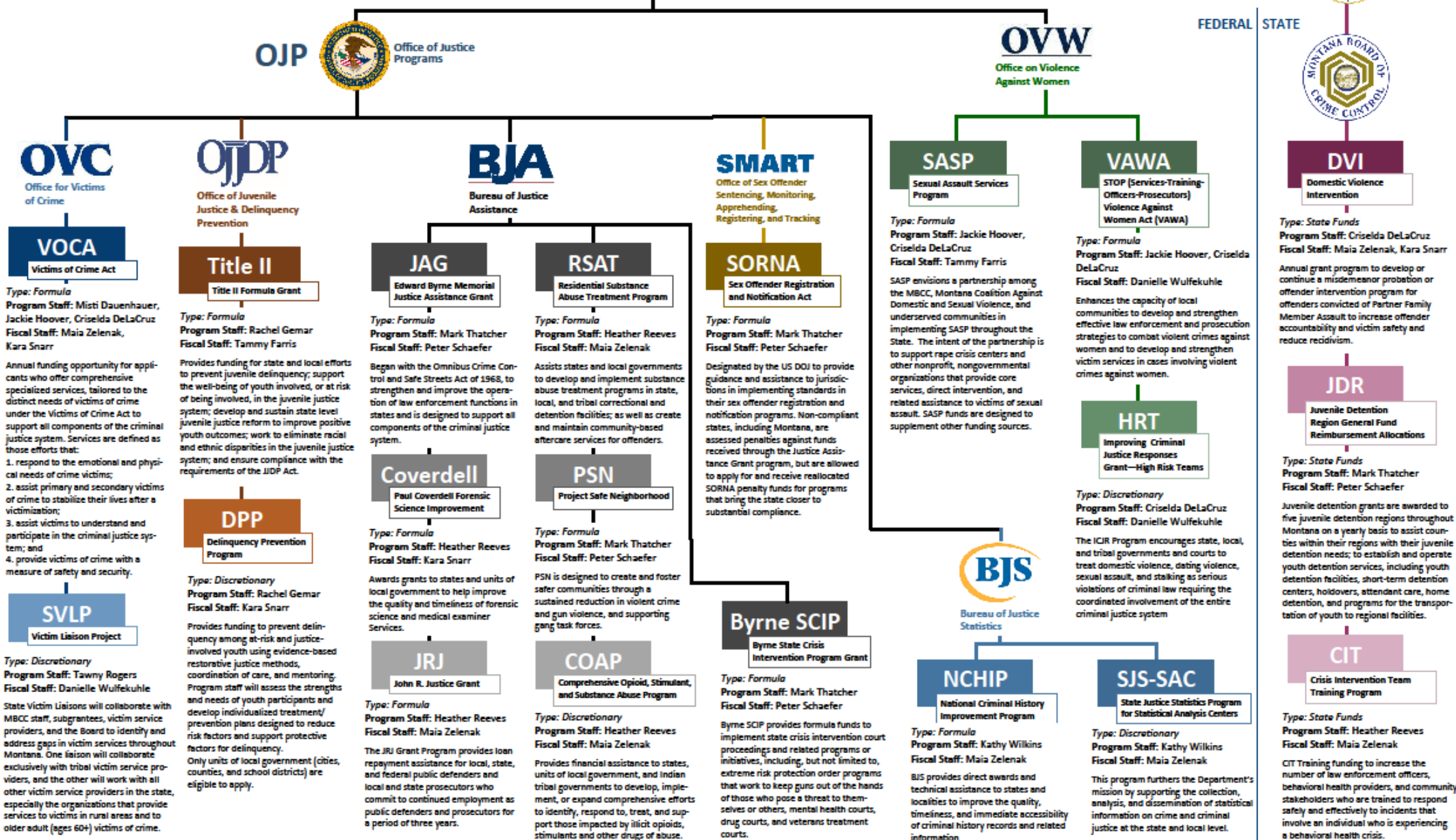


# Responsibilities of SAA

## State Administering Agency



FEDERAL STATE















MBCC Board Members





# 2023 Montana Board of Crime Control

<p><b>Sheriff Leo Dutton</b> Sheriff &amp; Coroner Lewis &amp; Clark County Representing: MT Sheriffs &amp; Peace Officers Association</p> <p><b>Chair</b></p>		<p><b>Rick Kim</b> Fort Peck Executive Board Member Representing: Tribal Criminal Justice</p> <p><b>Vice Chair</b></p>		<p><b>Amanda Myers</b> Assistant U.S. Attorney MT United States Attorney's Office Representing: MT United States Attorney's Office</p>	
<p><b>Amy Tenney</b> Chief Executive Officer Boyd Andrew Community Services Representing: Community Treatment Program Organization</p>		<p><b>Beth McLaughlin</b> Court Administrator Office of Court Administrator Representing: Office of Court Administrator</p>		<p><b>Brett Schandelson</b> Director Office of State Public Defender Representing: Office of State Public Defender</p>	
<p><b>Brian Gootkin</b> Director Department of Corrections Representing: Department of Corrections Director</p>		<p><b>Bryan Lockerby</b> Administrator Division of Criminal Investigation Representing: Attorney General or designee</p>		<p><b>Eric Bryson</b> Executive Director MT Association of Counties Representing: MT Association of Counties</p>	
<p><b>Katie Weston</b> Deputy Chief Billings Region Probation &amp; Parole Representing: Probation and Parole</p>		<p><b>Honorable Judge Kaydee Snipes Ruiz</b> District Court Judge 12th Judicial District Representing: District Court Judge</p>		<p><b>Laurie Barron</b> Superintendent Evergreen School District Representing: School Administrators of MT</p>	
<p><b>Meaghan Mulcahy</b> Data Control Department of Labor and Industry Representing: Inmate Training Services</p>		<p><b>Chief Michael Sanders</b> Chief of Police East Helena Police Department Representing: MT Association of Chiefs of Police</p>		<p><b>Shantelle Gaynor</b> Director Missoula County Community Justice Department Representing: Victim Services Provider Organization</p>	
<p><b>Wyatt English</b> Unit Supervisor Pine Hills Correctional Facility Representing: Public Member</p>		<p><b>Wyatt Glade</b> County Attorney Custer County Representing: MT County Attorney's Association</p>			

**Leo Dutton Chair****Sheriff & Coroner, Lewis & Clark County**

406 Fuller Ave.  
Helena, MT 59601  
Phone: 406-444-8204  
Representing: Law Enforcement  
Term Expires: 1/5/2025

**Rick Kirn Vice Chair****Fort Peck Tribal Member and Rural Montana Representative**

PO Box 1267  
Poplar, MT 59255  
Phone: 406-768-7195  
Representing: Tribal Government  
Term Expires: 1/1/2027

**Laurie Barron****Superintendent, Evergreen School District**

18 W Evergreen Dr  
Kalispell, MT 59901  
Phone: 751-1111  
Representing: Educator  
Term Expires: 1/1/2027

**Katie Weston****Deputy Chief Billings Region Probation & Parole**

Address: 2615 4<sup>th</sup> Ave. South  
Billings, MT 59101  
Phone: 406-896-5426  
Email: kweston@mt.gov  
Representing: Corrections Representative  
Term Expires: 1/5/2025

**Amanda Myers****Assistant U.S. Attorney****Representative of the Montana U.S. Attorney's Office**

Address: Great Falls, MT 59404  
Phone: 406-771-2022  
Email: Amanda.Meyers@usdoj.gov  
Representing: US Attorney's Office Representative  
Term Expires: 1/5/2027

**Shantelle Gaynor****Director, Missoula County Community Justice Department**

200 W. Broadway  
Missoula, MT 98802  
Phone: 406-258-4650  
Email: [sgaynor@missoulacounty.us](mailto:sgaynor@missoulacounty.us)  
Representing: Victims Services  
Term Expires: 1/5/2025

**Wyatt English****Unit Supervisor, Pine Hills Correctional Facility**

4 N Haynes  
Miles City, MT 59301  
Representing: Correctional Facility  
Term Expires: 1/5/2025

**Michael Sanders****Chief of Police, East Helena**

Email: [sandersmike15@yahoo.com](mailto:sandersmike15@yahoo.com)  
Representing: Law Enforcement  
Term Expires: 1/5/2025

**Wyatt Glade****Custer County Attorney**

3080 Hwy 59 S  
Miles City, MT 59301  
Phone: 406-874-3310  
Representing: Law Enforcement  
Term Expires: 1/5/2025

**Brian Gootkin****Director, Montana Department of Corrections**

PO Box 201301  
Helena, MT 59620  
Phone: 406-444-3930  
Representing: Law Enforcement  
Term Expires: 1/1/2025

**Bryan Lockerby****Administrator, Division of Criminal Investigation**

215 N Sanders St  
Helena, MT 59601  
Phone: 406-444-2967  
Email: [BLockerby@mt.gov](mailto:BLockerby@mt.gov)  
Representing: Delegate for the Attorney General  
Term Expires: 1/1/2025

**Beth McLaughlin****Court Administrator**

301 S Park Ste 328  
Helena, MT 59601  
Phone: 406-841-2966  
Representing: Judiciary  
Term Expires: 1/1/2027

**Meaghan Mulcahy****Data Control, Montana Department of Labor and Industry**

Phone: 406-639-2947  
Email: [mshone@gmail.com](mailto:mshone@gmail.com)  
Representing: Public Representative  
Term Expires: 1/1/2025

**Eric Bryson****Executive Director, MT Association of Counties**

Address: 837 South California  
Helena, MT 59601  
Phone: 406-461-2084  
Email: ebryson@mtcounties.org  
Representing: Montana Association of Counties  
Term Expires: 1/1/2027

**Brett Schandelson****Director, Office of State Public Defender**

Address: 17 W. Galena  
Butte MT 59701  
Phone: 406-465-9606  
Email: brett.schandelson@mt.gov  
Representing: Office of Public Defender Representative  
Term Expires: 1/5/2027

**Kaydee Snipes Ruiz****District Court Judge, 12th Judicial District**

315 4th Street  
Havre, MT 59501  
Phone: 406-00-2348  
Representing: Judiciary  
Term Expires: 1/5/2027

