

## JJ10/MYIO3 GRANTS TIPS AND REMINDERS

We continually look for ways to improve our processes and ensure compliance with the federal requirements (2 CFR 200).

Below are some items to keep in mind while working on the Grant:

1. Background Checks. The Determination of Suitability is a special condition required under the JJ10/MYIO3 grants. Background checks for JJ10/MYIO3 volunteers that meet this special condition are reimbursable. Additional costs incurred to meet this requirement for your staff are also reimbursable. Please contact your assigned BBBSA Federal Grant Accountant if you have questions regarding this requirement and/or what costs are reimbursable.
2. Reason(s) for your Budget Modification must be included in the Notes section of the Budget.
3. Procurement Policy: You will need to ensure that you follow your Procurement Policy and retain all documentation (for example, the 3 quotes) at your office in the event of an audit or if additional documentation is requested for your reimbursement.
4. Submission of the TCS reports on all Reimbursement Requests regardless of whether your agency claims this factor. The TCS Reports are available in Matchforce.
5. The Points of Contact Form will need to be uploaded to each monthly Reimbursement Request under Other Personnel Documentation.
6. Janitorial supplies are no longer reimbursable. Items in these categories include paper towels, facial tissue, disinfectant wipes, hand sanitizers, toilet paper, air fresheners, etc.

Note: During this COVID-19 pandemic, items to keep your office safe such as disinfectant wipes, hand sanitizers, and face masks may be allowed for reimbursement.

7. Always apply your tax-exempt status to your regularly purchased supplies. Many businesses accept the tax-exempt certificate and set up a business account for free. E.g. the post office, Staples, Office Depot, and Wal-Mart. These taxes are not reimbursable.
8. All BBBSA Federal Grant Affiliations (Tags) in Matchforce are created by the National Office only. Please do not create your own tags.