

Fairmont Hot Springs

9:04 am Start

Natalia introductions. Staff Introductions. 41 people on Zoom. In person sign in sheet passed around. Presentation is being recorded on OWL.

Power Point for Subgrantee Training

History: MBCC has been around 55 years (since 1968)- Governor appoints MBCC to distribute funds to state programs. Currently serve approx. 300 subgrantees.

SAs are non-partisan (non-political)

MBCC helps ID needs as well as manage federal and state dollars to criminal justice related programs.

Grantee question: How is it decided how much money each grantee gets. The 60% pass ratio was discussed. Natalia then explained how MBCC tries to be predictable to allow grantees to plan ahead. When a set amount of funding is available and MBCC has a large amount of applications for it, MBCC tries to give rural counties points ahead of other applications knowing that large tax bases are not available to rural areas whereas other larger cities have other resources to draw from. Otherwise, the Board will try and fund the passing applications with a fair and equitable amount for each program. How much applicants get is based on how many applied and how much money is available to distribute. Natalia advised that if anyone has ideas or suggestions on how funds can be distributed, please send her an email. She is open to discussions about it.

Mark advised that when MOUs are a part of the services, the MOU agreements are very important to get in with the application and need to provide clear and concise information on how the partnerships benefit one another and the use of the funds.

Maia explained why she requires personnel timesheets with either an approved signature or time stamped signature (PDF) from an authorized timekeeper. MBCC is audited and is required to provide the federal audit unit time sheets when they ask for them. If time sheets are not provided at the time of the ask, 5 years later

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when an audit may occur, the ability to get a time sheet from the grantee may be very difficult or may even be unavailable due to turn over or lack of access by the current person available.

Maia was asked to address vacation/sick leave and longevity pay. If a project starts on July 1<sup>st</sup> and an employee took a vacation in the previous grant period, the current grant period cannot pay for it and if it was not asked for and reimbursement requested in the old grant period, it cannot be paid. The grantee would have to find a way to pay out that employee on their own.

Question was asked about a VOCA grant that has been in existence for 25 years. They get continued each year. Maia advised that the project periods in each grant time frame must be paid in the same period the grant is still open. She cannot go back to the feds once a grant has closed and ask for that money. It is closed.

To pay vacation/sick accrual, the grantee would need to submit to MBCC their benefits policy. Maia would then be able to pay the vacation/time/longevity time each person accrues each month in a reimbursement each month (or quarterly- however it is done). The grantee draws the benefits funds from MBCC as it is earned, and the grantee puts it in a separate account and pays it out to the employee when needed. This is also for longevity pay. If sick leave is paid out at  $\frac{1}{4}$  rate, then the grantee would request the  $\frac{1}{4}$  rate to be able to put in the separate amount to pay out to the employee.

When submitting payroll summaries and time sheets for reimbursement, please do not include employee protected information (PII- SSN's and DOBs, etc. Even the last for SSN numbers is not wanted).

Even though grant money may be Federally funded, when traveling in state, grantees must use state of Montana reimbursement rates. Travel request forms must be filled out and submitted for reimbursement. They are available on the MBCC website. Emailing these filled out travel request forms is the preferred method. If you have not heard back from anyone about it, please feel free to check in about it to see what the status is.

The feds will not pay for travel insurances or tips. Grantees need to watch for inclusive housekeeper tips in bills- they cannot be reimbursed for. On the other

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hand, if the hotel allows complimentary drinks as part of their fees, those can be paid.

Travel times need to be done within a reasonable time frame of a conference or training starting or stopping. MBCC will not require traveling on “red eye” flights. The next reasonable flight time is ok. Also, advanced travel requests for flight costs are not allowed, only after the flight has taken place.

If your grant special conditions say one thing and the rates change during the grant period, MBCC will let you know.

Grantees cannot be paid for vehicle repairs or new tires. The reimbursement rate includes a “wear and tear” rate within it.

Ensure if you have an accountant handling multiple grants for you that each grant has their own expenditures separated out and not included/co-mingled within the multiple grants. Each grant expenditures need to be distinguishable.

To be reimbursed for gift cards, prepaid cards, gas cards- grants MUST use a tracking log and submit them either as they are purchased or used within the grant period. If you purchase 10 gift cards in the first quarter but only use 2, you request for the reimbursement of all 10 but must track on the tracking log where the 2 that were used went and that 8 cards remain unused. You have until the end of the grant period to use the other 8 and track them on the log as they are used. If any gift cards are not used by the end of the grant period, MBCC will request the money spent on the unused cards to be returned. If tracking logs are not used and submitted, grantees will not be reimbursed for the costs. These cards are treated as cash and need to have detailed information logged about their use.

Lunch Break. Restart at 12:45 pm- Kathy starts SAC dashboard demo.

Kathy advises that 98% of all sheriff's and police depts. in MT participate in the required FBI data collection of arrest info. Tribes report to the BIA but some are providing certain info. The info taken from the required FBI data is used by the MBCC SAC unit to provide statewide statistics to be used by entities for their informational benefits that provide helpful info on what they do and apply for grants, etc.