**Amy Tenney****Chief Executive Officer, Boyd Andrew Community Services**

60 S. Last Chance Gulch  
Helena, MT 59601  
Phone: 406-443-2343  
Web: <https://www.boydandrew.com/>  
Representing: Corrections Treatment Programs  
Term Expires: 1/5/2025




# BOARD COMMITTEES



## 2023 MBCC Committee Assignments





			Committee Assignments										
Name	Board Position	Representing	# of Committee Assignments	Term Ends	Anti-Drug	Executive	Legislative	Policy	Prevention & Treatment	Technology/Crime Reporting	Tribal	Victims	CIT Special Committee
Sheriff - Leo Dutton	Chair	MT Sheriffs & Peace Officers Association	4	1/5/25	M	C	M			M			
Rick Kim	Vice Chair	Tribal Criminal Justice	4	1/1/23	C	V			M		C		
Amanda Myers	Board Member	MT United States Attorney's Office	3	1/1/23	M				M		V		
Amy Tenney	Board Member	Community Treatment Program Organization	4	1/5/25			M	M	V			M	
Beth McLaughlin	Board Member	Office of Court Administrator	3	1/1/23		M		M		M			
Brett Schandelson	Board Member	Office of State Public Defender	3	1/5/25			M	M		C			
Brian Gootkin	Board Member	Department of Corrections Director	5	1/1/25	M		V			M	M		C
Bryan Lockerby	Board Member	Attorney General or designee	3	1/1/25	M		C			M			
Eric Bryson	Board Member	MT Association of Counties	4	1/1/27			M	M		M	M		
Katie Weston	Board Member	Probation and Parole	4	1/5/25	M				M		M	M	
Hon. - Kaydee Snipes Ruiz	Board Member	District Court Judge	5	1/5/23		M			C		M	M	M
Laurie Barron	Board Member	School Administrators of MT	5	1/5/27		M		V	M			V	M
Meaghan Mulcahy	Board Member	Inmate Training Services	4	1/1/25		M		M	M	M			
Chief - Michael Sanders	Board Member	MT Association of Chiefs of Police	5	1/5/25	V	M				V		M	M
Shantelle Gaynor	Board Member	Victim Services Provider Organization	4	1/5/25			M	M				C	V
Wyatt Glade	Board Member	MT County Attorney's Association	4	1/5/25	M	M		C				M	
Wyatt English	Board Member	Public Member	2	1/5/25					M	M			
Total Members on Each Committee:					8	8	7	8	8	9	6	7	5

Committee Assignment Designation: C = Committee Chair, V = Committee Vice Chair, M = Committee Member



Q & A



# YOUTH JUSTICE COUNCIL (YJC)

# Purpose of the YJC

1

Award grant funds to Juvenile Justice programs

2

Develop Montana's Title II Three-Year Plan

3

Advise the Montana Board of Crime Control

4

Ensure compliance with the Juvenile Justice Reform Act

5

Submit recommendations to the Governor and Legislature

# Youth Justice Council Members

**Randy Shipman– Chair**

**Mike Chavers– Vice Chair**

## Elected Officials

George Real Bird III

*Big Horn County Commissioner*

## Public Agencies

Randy Shipman

*Superintendent, Dillon Elementary SD*

April Gabler

*Arlee Public Schools*

Wyatt English

*Pine Hills Youth Correctional*

## Volunteers

Patricia Steinwand

*Career Training Institute*

## Law Enforcement/Courts

Hon. Mary Jane Knisely

*District Court Judge*

## Nonprofits

Pat Steinwand

*Career Training Institute*

Isaac Nehring

*Montana Youth Action*

Geri Small

*Boys & Girls Club of the Northern  
Cheyenne Nation*

## Alternatives to Incarceration

Brie Shulman

*Families First Learning Lab*

Mike Chavers

*Yellowstone Boys and Girls Ranch*

## Youth

RaeGyn Trombley

Isaac Nehring

Lilla Guiberson

Lyric Taylor

## Licensed Mental Health & Substance Use Experts

Dr. Emily Sallee

*University of Montana*

Brie Shulman, LCPC

*Clinical Director, Families First Learning Lab*

## Victim Advocacy Groups

Georgia Cady

*Tumbleweed*

## Tribes

Geri Small, *Northern Cheyenne*

George Real Bird III, *Crow*

## Addressing School Violence

Christy Hendricks

*Office of Public Instruction*

<b>Executive Committee</b>	<b>Total: 6 Quorum: 4</b>
Randy Shipman - <b>Chair</b>	Emily Sallee - <b>RED Chair</b>
Mike Chavers - <b>Vice Chair</b>	George Real Bird III - <b>TO Chair</b>
RaeGyn Trombley - <b>Youth Chair</b>	Pat Steinwand - <b>ARC Chair</b>
<b>RED/DMC Committee</b>	<b>Total: 7 Quorum: 4</b>
Emily Sallee - <b>Chair</b>	Georgia Cady
Geri Small - <b>Vice Chair</b>	Wyatt English
Randy Shipman - <b>Education</b>	VACANT
George Real Bird III	
<b>Youth Committee</b>	<b>Total: 7 Quorum: 4</b>
RaeGyn Trombly - <b>Chair</b>	Georgia Cady
Isaac Nehring	Emily Sallee
Lilla Guiberson	Lyric Taylor
April Gabler	
<b>Legislative/Mental Health Committee</b>	<b>Total: 6 Quorum: 4</b>
Mike Chavers - <b>Chair</b>	Pat Steinwand
Isaac Nehring - <b>Vice Chair</b>	Brie Shulman
Emily Sallee	April Gabler
<b>Application Review Committee</b>	<b>Total: 6 Quorum: 4</b>
Pat Steinwand - <b>Chair</b>	Isaac Nehring
Mike Chavers - <b>Vice Chair</b>	Randy Shipman
Mary Jane Knisely	Christy Hendricks
<b>Tribal Outreach Committee</b>	<b>Total: 6 Quorum: 4</b>
George Real Bird III - <b>Chair</b>	RaeGyn Trombley
Brie Shulman - <b>Vice Chair</b>	Wyatt English
Geri Small	Christy Hendricks

# YOUTH JUSTICE COUNCIL COMMITTEES



Q & A



# STATISTICAL ANALYSIS CENTER (SAC)

# Data helps to identify needs – then design strategies to move you forward ➡

The screenshot shows the Montana Crime Data website. The header includes the Montana.gov logo and navigation links. The main content area features a 'Montana Crime Data' section with a brief overview and a link to 'Interactive Montana Crime Data'. Below this, there are three dashboard categories: 'Crime Data Dashboards', 'Law Enforcement Personnel in Montana Dashboards', and 'Funding Dashboards'. Each category has a 'View' button. At the bottom, there is a section for 'Montana Crime Data (1972 - the most current data)' and 'Crime in Montana Annual Reports (1972 - the most current data)'.

Explore all of the dashboards:

<https://mbcc.mt.gov/Data/Montana-Reports/>



The screenshot shows the Statistical Analysis Center Domestic Violence in Montana dashboard. It features a 'SELECT YEARS' dropdown menu, a 'RELATIONSHIP GROUP' dropdown menu, and a 'Victim-Offender Relationship\*' section. The main table displays 'Crimes Against Persons Involving Partners/Family Member (MT)' with columns for UCR Group, UCR Offense Description (Code), and years from 2015 to 2022. The table includes data for various offenses such as Aggravated Assault, Intimidation, Simple Assault, Murder & Non-Negligent Manslaughter, Negligent Manslaughter, Human Trafficking, Kidnapping/Abduction, Sex Offenses - Forcible, Incest, and Statutory Rape. A 'Grand Total' row is at the bottom. On the right side, there are buttons for 'County Statistics', 'Go To Victimology', and 'Percent DV'. Below the table, there is a 'SELECT YEAR(S)' dropdown menu, a 'SELECT UCR Group' section, and a 'SELECT COUNTIES' section.

UCR Group	UCR Offense Description (Code)	2015	2016	2017	2018	2019	2020	2021	2022
Assault Offenses	Aggravated Assault (13A)	857	832	953	1,030	1,121	1,353	1,444	1,294
	Intimidation (13C)	499	600	693	791	779	987	946	998
	Simple Assault (13B)	3,598	3,621	3,607	3,320	3,292	3,679	3,921	3,540
	<b>Total</b>	<b>4,954</b>	<b>5,053</b>	<b>5,253</b>	<b>5,141</b>	<b>5,192</b>	<b>6,019</b>	<b>6,311</b>	<b>5,832</b>
Homicide Offenses	Murder & Non-Negligent Manslaughter (09B)	15	14	12	12	10	15	14	18
	Negligent Manslaughter (09B)	3		1	4	3		2	2
	<b>Total</b>	<b>18</b>	<b>14</b>	<b>13</b>	<b>16</b>	<b>13</b>	<b>15</b>	<b>16</b>	<b>20</b>
Human Trafficking	Human Trafficking, Commercial					2		2	1
	Human Trafficking, Involuntary								1
	<b>Total</b>					<b>2</b>		<b>2</b>	<b>2</b>
Kidnapping Offenses	Kidnapping/Abduction (100)	153	149	166	175	166	192	200	242
		<b>Total</b>	<b>153</b>	<b>149</b>	<b>166</b>	<b>175</b>	<b>166</b>	<b>192</b>	<b>200</b>
Sex Offenses - Forcible	Forcible Fondling (11D)	198	215	200	185	203	211	230	237
	Forcible Rape (11A)	110	122	147	135	153	138	175	162
	Forcible Sodomy (11B)	26	15	26	13	18	15	13	14
	Sexual Assault With An Object (11C)	3	8	10	7	8	9	8	9
	<b>Total</b>	<b>337</b>	<b>360</b>	<b>383</b>	<b>340</b>	<b>382</b>	<b>373</b>	<b>426</b>	<b>422</b>
Sex Offenses - Incest	Incest (36A)	50	56	56	57	59	48	51	64
	Statutory Rape (36B)	18	28	17	29	17	13	19	21
	<b>Total</b>	<b>68</b>	<b>84</b>	<b>73</b>	<b>86</b>	<b>76</b>	<b>61</b>	<b>70</b>	<b>85</b>
	<b>Grand Total</b>	<b>5,530</b>	<b>5,660</b>	<b>5,888</b>	<b>5,758</b>	<b>5,831</b>	<b>6,660</b>	<b>7,025</b>	<b>6,603</b>



