



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



**Regional Juvenile Detention Centers  
State Special Conditions 2026**

1. Equipment Purchases Require Competitive Bids

Subrecipients must obtain competitive bids for equipment and awards should go to the lowest bidder. For equipment costing more than \$5,000.00, bids must be written 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.

2. 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.

3. Non-committal to Future Funding

Award of this grant does not commit the Board of Crime Control to future funding.

4. Personnel Time and Attendance Records

Applicant must maintain time and attendance records to support personnel costs associated with grant project.

5. Travel Reimbursement

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

Mileage rate effective 01/01/2025 - 12/31/2025: \$0.70 cents per mile

Per Diem Rates Effective 10/1/2024 through 9/30/2025, Updates will be available after 9/30/2025.

Meals Allowance:	In-State	Out-of-State
Morning Meal (12:01AM-10:00AM)	\$8.25	\$16.00
Midday Meal (10:01AM-3:00PM)	\$9.25	\$19.00
Evening Meal (3:01PM-12:00AM)	\$16.00	\$28.00
	\$33.50	\$63.00

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: [https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-results?action=perdiems\\_report&city=&fiscal\\_year=2025&state=MT&zip=](https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-results?action=perdiems_report&city=&fiscal_year=2025&state=MT&zip=)

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.

## Special Conditions

### 6. Consultants Maximum Rate

The maximum rate for consultants is \$650.00 (excluding travel and subsistence costs) for an eight (8) hour day. An 8-hour day may include preparation, evaluation and travel time in addition to the time required for actual performance. Prior approval is required by MBCC for a rate exceeding \$650 or \$81.25 per hour.

### 7. Project Income

The subrecipient agrees that all income generated as a direct result of this award shall be deemed program income. All program income must be accounted for and used for the purposes under the conditions applicable and must be used to further the objectives of the program or deducted from the total project costs for the purpose of determining the federal share of costs. Further, the use of program income must be shown on the quarterly Financial Status Reports.

### 8. 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. Subrecipients who fail to submit reports by the due date will be subject to the following:

**FIRST LATE REPORT:** Subrecipient 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.

### 9. Consultant Services

Consultant services provided by consultants employed with profit, nonprofit, and not-for-profit organizations are subject to competitive bidding procedures. Contracted services provided by other types of organizations may also have restrictions. Please check with MBCC staff prior to committing grant funds.

### 10. Successful Progress, Subcommittee Appearance

Subrecipient may be required to appear before a subcommittee, at the Board's discretion, to explain their progress towards successful implementation of the grant.

### 11. Reversion of Un-obligated Funds

Any funds not properly obligated during the grant period shall lapse and revert to the Montana Board of Crime Control.

### 12. Cancellation of Award

**COMMENCEMENT WITHIN 60 DAYS.** If a project is not operational within 60 days of the original start date of the award period, the subrecipient must report by letter to MBCC the steps taken to initiate the project, the reasons for delay, and the expected start date.

**OPERATIONAL WITHIN 90 DAYS:** If a project is not operational within 90 days of the original start date of the award period, the subrecipient must submit a second statement to MBCC explaining the implementation delay. Upon receipt of the 90-day letter MBCC may cancel the project. MBCC may also, where extenuating circumstances warrant, extend the implementation date of the project past the 90-day period. When this occurs, the appropriate subrecipient files and records must so note the extension.

### 13. Approved Application

Grant funds may be used only for the purposes in the subrecipient's approved application. The subrecipient shall not undertake any work or activities that are not described in the grant application.

## Special Conditions

### 14. Responsibility of the Project

Responsibility for the day-to-day conduct of the project rests with the subrecipient. This specifically includes operations, data collection, analysis and interpretation.

Responsibility for the general oversight and redirection of the project, if necessary, rests with MBCC. MBCC will review and approve all activities in the requirements under the various stages, as approved in this award.

### 15. 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.

### 16. Subrecipients Agrees to Provide Requested Documentation

The recipient agrees to promptly provide, upon request, financial or programmatic-related documentation related to this award, including documentation of expenditures and achievements. The recipient understands that it will be subject to additional financial and programmatic in-depth or on-site monitoring, which may be on short notice, and agrees that it will cooperate with any such monitoring. The recipient agrees to develop or maintain effective internal controls to manage federal awards (see 2 C.F.R. 200.303) and effective financial management policies and procedures to manage federal awards (see 2 C.F.R. 200.302).

### 17. Requests for Project Period Extensions and Final Budget Modifications

Including but not limited to no-cost extensions, must be submitted to MBCC at least thirty (30) days in advance of the project period end date indicated in the award letter. Any such requests received after this deadline may not be approved and result in denial of the extension or modification request.

*I, as authorized representative of the above grantee agency, hereby signify acceptance of the above special conditions.*

Agency\_\_\_\_\_

Amplifund Award Number\_\_\_\_\_

Title\_\_\_\_\_

Printed Name\_\_\_\_\_

Signature\_\_\_\_\_

Date\_\_\_\_\_

Initial Here \_\_\_\_\_  
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