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Mark discusses signature page. The Project Director must be an employee of the grantee agency. Finance and Official Budget rep also need to be a part of the grantee agency as well. Contractors/consultants cannot be in these positions.

One person cannot have more than one position authority on the signature page. Internal controls must provide that one person cannot authorize themselves in a grant expenditure or act.

Accepting your award: MBCC uploads your award and then tasks are assigned to the grantee in Amplifund to complete. If you have any issues or questions, feel free to contact us or use the Amplifund resource page on the MBCC website under recipient resources. It will show you step by step on how to complete and navigate your award in Amplifund.

Try and accept your award within 30-45 days if possible so you can start drawing funds. If you accept the award late, all the funds may not be spent on time which may lead to GANs being needed or even a grant extension. All projects are required to start within 60 days of the start of the grant period or it is at risk of being cancelled. If it can't be done within the required amount of time, reach out to MBCC and communicate what is going on to cause the delay. Without signed award documents, no reimbursements can take place.

Special Conditions really do need to be read. The special conditions are how the grant is to be handled.

All quarterly reports are now due 15 days after the calendar quarter (used to be 10 days). This gives 5 more days to get the required information in. The final FINANCIAL report only is now due no later than 45 days after the final quarter reporting period. This allows more time to get everything reported for the end of the grant. If grantees do not complete reporting periods as required, the grant becomes subject to having funds put on hold and having to appear in front of an Application Review Board and petition for the grant to be reinstated.

If a quarterly report is turned in as 0 expenditures, you cannot go back and bill it within that last quarter date, it must be submitted in a latter report.

The MBCC time frame goal to get payment requests approved and paid is within 2 weeks. Grantees can see in Amplifund whether a request has been paid or not.

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When a grant has been approved, the pre-award budget will be transferred over to post award. Grantees need to go into the post award budget and revise it regardless of whether a money amount changed or not. If a different amount is awarded than requested, the budget needs to show how the new budget will fit the new money amount. If no change in money is awarded, the grant still needs to be “cleaned up” to make it simpler for reimbursement purposes.

Criselda (answering a question) advised that MBCC has no control over the auto time outs on the PMT report site or Amplifund site. The new Victims grants for this year will be a quarter late in PMT reporting because the time frame from the Feds has not started. There is no quarter delay for any other PMT reporting grants.

Criselda- For VOCA, Fed. Laws REQUIRE VOCA grants to have volunteers. When site visits are done, MBCC wants to talk with volunteers and to see the policies on how volunteers are trained.

When MBCC visits on the day of the site review (after giving 45 days’ notice and providing the info of what we will be monitoring/the people we will want to talk with). All the forms to be used in the monitoring will be sent to the grantee usually within the next day to let the grantee know what will be looked at/asked. This allows the grantee time to review the information and ask any questions ahead of the site visit.

The LEP policies English Language Proficiency is needed, and procurement procedures are also needed. There are available sample policies on our website to use if you do not already have any.

The Risk Assessment needs to be filled out by the grantee and we look at it to prioritize what is monitored if things stand out as issues that need special attention. The goal is to ensure compliance for everyone involved.

MBCC will want to talk with individuals who do the real work on the grant even though their names may not appear on the Signature Page.

Danielle gives test grant examples of how to do a reimbursement request for expenses. Items are being condensed down per line item to include all related things on that one reimbursement request line (even if it includes more than one

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person and all items like plane fair, mileage, hotel cost, etc.). IF the grant is required to submit a match amount, the box indicating match must be left unchecked.

When attaching documents on to the request, multiple documents can be attached at the same time.

If you hit cancel at any time during making this request, all the info will be lost.

(This info is not complete- could not type and keep up with the steps being done). To close the reporting period, go to post award, reporting periods, select create a reporting period, select the type of reporting period (program, financial, etc.). The page will show you any items that need to be reviewed before submitting. Once reviewed, they will auto populate to show as reviewed. Go back to the expense page tab. RUN the timeframe again and the expense statuses will show. Go in and review each to ensure they are all there and the total expense amount is correct. If not, you can select edit. You then save, select all as reviewed. Go back to the reporting period new tab and refresh it. All the info should be correct (auto populated). Now that reporting period is done, mark it as closed. You can view the page to see if it has been closed.

Question asked: How do you find out how much you have left in each budget category. Go to the post award page, reports. The variance report will show you what has been requested (but does not necessarily show up to date info of what has been paid out). Bo advised there is a bug in the Amplifund report that is being looked at for this.

Question: If you get an invoice from a purchase in the next quarter period but it was purchased in the previous period, what do you do? Maia advised you to put the expense in on the following reporting period but make a note that it was actually spent in the previous reporting period.

Feel free to contact MBCC or Zoom and share screens so we can help answer questions and assist in any way we can

A copy of the training power point is available on the MBCC website. The training was also recorded. A transcript will be available once transcribed.