## Statistical Analysis Center

Domestic Violence in Montana, County & Year

[Return to Main](#)[Go to Victimology](#)[Percent DV](#)

### SELECT COUNTIES

- ☒ (All)
- ☒ BEAVERHEAD
- ☒ BIG HORN
- ☒ BLAINE
- ☒ BROADWATER
- ☒ CARBON
- ☒ CARTER
- ☒ CASCADE
- ☒ CHOUTEAU
- ☒ CUSTER
- ☒ DANIELS
- ☒ DAWSON
- ☒ DEER LODGE

### Crimes Against Persons Involving Partners/Family Mem

Click UCR Group Header for UCR Offenses

CountyName	UCR Group	2014	2015	2016	2017	2018	2019
BEAVERHEAD	Assault Offenses	51	71	44	78	55	50
	Homicide Offenses						
	Kidnapping Offenses	6	5		12	5	7
	Sex Offenses - Forcible		2	1	7	7	1
	Sex Offenses - Nonforcible						
	Total	57	78	45	97	67	58
BIG HORN	Assault Offenses		27	119	44	88	92
	Homicide Offenses			3	1	2	



## Statistical Analysis Center

Drug Seizures in Montana

### COMPARISON STATISTICS

START YEAR

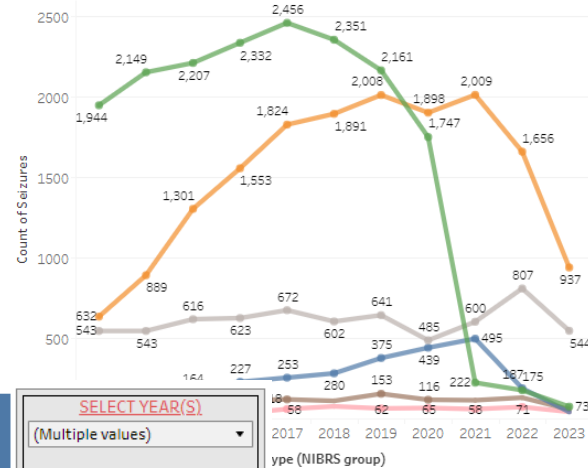
2021

END YEAR

2022

2021	
Cocaine / Crack	58
Heroin / Opioids	495
Marijuana / Hashish	222
Methamphetamine / Stimulants	2,009
Other Drugs	600
Unknown Drug Type	113
2022	
Cocaine / Crack	71
Heroin / Opioids	187
Marijuana / Hashish	175
Methamphetamine / Stimulants	1,656
Other Drugs	807
Unknown Drug Type	129

### Drug Seizures by Year & Drug Type



# OLD LOOK



## Statistical Analysis Center

Violent Crime in Montana, County & Year

[Return to Main](#)[Go to Victimology](#)

### Count of Victims

County Name	UCR Offense Description (Code)	2017	2018	2019	2020	2021	2022
BEAVERHEAD	Aggravated Assault (13A)	24	14	10	12	7	21
	Forcible Rape (11A)					5	1
	Murder & Non-Negligent Manslaughter (09A)				1		
	Robbery (120)	2					
	Total	26	14	10	13	12	22
BIG HORN	Aggravated Assault (13A)	54	48	64	62	78	45
	Forcible Rape (11A)	4	4	6	8	5	4
	Murder & Non-Negligent Manslaughter (09A)	1	2				1
	Robbery (120)		1	2	5	4	3
	Total	59	55	72	75	87	53
BLAINE	Aggravated Assault (13A)	8	30	2	15	4	
	Forcible Rape (11A)	2	4		2	2	

### SELECT YEAR(S)

(Multiple values)

### SELECT UCR Group

- ☒ (All)
- ☒ Aggravated Assault
- ☒ Murder / Manslaughter
- ☒ Rape
- ☒ Robbery

### SELECT COUNTIES

- ☒ (All)
- ☒ BEAVERHEAD
- ☒ BIG HORN
- ☒ BLAINE
- ☒ BROADWATER
- ☒ CARBON
- ☒ CARTER
- ☒ CASCADE
- ☒ CHOUTEAU
- ☒ CUSTER
- ☒ DANIELS
- ☒ DAWSON
- ☒ DEER LODGE

County Statistics

of "seized". | Current YTD is not a 12-month period.

Statistical Analysis Center

Domestic Violence in Montana

Return to Main

County Statistics

Percent DV

Victimology

Select Year(s)

Relationship Group

SELECT YEARS

2023

Intimate Partners

(Multiple values)

Crimes Against Persons Involving Intimate Partners

UCR Group	UCR Offense Description (Cod..)	2015	2016	2017	2018	2019	2020	2021	2022	2023
Assault Offenses	Aggravated Assault (13A)	504	490	454	454	454	454	454	454	454
	Intimidation (13C)	378	451	511	511	511	511	511	511	511
	Simple Assault (13B)	2,642	2,649	2,649	2,649	2,649	2,649	2,649	2,649	2,649
	Total	3,524	3,589	3,614	3,614	3,614	3,614	3,614	3,614	3,614
Homicide Offenses	Murder & Non-Negligent Mansl..	11	9	5	5	5	5	5	5	5
	Negligent Manslaughter (09B)	3								
	Total	14	9	5	5	5	5	5	5	5
Human Trafficking	Human Trafficking, Commercia..									
	Human Trafficking, Involuntar..									
	Total									
Kidnapping Offenses	Kidnapping/Abduction (100)	126	117	13	13	13	13	13	13	13
	Total	126	117	13	13	13	13	13	13	13
Sex Offenses - Forcible	Forcible Fondling (11D)	40	39	3	3	3	3	3	3	3
	Forcible Rape (11A)	64	75	5	5	5	5	5	5	5
	Forcible Sodomy (11B)	8	5	15	15	15	15	15	15	15
	Sexual Assault With An Object..	1	4	4	4	4	4	4	4	4
	Total	113	123	27	27	27	27	27	27	27
Sex Offenses - Nonforcible	Incest (36A)									
	Statutory Rape (36B)	17	25	15	15	15	15	15	15	15
	Total	17	25	15	15	15	15	15	15	15

Double Click UCR Group For Offense Type

UCR Group	Domestically Related?
Assault Offenses	Yes
	No
	Total
Homicide Offenses	Yes
	No
	Total
Human Trafficking	Yes
	No
	Total
Kidnapping Offenses	Yes
	No
	Total
Sex Offenses - Forcible	Yes
	No
	Total
Sex Offenses - Nonforcible	Yes
	No
	Total

\* Victim-Offender Relationship applies to the status of the victim. Reciprocal values exist where appropriate. For instance, "child" means the victim was the child and therefore the offender was the parent. The reciprocal value of "parent" means the victim was the parent and the offender was the child.

Data Source: Montana Incident Based Reporting System (MTIBRS). | Statistics represent count of victims. | The Partner-Family Member (MT) group of relationships follow the definition of partners and family members codified in Montana Code Annotated 45-5-206. |

Statistical Analysis Center

Domestic Violence in Montana, County & Year

Return to Main

County Statistics

Percent DV

Victimology

Select Year(s)

SELECT COUNTIES

Relationship Group

Victim-Offender Relationship\*

2023

(All)

Intimate Partners

(All)

Partners

2019	2020	2021	2022	2023
41	22	18	30	18
7	1	1	1	2
48	24	21	33	20
60	49	44	35	23
			3	

Statistical Analysis Center

Domestic Violence in Montana, Victimology

Return to Main

County Statistics

Percent DV

Victimology

Select Year(s)

Select Counties

Relationship Group

Victim-Offender Relationship\*

Age Group

2023

(All)

Intimate Partners

(All)

(All)

Race of Victims

Sex & Age Cohort of Victims

Crimes Against Persons, Count of Victims

NEW  
LOOK

Statistical Analysis Center

Domestic Violence in Montana, Victimology

Return to Main

County Statistics

Percent DV

Victimology

Select Year(s)

Select Counties

Relationship Group

Victim-Offender Relationship\*

Age Group

2023

(All)

Intimate Partners

(All)

(All)

Race of Victims

Sex & Age Cohort of Victims

Crimes Against Persons, Count of Victims

Click on UCR Group Header for UCR Offenses

UCR Group	UCR Offense Description (Code)	2023
Assault Offenses	Aggravated Assault (13A)	295
	Intimidation (13C)	282
	Simple Assault (13B)	

\* Victim-Offender Relationship applies to the status of the victim. Reciprocal values exist where appropriate. For instance, "child" means the victim was the child and therefore the offender was the parent. The reciprocal value of "parent" means the victim was the parent and the offender was the child.

