

Dear MBCC Subrecipient,

We hope this email finds you well and in good health.

MBCC would like to thank our subgrantees for taking precautions to ensure the safety of your staff, including postponing or cancelling travel plans and implementing telework options for your employees. We understand that, amidst these unexpected adaptations, our subgrantees may have questions about reporting, reimbursement, and personnel costs.

MBCC hopes to address your questions and concerns with the updates below and will continue to provide our subgrantees with the information and assistance you need to keep your programs running as smoothly as possible in these uncertain times.

Please take a moment to review the information below, and if you have any questions, please do not hesitate to reach out to your program manager for clarification.

#### **Narrative and Financial Reporting:**

**An extension has been granted for reporting due April 10th.** Subgrantees need to get into the [narrative](#) and [financial](#) reporting systems and start quarterly reports before April 10th. We have the ability to open reports that have been started by April 10th to allow an extension through April 20th. If you have not started your report prior to April 10th, you will be required to log into the system and will receive an error. You then need to contact us to unlock your report, before being able to proceed. The last day to complete quarterly reporting is April 20th.

#### **Grant funded meetings/conferences:**

Subgrantees should contact their MBCC program manager to address issues resulting from postponed or canceled meetings that were arranged using MBCC grant funds.

#### **Airline tickets:**

Subgrantees should try to have the airline reimburse the canceled ticket(s) in cash. However, if the airline will only refund the cancellation as a credit the grantee should apply the credit to a future trip for the same MBCC grant project. If this option is not possible, then the grantee should process the trip as a cancellation, which MBCC approves to be charged to the grant due to the current mitigating circumstance.

#### **Hotel cancellations:**

Subgrantees should try to have the hotel waive cancellation fees. However, if the hotel will not waive cancellation fees the grantee should process the lodging as a cancellation, which MBCC approves to be charged to the grant due to the current mitigating circumstances.

Please document any of the above-mentioned changes via a [Grant Adjustment Notice \(GAN\)](#) submitted to your MBCC program manager for record keeping purposes.

#### **Interruptions in performance of work under the grant:**

Subgrantees should review the [DOJ Grants Financial Guide](#) and the Part 200 Uniform Requirements (2 C.F.R. Part 200, as adopted by DOJ) (see, for example, [2 CFR 200.430](#) and [2 C.F.R. 200.431](#), under [Subpart E – Cost Principles](#)), and the subgrantee's established policies, to help in determining how the

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grantee's personnel costs may be treated during any period(s) of interruption to the performance of work under the award. You should direct any questions about allowability of costs to your MBCC program manager.

We will continue to provide updated information on potentially impacted grants activities, including financial and other required reporting.

Thank you for your dedication to providing valuable services to Montanans.

Sincerely,

The Montana Board of Crime Control

[mbcc@mt.gov](mailto:mbcc@mt.gov)

444-3604



Stay Connected with:  
Crime Control Bureau  
Montana Department of Corrections  
5 South Last Chance Gulch  
P.O. Box 201408  
Helena, MT 59620