



SUBGRANTEE PROCEDURE
MONTANA BOARD OF CRIME CONTROL
EMPLOYEE HEALTH AND WELFARE PROCESS

Subject: Employee Health and Welfare Process	Page 1 of 1
Effective Date: November 2021	Revised: December 2021

I. Purpose

The purpose of this procedure is to outline the requirements of subgrantees when applying for employee health and welfare costs in their application for funding from MBCC.

II. Definitions

Employee health and welfare costs - 2 C.F.R. 200 (Uniform Guidance) 200.437

Costs incurred in accordance with the non-federal entity's documented policies for the improvement of working conditions, employer-employee relations, employee health, and employee performance are allowable. Such costs will be equitably apportioned to all activities of the non-federal entity (all funding sources).

Entertainment costs - 2 C.F.R. 200 (Uniform Guidance) 200.438 - Costs of entertainment including amusement, diversion, and social activities and any associated costs are unallowable, except where specific costs that might otherwise be considered entertainment have a programmatic purpose and are authorized with prior written approval of MBCC.

III. Procedure

1. Subgrantees must have in place and follow policies and procedures that pertain to their health and welfare process. The policies and procedures may be more restrictive than Federal standards (2 C.F.R 200 (Uniform Guidance) 200.438 and 200 C.F.R. 200 (Uniform Guidance) 200.438 Entertainment costs) but minimally must be as restrictive.
2. If the subgrantee entity applies for employee health and welfare costs in their funding opportunity application budget, the entity's documented policy must be submitted following the Board's decision to award funding. Health and welfare costs will not be reimbursed until MBCC has received and approved the policy.
3. MBCC will honor the employee health and welfare program given existence of the activity or program within the subgrantee's documented policies prior to award of funding the entity applied for.

IV. Closing

Questions concerning this procedure should be directed to your MBCC program staff point of contact.