Data Source: Montana Incident Based Reporting System (MTIBRS). | Statistics represent count of victims. | The Partner-Family Member (MT) group of relationships follow the definition of partners and family members codified in Montana Code Annotated 45-5-206. |

# SAC Unit Staff

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Q & A

# ESSENTIAL KNOWLEDGE AND TIPS FOR SUCCESS WITH MBCC GRANTS



# Engaging with MBCC



# Important Dates to Remember

## Board Meetings:

- March, June, September, December

## Funding Decisions:

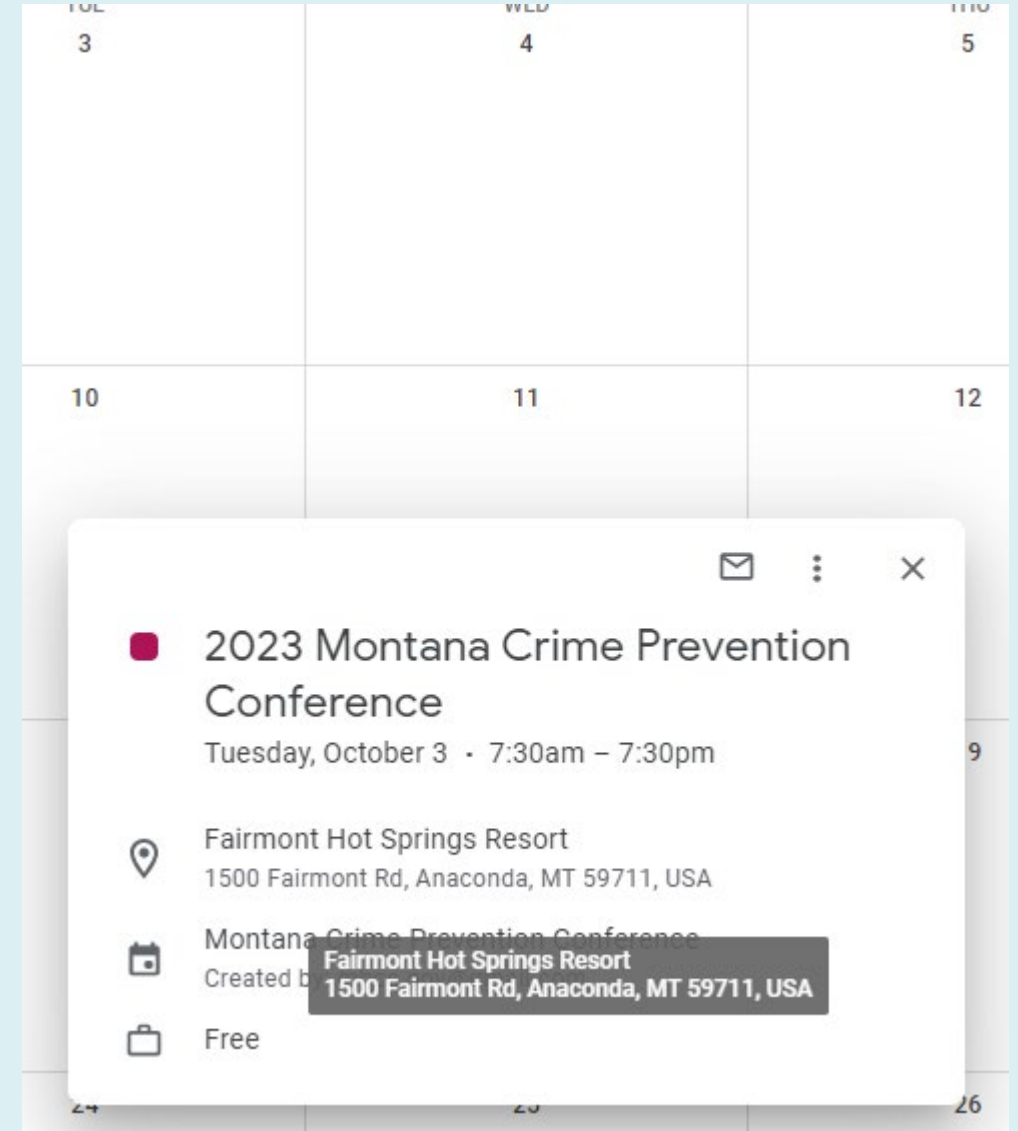
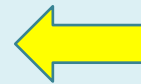
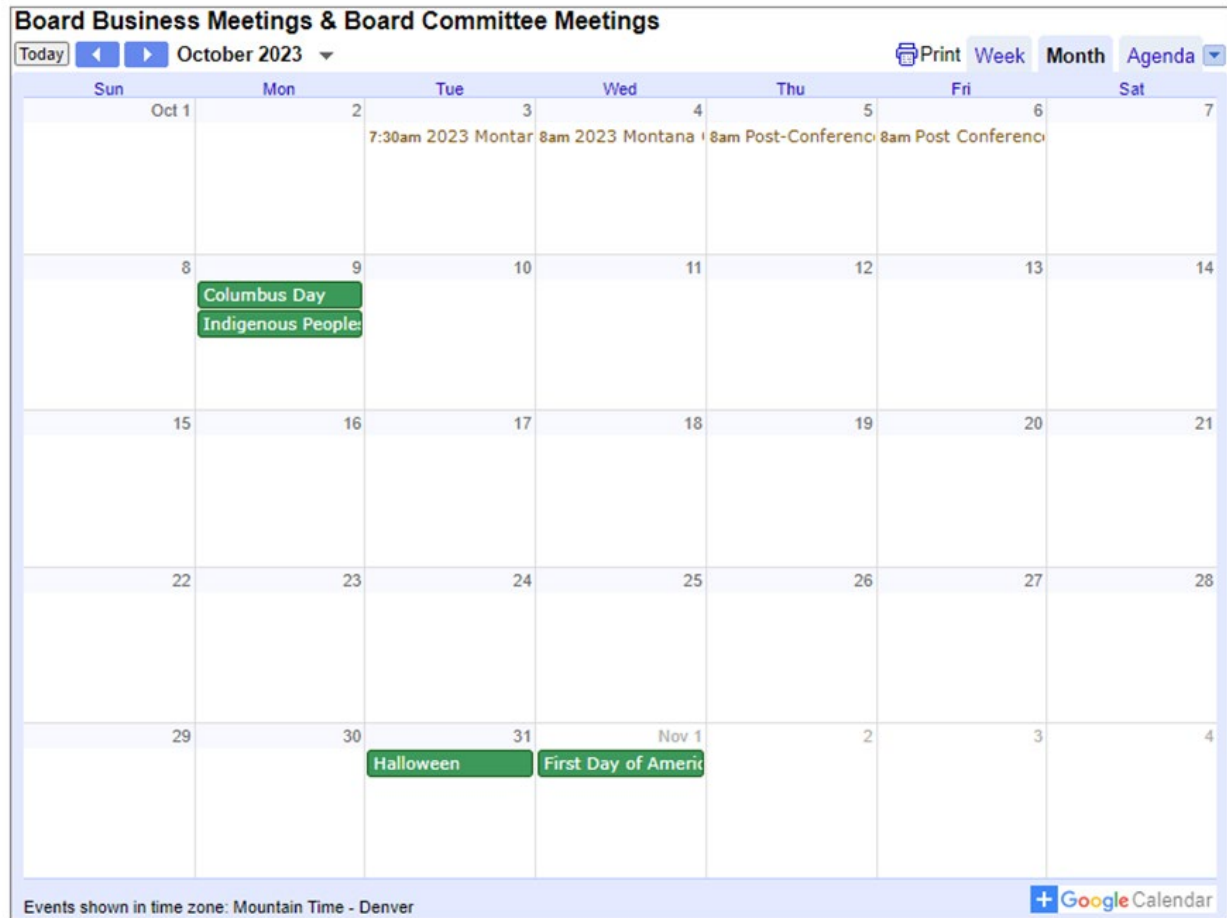
- March: RSAT, CIT
- June: VOCA, SASP, DVI, JAG, Regional Juvenile Detention
- September: Title II, VAWA
- December: John R Justice, Coverdell

# MBCC Website



# MBCC Events Calendar

## MBCC Calendar





Dear Meaghan,

A new funding opportunity will be released by the Montana Board of Crime Control (MBCC) on **Monday, October 18th**.

The Delinquency Prevention Program (DPP) is designed to prevent delinquency among at-risk youth in rural and/or impoverished areas using restorative justice interventions, coordination of care, and mentoring. Units of local government (cities, counties, and school districts) are eligible to apply. These agencies may subaward or contract with other local organizations to implement the program. MBCC anticipates awarding a total of about \$895,000 to two applicants.

MBCC will host two webinars prior to the release date to provide information about the program and answer questions. The first webinar will begin on **Thursday, September 23rd at 2:00 p.m.** and the second webinar will be held on **Wednesday, October 6th at 9:00 a.m.**

The presentation has been pre-recorded and posted on the MBCC website under **2022 Delinquency Prevention Program (DPP)** at <https://mbcc.mt.gov/Funding/Grant-Offerings/>. The program manager, Rachel Gemar, is available to answer questions prior to the funding opportunity release date on October 18th. Please send your questions via email to [Rachel.Gemar@mt.gov](mailto:Rachel.Gemar@mt.gov) or call (406) 444-2056.

Sincerely,

Montana Board of Crime Control  
[mbcc@mt.gov](mailto:mbcc@mt.gov)  
(406) 444-3604

## GOVDELIVERY NOTICES

### MBCC EMAIL UPDATES

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

✉ [Subscribe with GovDelivery](#)



Q & A

# *AmpliFund*



The new Grant Management system that  
is used from start to finish for all MBCC  
grants.

# Submitting an Application that Gets Funded

## Answering the Questions:

- What is the need?
- How will you address it?
- How will funds from MBCC help you?



## Organize Responses based on Section Descriptions

### Response - 4. Needs Statement

**Identify the problem(s)** to be addressed and **validate the need** for the proposed program and services. Include current regional or community and statewide data that is less than 5 years old to justify the grant request. The date range of the data must be identified.

#### Needs Statement

**Identify the problem:** This project addresses the need for leadership and empowerment programming for girls and gender diverse youth. Adolescent girls are more likely to engage in risky behavior that leads to truancy, suspension, expulsion, and delinquency. When other factors like poverty, homelessness and issues of race and gender diversity are added in, these risk factors increase even more. ABC Agency's leadership and empowerment program, PROGRAM (Girls Using Their Strengths) follows both Trauma-Informed and Positive Youth Development models to create a safe and welcoming environment regardless of race, religion, gender identification, sexual orientation, or disability. This sets the stage for PROGRAM staff and volunteers to help participants build their confidence, explore important issues, develop strong and healthy relationships, practice leadership skills, learn about the environment and the world, laugh, play, and have fun.

PROGRAM also addresses the many disparities facing American Indian girls and gender diverse youth. PROGRAM has worked hard for several years to develop the community connections and capacity to operate a PROGRAM group in Arlee that is both culturally appropriate and community originated. This is particularly important because in Montana, American Indian students are predominantly marginalized, and often have little to no curriculum experience with educators who share their cultural heritage. To this end, PROGRAM contracted with Charleena Penama, a Salish educator, to create 'Holders of Tradition', a culturally based empowerment program for both reservation and urban American Indian communities. Likewise, gender diverse youth experience elevated risk for poor health and academic outcomes due mainly to social experiences of stigma and discrimination. Gender diverse youth are diagnosed with depression and anxiety at rates that surpass cisgender peers and experience up to three times the rate of suicidal ideation, non-lethal self-harm, and suicide attempts as cisgender youth. By expanding programming to be inclusive to American Indian girls and gender diverse youth specifically, PROGRAM addresses this disparity and helps build protective factors that prevent these youths from entering the juvenile justice system.

PROGRAM addresses these needs by providing a community-based leadership and empowerment program for girls and gender-diverse youth, ages 9 to 18. PROGRAM encourages young people to explore personal values and discover their strengths through after-school groups and service projects during the academic year, as well as through wilderness adventures in the summer. The Summer Outdoor Adventures are led by qualified volunteers and summer VISTA instructors. The focus of the summer trips is to help participants build strengths, self-confidence, and cultivate their appreciation for the natural world in an environment free from societal pressures. Summer outdoor adventures incorporate several outdoor skills such as backpacking, canoeing, farming and biking while introducing participants to the PROGRAM leadership method. During the school year, weekly Action Groups, led by volunteer facilitators give participants the chance to learn and practice leadership skills in their homes, schools and communities. These groups take place during the lunch hour and after school, and discuss topics ranging from healthy relationships and body image to long-term goals and values. Groups develop and complete an action project each school year, providing them with the opportunity to utilize their individual skills to produce real results in their lives.

**Validate the need for PROGRAM:** The idea for this program germinated more than twenty years ago through the insight of a ABC Agency volunteer with our domestic violence program. As she worked directly with women to help usher them from crisis to recovery and stability, she was struck not just by the incredible strength that these survivors possessed to leave their abusers and start their lives over, but by the fact that these women did not recognize their own strengths. She often thought that if she could go back in time and reach these women when they were still girls, she could help them discover how strong they actually were. And that if this could be accomplished, the course of these women's lives could be altered for the positive. Ultimately, that idea came to life in the form of the program.

After 23 years of operation, PROGRAM remains a highly popular program for youth from diverse ethnic and socioeconomic backgrounds. The popularity of PROGRAM throughout Missoula and surrounding rural areas is due in part to the program's relevance to today's youth, and in part to the positive results in participating students as observed by parents and school professionals. Through ABC Agency's work with domestic and sexual violence survivors, and homeless families, we have many participants who have experienced personal trauma. PROGRAM also acquires participants from our strong community partners in each of the five local school districts. This broad reach gives us the unique opportunity to blend otherwise stratified communities in small groups across Missoula. Through in-school, after school and summer programming PROGRAM brings all participants together in a shared journey to empowerment. PROGRAM challenges all participants to embrace diversity, remain open-minded, and advocate for themselves and others.

### Response - 4. Executive Summary

The Executive Summary should summarize the proposed project, and should be written for a general public audience, and provide an outline limited to the scope of the program.

Example format:

- One to two sentences for description of the issue.
- Three to four sentences outlining how this year's award will be utilized.
- One to two sentences describing the outcome.



# UTILIZE THE EXAMPLES PROVIDED TO YOU IN THE OPPORTUNITY

## **Fringe Benefits: Position Title (i.e. Administrative Assistant) – Taylor Smith**

Benefits are based on current payroll costs for a full-time position.

FICA (Social Security & Medicare)	$\$31,990.40 \times 7.65\%$	\$2,447
Worker's Compensation	$\$31,990.40 \times .8\%$	\$256
FUTA – on first \$7,000/yr.	$\$7,000 \times .6\%$	\$42
SUTA – on first \$34,100/yr.	$\$31,990.40 \times .5\%$	\$160
Retirement	$\$31,990.40 \times 8.17\%$	\$2,614
Health Insurance	$\$31,990.40 \times 7.7\%$	\$2,463
Total Fringe Benefits		\$7,982

**MBCC funding =  $\$7,982 \times .5 = \$3,991.00$**

**Other funding source (County surcharge fees) =  $\$7,982 \times .25 = \$1,995.50$**

**Other funding source (Federal grant) =  $\$7,982 \times .25 = \$1,995.50$**

## **Personnel/Salary: Position Title (i.e. Administrative Assistant) – Taylor Smith**

**1 FTE @ \$15.38/hr. = \$31,990.40**

**MBCC funding = .5 FTE (1040 hrs.) @ \$15.38/hr. = \$15,995.20**

**Other funding source (County surcharge fees) = .25 FTE (520 hrs.) @ \$15.38/hr. = \$7,997.60**

**Other funding source (Federal grant) = .25 FTE (520 hrs.) @ \$15.38/hr. = \$7,997.60**

**Grand Total = \$31,990.40**



# Proofreading

Developing a proofreading strategy can greatly improve the quality of your federal grant application.

Consider asking your early proofreaders to focus on macro issues, such as the organization of narrative sections or the logical flow within your application narrative. Even if your proposal is not completely ready, you can still have your designated proofreaders review some sections of the proposal. Use spell & grammar check tools.



## Final Steps

- Grade yourself
- Have someone not directly related to your program review the application to ensure it is clear.
- Put yourself in the shoes of the reviewers.

# Scoring

Applications will be scored for responsiveness to the program scope and the requirements of this opportunity. The following scoring criteria will be used to evaluate each application, with different weight given to each, based on the percentage value listed:

- Proposed Budget and Budget Narrative: 30% of 100
- Executive Summary: 10% of 100
- Needs Statement: 20% of 100
- Performance Plan: 25% of 100
- Collaboration Plan: 10% of 100
- Sustainability Plan: 5% of 100



The percentages for scoring on this page subject to change prior to the release of the opportunities.

# Scoring cont.

- Any application failing to achieve 60% of the total available points will be recommended for elimination from further consideration.
- For applications that have received the 60% minimum score, the ARC will provide recommendations to the MBCC Board of Directors for final funding decisions/awards.
- Funding will be recommended based on availability of funding, Board priorities and funding criteria, and not solely on basis of highest application score. Applicants will receive written notice of the ARC recommendation.



Q & A

# Partnerships To Have In Place When You Apply



# Partnerships

Demonstrated through a Letter of Support or Memorandum of Understanding

Reach out to potential partners early in the application process

Discuss how your partnership will benefit *both* organizations





# Money

\*How much to apply for and why it's important\*

# Sustainability

If federal funding was not available would your project / program be able to sustain?

Federal funding is used to supplement the project / program.

# Why?



- Resources are finite



Accurate budgets allow for more robust grant programs



Q & A

# Budgets



# Budget



Understanding all resources required



Building your budget from the ground up



Determine what resources need to be requested



# **BUDGETS**

Pre-award Budgets  
And  
Post-award Budgets

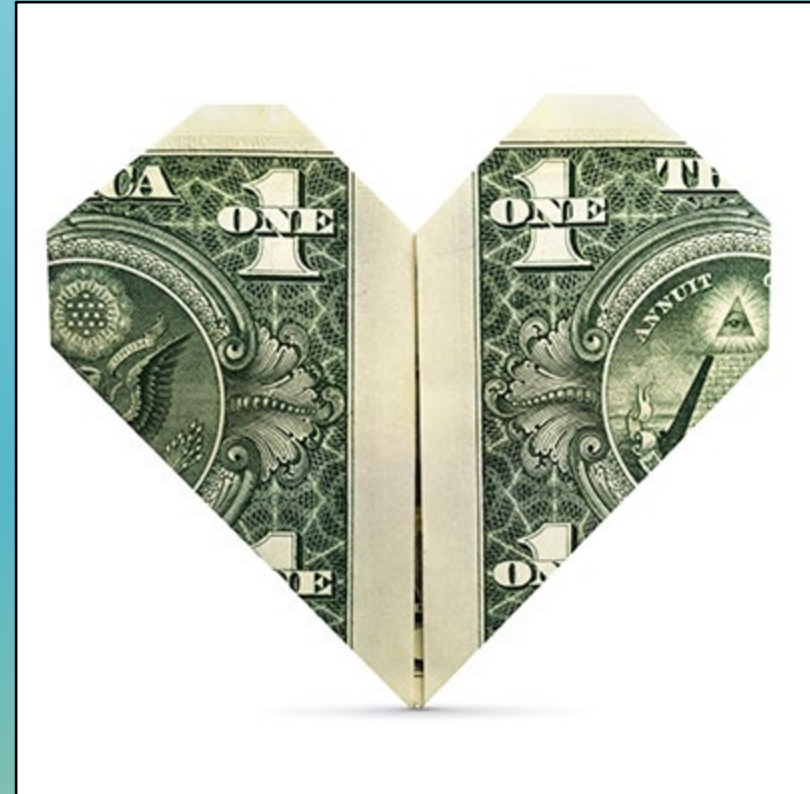
# Pre-award Budgets

- Please include as much information as possible to justify your requested amount.
- For personnel and fringe benefits lines include a line for each employee including hourly rate, time effort, and all benefits (taxes, retirement, health and life Insurance)
- Others and supplies – include allocation percentage and backup information for it.
- Contractual – if you have a quote for the contract, you could add that or include an existing contract (Accounting services or consultant)

# Post-Award Budgets

- Personnel – use names only for the project director if applicable. Separate personnel into two categories – Programmatic and Administrative. Remember that if administrative personnel cost is added, should not be above 10%.
- Simplify all other lines as much as possible, but make sure that supplies, others, travel, and contractual are still separate categories.
- If you have programmatic and admin supplies, please separate these.

MATCH:



# 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 (goods/items you pay for)

- \*Employees wages*

- \*Supplies*

- \*Equipment*

- \*Services/contracts*

### 2. In-kind (goods/items you don't pay for)

- \*Volunteers/Donated services*

- \*Donated supplies/materials*

- \*Donated Rent*

# 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 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 allowable according to Subpart E—Cost Principles (§200.420 - .475);
- 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 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.



# Calculate Match

Project Cost	X	Federal %	=	Share
\$100,000	X	80%	=	\$80,000

Project Cost	X	Match %	=	Match Share
\$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
\$75,000	/	80%	X	20%	=	\$18,750



Q & A

# EMPLOYEE COMPENSATION



# 2 CFR 200.430

## Reporting Requirements for Employee Compensation

### § 200.430 Compensation - personal services.

- (a) **General.** Compensation for personal services includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the Federal award, including but not necessarily limited to wages and salaries. Compensation for personal services may also include fringe benefits which are addressed in § 200.431. Costs of compensation are allowable to the extent that they satisfy the specific requirements of this part, and that the total compensation for individual employees:
  - (1) Is reasonable for the services rendered and conforms to the established written policy of the non-Federal entity consistently applied to both Federal and non-Federal activities;
  - (2) Follows an appointment made in accordance with a non-Federal entity's laws and/or rules or written policies and meets the requirements of Federal statute, where applicable; and
  - (3) Is determined and supported as provided in paragraph (i) of this section, when applicable.
- (b) **Reasonableness.** Compensation for employees engaged in work on Federal awards will be considered reasonable to the extent that it is consistent with that paid for similar work in other activities of the non-Federal entity. In cases where the kinds of employees required for Federal awards are not found in the other activities of the non-Federal entity, compensation will be considered reasonable to the extent that it is comparable to that paid for similar work in the labor market in which the non-Federal entity competes for the kind of employees involved.

## 2 CFR 200.430

- 9 subsections
- Section A through F are the framework for charging costs
- Section G and H are entity specific provisions (non-profit and IHEs)
- Section I is the standards for documentation of personnel expenses.



## 2 CFR 200.430

2 CFR 200.430 requires non-federal entities to maintain records that “accurately reflect the work performed”

- ▶ Reasonable assurance that the time is being charged is accurate, allowable, and properly allocated.
- ▶ Incorporated in the official records, such as payroll records
- ▶ Reasonably reflect the employee's total activity

## 2 CFR 200.430

2 CFR 200.430 requires non-federal entities to maintain records that “accurately reflect the work performed”  
(Continued)

- Provide a time or percentage breakdown on all activities, both Federally funded and non-Federally funded, for the employee.
- Comply with the non-federal entity’s pre-established accounting practices and procedures.

## 2 CFR 200.430

### Uniform Guidance:

- Non-Federal Entity must account for the time an employee spends on each job-related activity.
- Maintain reasonableness of the compensation of the position that is federally funded.

Time sheet examples available on the MBCC website:  
<https://mbcc.mt.gov/Funding/Forms>



Q & A

# 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 XYZ entity's policy that every employee accrue 8 hours of PTL per month.

Employee 1 is departing and has 120 PTL 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 PLT. The award could pay:

$(5 \times 8 - 14) \times 50\% = 13$  hours paid out time

12/01/22  
16:20:54

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

Time Card Done? Y Approver

Electronic  
Timesheets

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

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	Total	% of time	\$20.50 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	
								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.

Employee Signature:

Date:

4/11/2023

I certify I am aware of the employee's work

Supervisor Signature:

Date:

4/12/2023

ELECTRONIC SIGNATURE PAGE



# 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	
Total hours							80.00	

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

Employee signature

Date

11/5/23

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

Date

11/5/23

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>												
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
<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>



Q & A



TRAVEL

# Travel Costs with Federal Awards

# CODE OF FEDERAL REGULATIONS

2 CFR, PART 200 FOR UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS

<https://ecfr.federalregister.gov/current/title-2/subtitle-A/chapter-II/part-200>



## Code of Federal Regulations

A point in time eCFR system



Title 2

Displaying title 2, up to date as of 9/14/2022. Title 2 was last amended 9/06/2022. [view historical versions](#)

Go to CFR Reference  [Go](#)

Title 2 / Subtitle A / Chapter II / Part 200 [Previous](#) / [Next](#) / [Top](#)

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**PART 200 - UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS**  
**Authority:** 31 U.S.C. 503  
**Source:** 78 FR 78608, Dec. 26, 2013, unless otherwise noted.



# Out of State Travel Form

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



### 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](mailto: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?	
<b>Estimated Costs</b>	
Travel costs are reimbursed at the state rates and not the federal rates, unless otherwise stated from the Federal partner. Please refer to <a href="https://www.gsa.gov/travel/plan-book/per-diem-rates">https://www.gsa.gov/travel/plan-book/per-diem-rates</a> 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)	

## Travel Reimbursement

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

Mileage rate effective 07/01/2022: \$0.625 cents per mile

Meals Allowance:	In-State	Out-of-State
Morning Meal (12:01AM-10:00AM)	\$7.50	\$13.00
Midday Meal (10:01AM-3:00PM)	\$8.50	\$15.00
Evening Meal (3:01PM-12:00AM)	\$14.50	\$26.00
	\$30.50	\$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 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 \(mt.gov\)](#)).

Grant funds may not be used to pay for out-of-state travel without prior approval from MBCC.


Grant funds cannot be used for costs and fees associated with cancelation or changes to travel, (i.e. Airline, hotels, registration, etc.) unless approved by MBCC.

Reimbursement for lodging without a receipt will be \$12.00.


Allowable expenses include emergency working supplies, taxi fares, and business telephone calls. Paid receipts must support individual expense items of \$25.00 or more.





◀◀ **ECFR CONTENT**


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## § 200.475 Travel costs.

2 CFR 200.475(a)

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**General.** Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the non-Federal entity. Such costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the non-Federal entity's non-federally-funded activities and in accordance with non-Federal entity's written travel reimbursement policies. Notwithstanding the provisions of [§ 200.444](#), travel costs of officials covered by that section are allowable with the prior written approval of the Federal awarding agency or pass-through entity when they are specifically related to the Federal award.

(b) **Lodging and subsistence.** Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the non-Federal entity in its regular operations as the result of the non-Federal entity's written travel policy. In addition, if these costs are charged directly to the Federal award documentation must justify that:



Q & A

# STATE OF MONTANA LODGING RATES

## FY 2022 Per Diem Rates for Montana

I'm interested in:

[Lodging Rates](#)

[Meals & Incidentals \(M&IE\) Rates](#)

[New Search](#)



### Lodging by month (excluding taxes) | October 2021 - September 2022



Cities not appearing below may be located within a county for which rates are listed. To determine what county a city is located in, visit the [National Association of Counties \(NACO\) website \(a non-federal website\)](#).

Filter Results...

Primary Destination	County	2021 Oct	Nov	Dec	2022 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Big Sky / West Yellowstone/Gardiner	Gallatin/Park	\$124	\$124	\$124	\$124	\$124	\$124	\$124	\$124	\$241	\$241	\$241	\$241
Helena	Lewis and Clark	\$103	\$103	\$103	\$103	\$103	\$103	\$103	\$103	\$103	\$103	\$103	\$103
Kalispell/Whitefish	Flathead	\$96	\$96	\$96	\$96	\$96	\$96	\$96	\$96	\$96	\$177	\$177	\$96
Missoula	Missoula	\$96	\$96	\$96	\$96	\$96	\$96	\$96	\$96	\$131	\$131	\$131	\$131
Standard Rate	Applies for all locations without specified rates	\$96	\$96	\$96	\$96	\$96	\$96	\$96	\$96	\$96	\$96	\$96	\$96

[Per Diem Look-Up for National Rates for Out of State Travel](#)

GSA

U.S. General Services Administration

Per Diem Lookup

Buy Through Us

Sell to Government

Real Estate

Policy & Regulations

Small Business

Travel

Technology

Home

Travel

Plan & Book

Transportation (Airfare, POV, etc.)

Privately Owned Vehicle Mileage Rates

Plan & Book

Overview

Per Diem Rates

Transportation (Airfare, POV, etc.)

Privately Owned Vehicle Mileage Rates

POV Mileage Rates (Archived)

Airfare Rates - City Pair Program

Rail Travel

GSA Lodging

Conference and Meeting Planning

State Tax Rates & Exemption Info

Travel Charge Card

Privately Owned Vehicle (POV) Mileage Reimbursement Rates

GSA has adjusted all POV mileage reimbursement rates effective July 1, 2022.

Modes of Transportation	Effective/Applicability Date	Rate per mile
Airplane*	July 1, 2022	\$1.81
If use of privately owned automobile is authorized or if no Government-furnished automobile is available	July 1, 2022	\$0.625
If Government-furnished automobile is available	July 1, 2022	\$0.22
Motorcycle	July 1, 2022	\$0.605

Relocation	Effective/Applicability Date	Rate per mile
Standard mileage rates for moving purposes	July 1, 2022	\$0.22

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.

Using Privately  
Owned Vehicles  
for travel  
purposes

# Montana Operations Manual- POL Employee Travel, Lodging Rates, Mileage Reimbursement, & Meal Allowances

## **Mileage Reimbursement Rates**

### I. Purpose

This policy provides the current mileage reimbursement rates for official state travel allowed under [2 - 18 - 503](#), MCA.

### C. Traveler is Not a State Employee

A traveler who is a member of the legislature, juror, witness, county agent, or any person except a state employee, is entitled to collect mileage at the standard IRS rate of 62.5 cents per mile for the first 1,000 miles traveled in a calendar month (High Rate). For each mile driven over 1,000 miles in a calendar month they are entitled to 59.5 cents per mile (Low Rate).

<https://doa.mt.gov/employee-travel>

## IV. Determination of Meal Allowance

### A. Travel Shift

Section 2-18-502 (3), MCA, defines "travel shift" as beginning one hour before and ending one hour after an employee's regular scheduled work shift. An employee may claim only one meal (midday) if travel takes place within their assigned travel shift. An employee is entitled to two meal allowances during a 24-hour calendar day if they depart within their travel shift but return outside the shift; or depart before their assigned travel shift and return during the travel shift.

When travel is totally outside the employee's travel shift, eligibility for a meal allowance is governed strictly by the time ranges for each meal.

For example, if an employee travels to Billings from Helena and leaves at 5:00 a. m. to attend a 9:00 a. m. meeting that lasts until 5:00 p. m. , then returns to Helena at 9:00 p. m. , and their normal working hours are 8:00 a. m. to 5:00 p. m. , they are entitled to all three meals since they are in a travel status for more than three continuous hours in each of the time ranges referenced in B below, and their travel status covers their entire travel shift.

### B. Time Ranges

The time ranges determining eligibility for meal allowances are established in 2-18-502 (1), MCA. To claim an allowance for a meal, an employee must be in travel status for more than three continuous hours within one of the following time ranges:

<u>Time Range</u>	<u>Meal Allowed</u>
12:01 a. m. to 10:00 a. m.	Morning Meal
10:01 a. m. to 3:00 p. m.	Midday Meal
3:01 p. m. to midnight	Evening Meal

Each time range must be considered separately when applying the more-than-three-continuous-hour rule. More than three continuous hours in any one time range is at least 181 minutes.

For example, if an employee regularly works 8:00 a.m. to 5:00 p.m., their qualifying travel shift begins at 7:00 a.m. and ends at 6:00 p.m. If they travel from 7:00 a.m. to 2:00 p.m., they receive a meal allowance only for the midday meal, because the midday mealtime range is the only range where they are in a travel status for more than three continuous hours. Their travel status is one minute short of meeting the time range requirement for the morning meal. If they start their travel status no later than 6:59 a.m., they meet the requirements of the more-than-three-continuous-hours rule for the morning meal as well, as they are traveling during this period for 181 minutes (180 minutes equals three hours). They also satisfy the travel shift requirement for reimbursement of two meals by leaving before the start of their travel shift and returning within their travel shift.

An employee cannot claim a meal allowance if they stop to eat, and because of the stop, extend their travel shift into the next allowed mealtime range. By stopping they have artificially extended their travel into the next time range and this will result in denial of any claim for that range's meal allowance.

For example, consider an employee with regular work hours of 8:00 a.m. to 5:00 p.m. that leaves Helena at 8:00 a. m. to attend a meeting in Butte at 9:00 a.m. The meeting ends at 4:00 p.m. and, if the employee heads immediately back to Helena, they can be home by 5:30 p.m. They are in a travel status for 2½ hours in the evening mealtime range – which is not long enough to qualify them for the evening meal. Suppose the employee chooses to stop for dinner before returning to Helena, and does not reach home until 6:30 p.m. They are in a travel status for 3½ hours in the evening mealtime range (from 3:00 p.m. to 6:30 p.m. ) but the unnecessary stop for an early dinner was what caused the employee to be later than expected in returning to Helena. This voluntary act postponed their return to Helena and could have been avoided. A claim for an evening meal reimbursement for this trip will be denied.

# Required documentation for travel reimbursement:

- Travel document approved by the supervisor that includes time of departure and arrival
- Conference agenda if applicable
- Hotel receipts
- Transportation receipts (airline tickets, taxi, Uber, Lyft) Tips are allowed, must be reasonable. No more than 20% of fare.
- Tips are allowed, no more than 20% of fare.



Q & A



# Other Budget Items to Discuss



# Contractual Expenses

- ❑ Include your monthly invoice for contracted services, and please make sure to use the appropriate allocation method if the services provided are for multiple projects
- ❑ If 100% of the service are allocated on one project, include the justification
- ❑ Follow the special conditions in your grant for your procurement policy or state procurement policy

## Subrecipients with no procurement policies

Subrecipients that do not have established procurement policies and procedures must use the established State of Montana procurement process. If a subrecipient chooses to use the State procurement policy, it must be documented within the subrecipient's own policies. The procurement guide, forms and templates are located at the following: <https://spb.mt.gov/Procurement-Guide>. Below is the value threshold for the types of purchases or contracts used.

**Small Purchases:** Less than or equal to \$5,000; simple market research. Choose technique that best meets subrecipient needs. Follow prudent purchasing practices (competitive quotes where practical).

**Limited Solicitation:** Purchases greater than \$5,001 - \$25,000 for services, or up to \$50,000 for supplies. Must be documented using the Limited Solicitation form. Must be awarded to the lowest acceptable quote if cost is the only consideration.

**Formal Bids & Proposals:** Over \$25,001 for services, or over \$50,001 for supplies.

**Note:** All values are based on total contract value




**Example:** Subrecipient enters into a 2-year service agreement for \$4,000 a year. This agreement constitutes a total contract value of \$8,000 and would have to go through the limited solicitation process.

# 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](#) 

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

# Steps to Submit Reimbursement Request in Amplifund

- ☐ Add your expenses: Attach all receipts and allocate according to your allocation plan
- ☐ Create your reporting period
- ☐ Attach the expenses to your reporting period
- ☐ Create your reimbursement request
- ☐ Attach the reporting period to your reimbursement request



Q & A

Awards:  
Managing Your  
Funds

# Essential Knowledge and Tips

# Signature Page

WHO SHOULD  
INCLUDED?

WHO DOES THE  
WORK AND WHO  
SIGNS OFF?

WHEN TO  
UPDATE?



## Signature Page (for current subgrantees)

Grant No.:

*The officials who sign this document agree to adhere to all terms and conditions relating to this application. Duplication of responsibilities by one individual for any position listed below is NOT acceptable. Electronic and stamped signatures are not acceptable.*

*A change in any of these positions requires submission of a new signature page with ALL signers.*

Original Signatures are Required			
<b>A. Official Budget Representative</b>			
<i>Must be a person with budget-setting authority (i.e. City/County Commissioner, Mayor, Department Head, or President of Board Directors)</i>			
Name	<input type="text" value="Click or tap here to enter text."/>	Title	<input type="text" value="Click or tap here to enter text."/>
Address	<input type="text" value="Click or tap here to enter text."/>	City/State/Zip	<input type="text" value="Click or tap here to enter text."/>
Email	<input type="text" value="Click or tap here to enter text."/>	Telephone	<input type="text" value="Click or tap here to enter text."/>
Date	<input type="text" value="Click or tap here to enter text."/>	Signature	
<b>B. Project Director</b>			
<i>Must be an employee of the applicant agency</i>			
Name	<input type="text" value="Click or tap here to enter text."/>	Title	<input type="text" value="Click or tap here to enter text."/>
Address	<input type="text" value="Click or tap here to enter text."/>	City/State/Zip	<input type="text" value="Click or tap here to enter text."/>
Email	<input type="text" value="Click or tap here to enter text."/>	Telephone	<input type="text" value="Click or tap here to enter text."/>
Date	<input type="text" value="Click or tap here to enter text."/>	Signature	
<b>C. Financial Officer</b>			
Name	<input type="text" value="Click or tap here to enter text."/>	Title	<input type="text" value="Click or tap here to enter text."/>
Address	<input type="text" value="Click or tap here to enter text."/>	City/State/Zip	<input type="text" value="Click or tap here to enter text."/>
Email	<input type="text" value="Click or tap here to enter text."/>	Telephone	<input type="text" value="Click or tap here to enter text."/>
Date	<input type="text" value="Click or tap here to enter text."/>	Signature	



# Who Must Be Included?

## Official Budget Representative

- *Must be a person with budget-setting authority (i.e. City/County Commissioner, Mayor, Department Head, or President of Board Directors)*
- *Certifies agreement with Special Assurances and Condition of the Opportunity*

## Project Director

- *Must be an employee of the applicant agency*
- *Contact with MBCC in grant related activities*

## Financial Officer

- *Responsible for coordinating with Project Director in relation to financial communication*

# Who Does the Work & Who Signs Off?

## Official Budget Representative

- Signs Award Letter and Special Conditions
- Attends and participates in monitoring

## Project Director

- Signs Additional Award Documents
- Signs and creates GANs
- Responsible for communication with MBCC

## Financial Officer

- Responsible for communication with Project Director and MBCC (financial)

\*When should you update the signature page?



Q & A

# Accepting Your Award

When to  
accept it

How to  
accept it

Why it's  
important

# SPECIAL CONDITIONS

There are a lot of rules, regulations  
and guidance in the Special  
Conditions section of your grant.

Read them and ask questions if you  
don't understand any of them.




STATE OF MONTANA  
BOARD OF CRIME CONTROL  
5 Last Chance Gulch - Helena MT 59601 4178  
Phone: (406) 444-3604 Fax: (406) 444-4722



## Special Conditions

Agency	Award Number
1. Non-committal to future funding	
Award of this grant does not commit the Board of Crime Control to future funding.	
2. Applicability of Part 200 Uniform Requirements	
The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this FY2022 award from OJP.	
The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2022 award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this FY 2022 award.	
For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the OJP website at <a href="https://ojp.gov/funding/Part200UniformRequirements.htm">https://ojp.gov/funding/Part200UniformRequirements.htm</a> .	
Record retention and access: Records pertinent to the award that the recipient (and any subrecipient ("subgrantee") at any tier) must retain -- typically for a period of 3 years from the date of submission of the final expenditure report (SF425), unless a different retention period applies -- and to which the recipient (and any subrecipient ("subgrantee") at any tier) must provide access, include performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.334.	
In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the sub-recipient is to contact MBCC promptly for clarification. [ML2]	
3. Equipment purchases require competitive bids	
Subgrantee must obtain competitive bids for equipment and awards should be <u>let</u> to the lowest bidder. For equipment costing more than \$5,000.00, bids must be <u>written</u> and copies submitted with quarterly financial reports. If other than the lowest bid is accepted, a full justification must be submitted to the Board of Crime Control. [ML6]	
4. Award is conditional upon availability of funds	
This grant award is conditional upon availability of government funds and may be reduced at any time due to budget reductions. [ML10]	
5. Personnel time and attendance records	
Applicant must maintain time and attendance records to support personnel costs associated with grant project. [ML12]	
6. Travel Reimbursement	
State rates for mileage, per diem, and lodging are maximum amounts that can be charged to subgrants funded by MBCC.	

Initial: \_\_\_\_\_

SPECIAL CONDITIONS		
Agency	Award Number	
Mileage rate:	For travel between 01/01/2022 and 06/30/2022 - \$0.585 cents per mile For travel after 07/01/2022 - \$0.625 per mile	
Meals Allowance:	In-State	<del>Out-of State</del>
Morning Meal (12:01AM-10:00AM)	\$7.50	\$13.00
Midday Meal (10:01AM-3:00PM)	\$8.50	\$15.00
Evening Meal (3:01PM-12:00AM)	<u>\$14.50</u>	<u>\$26.00</u>
	\$30.50	\$54.00
<p>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.</p> <p> The lodging rate for Montana and federal lodging rate for out of state lodging is available online through the following location: <a href="#">Per Diem Rates   GSA</a>. Grant funds may not be used to pay for out of state travel without prior approval from MBCC (<a href="#">Request for Program Related Out-of-State Travel Procedure (mt.gov)</a>).</p> <p>Grant funds cannot be used for costs and fees associated with cancelation or changes to travel, (ie. Airline, hotels, registration, etc.) unless approved by MBCC.</p> <p>Reimbursement for lodging without a receipt will be \$12.00</p> <p>Allowable expenses include emergency working supplies taxi fares, and business telephone calls. Paid receipts must support individual expense items of \$25.00 or more. [ML15]</p>		

## 9. Quarterly progress and financial reports

Quarterly progress, financial, narrative and statistical reports in a format required by MBCC are required for calendar quarters ending September 30, December 31, March 31, and June 30. These reports are to be received by the Montana Board of Crime Control within 15 days following the end of the calendar quarter. **Final Financial report ONLY** is due no later than 45 days following the end of the project period. Subgrantees who fail to submit reports by the due date will be subject to the following:

**FIRST LATE REPORT:** Subgrantee will be notified to cease all expenditures of grant funds until the reports are submitted.

**SECOND LATE REPORT:** The grant will be cancelled. The project director must appear before the Application Review Committee and petition to get the grant reinstated. [ML26]

# Additional Forms and Tasks When Accepting Your Grant Award.....

- ☐ Contracts
- ☐ Civil Rights Training and Training Certificate
- ☐ Risk Assessment
- ☐ Revised Budget
- ☐ Any other forms required for your specific grant

Link to the MBCC website where all forms can be found:

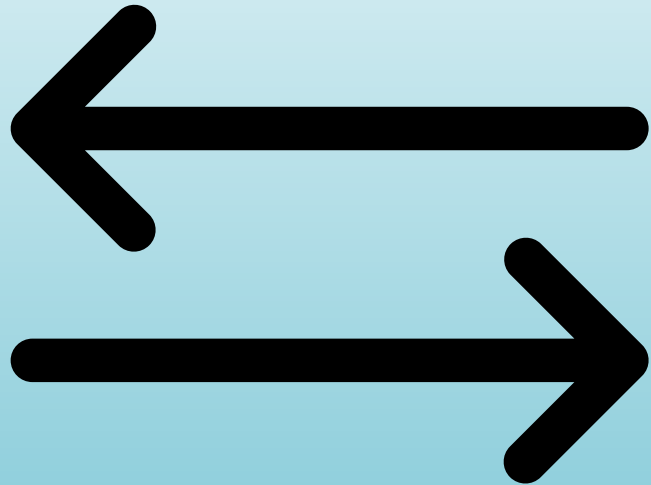
[MBCC - Applications and Forms \(mt.gov\)](https://www.mbcc.edu/applications-and-forms)



Q & A



AMENDMENT



REQUESTS

## When to Request an Amendment

When your total budget request is more than 10% of your total budget or greater than \$5,000.

Example:

If your total budget is \$50,000 and you would like to move \$3,100 from personnel to supplies category, and \$2,000 from Travel to Others. Your total revision is more than 10%

# Grant Adjustment Notice Request (GAN)

GANs can be found on the MBCC website.

**\*Final GANs must be submitted 30 days prior to the end of the grant cycle to be considered.**



## 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 Adjustme nt	Match Adjustme nt	Revised Budget Amount
Personnel						0.00
Fringe Benefits						
Contracted Services						0.00
Supplies						
Travel						0.00
Equipment						0.00
Other						0.00
TOTALS	0.00	0.00	0.00	0.00	0.00	0.00
(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 section below as to why

Extension Request Date to: \_\_\_\_\_

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



Q & A



# Grant Monitoring

# Purpose of Grant Monitoring- Fiscal and Programmatic

To ensure that the subaward is being used for the authorized purpose

To assure compliance with the Federal statutes, regulations and the terms and conditions of the subaward

# Monitoring Schedules

- ☐ Up to 45 Days Before Review: MBCC contacts subgrantee to schedule an annual desk review or on-site visit; provides monitoring forms.
- ☐ 30 Calendar Days Before Review: Program and Fiscal documents are due.
- ☐ 15 Business Days Before Review: Program staff contacts subgrantee with any potential improvements and may request additional information.
- ☐ Day of Review: MBCC and Subgrantee staff discuss strengths and challenges.
- ☐ 10 Business Days After Review: MBCC emails subgrantee to request any additional documents and discuss next steps (to be completed within 10 business days).
- ☐ 10 Business Days After MBCC Follow-Up: Subgrantee sends MBCC any additional information requested.
- ☐ 10 Business Days After Receipt of Documents: MBCC sends completed monitoring report to subgrantee.





MBCC RISK ASSESSMENT REVIEW FORM			
Sub-grantee Agency:		Current Date:	
Sub-grant Number/Award Identification Number:		Award Amount:	
Project Title:		Prepared by:	

RISK FACTORS ASSESSMENT					
Question Number		Question (Questions 1-3 to be answered by sub-grantee, include additional comments below)	Responses		
			Yes	No	Score (MBCC)
1	a	Is your agency subject to the Single Audit Requirement? The trigger for a Single Audit is: During the fiscal year your agency expends federal funds in excess of \$750,000. (If yes, please provide the most recent copy)			
	b	In the past two years has your agency received any other type of financial audit or review? (If yes, please provide a copy)			
	c	Were there findings or recommendations?			
	d	Were the findings resolved?			
2	a	Does staff have previous fiscal grant experience?			
	b	Does staff have previous programmatic grant experience?			
3		Has your agency experienced key employee turnover of an executive director, financial officer, or program manager/staff within the past year? (If yes, provide details in comments below)			
Print Name of subgrantee:					
Signature of subgrantee:		Date:			

Question Number		Question (Questions 4-8 to be answered by MBCC staff, include additional comments below)	Responses		
			Yes	No	Score (MBCC)
4		Has there been compliance monitoring of the sub-grantee by MBCC during the prior three years?			
5	a	Have there been any financial compliance or performance issues, management problems/ instability for the sub-grantee during the prior three years?			
	b	Have there been any programmatic compliance or performance issues, management problems/ instability for the sub-grantee during the prior three years?			
6		Does the sub-grantee have recurring/unresolved issues?			
7		Does the sub-grantee submit complete and timely reports as required?			
8		Rate the complexity of the program.* Slightly Complex – award is under \$150,000 Moderately Complex – award amount is higher than \$150,000 but under \$750,000 Highly Complex – award amount is \$750,000 or greater. *The award amount is a determining factor in rating program complexity.	Slightly Complex	Moderately Complex	Highly Complex

RISK LEVEL ASSIGNED TO SUB-RECIPIENT	
COMMENTS/ACTION ITEMS Document your comments and action items in this space (e.g., technical assistance).	
RISK ASSESSMENT CRITERIA	
Low Risk	Excellent history, no findings, experienced grant management.
Medium Risk	Less than excellent, some past findings, new grantee, large grant, some unknowns. Ongoing training and technical assistance will be provided.
High Risk	Poor performer, financial instability, prior findings, major staff changes, problems identified by other monitors. Ongoing training and technical assistance will be provided.

New programs not previously awarded will automatically be monitored within the grant period.

08/24/2021



# RISK ASSESSMENT





## Signature Page (for current subgrantees)

Grant No.:

The officials who sign this document agree to adhere to all terms and conditions relating to this application. Duplication of responsibilities by one individual for any position listed below is NOT acceptable. Electronic and stamped signatures are not acceptable.

A change in any of these positions requires submission of a new signature page with ALL signers.

Original Signatures are Required			
<b>A. Official Budget Representative</b> <i>Must be a person with budget-setting authority (i.e. City/County Commissioner, Mayor, Department Head, or President of Board Directors)</i>			
Name	<input type="text"/>	Title	<input type="text"/>
Address	<input type="text"/>	City/State/Zip	<input type="text"/>
Email	<input type="text"/>	Telephone	<input type="text"/>
Date	<input type="text"/>	Signature	
<b>B. Project Director</b> <i>Must be an employee of the applicant agency</i>			
Name	<input type="text"/>	Title	<input type="text"/>
Address	<input type="text"/>	City/State/Zip	<input type="text"/>
Email	<input type="text"/>	Telephone	<input type="text"/>
Date	<input type="text"/>	Signature	
<b>C. Financial Officer</b>			
Name	<input type="text"/>	Title	<input type="text"/>
Address	<input type="text"/>	City/State/Zip	<input type="text"/>
Email	<input type="text"/>	Telephone	<input type="text"/>

# How we use the Signature Page in Monitoring

The key personnel listed on the Signature Page to be available on the day of the site review:

- Project Director
- Official Budget Representative
- Financial Officer

Additionally:

- Program staff funded by the grant should be available as well

# Monitoring Forms

Office of Civil Rights (OCR) Form

Programmatic Monitoring Form

- Progress Towards Strategic Plan...
- Staff Policies/Procedures
- Program Data...

Fiscal Monitoring Form

- General Ledger
- Accounting Policies/Procedures
- Bank statements, timesheets, etc.

Program-Specific Questions



Q & A

# Federal Audit Findings

On the next few slides there are some of the findings of recent audits by the Office of the Inspector General, U.S. Department of Justice





Q & A



# TAKE-AWAYS

Pre-Award and Post-Award

# TIPS FOR APPLYING

## ➤ Thoroughly read the funding opportunity

- ☐ Are you eligible and able to meet all special conditions and program-specific requirements?
- ☐ Do you meet any priority areas (if applicable)? How?
- ☐ What steps will you need to take? In what order?  
(*SAM registration, Civil Rights Training, etc.?*)

## ➤ Carefully read instructions for each section in the funding opportunity

- ☐ Use headings, subheadings, and bolded words to draw attention to the question and your response

## ➤ Attend the Offeror's call and AmpliFund call dates

## ➤ If possible, contact your program specialist with questions *prior* to the release date

## ➤ After the release date, please submit questions via email as specified in the solicitation

*\*Always check the MBCC website Q&A page prior to submitting your question.*



# Reporting Requirements and Dates

## Federal Reporting – Performance Measurement Tool

- MBCC program specialist will contact you about requirements for your grant program. Program Managers initiate the PMT report, not all grant programs require this type of reporting.

## Quarterly Reporting to MBCC (Program and Fiscal)

- Grants applied for in AmpliFund will report in AmpliFund
- January 15<sup>th</sup>
- April 15<sup>th</sup>
- July 15<sup>th</sup>
- October 15<sup>th</sup>
- \*Final fiscal report and request for reimbursement are due 45 after the end of the final quarter



Q & A

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The End.

