

NEW FOR THE JJ9/MYIO2 GRANTS

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

Below are some items that are new for the JJ9 Grant:

1. Background Checks. Additional background checks and written policies will be required under the JJ9/MYIO2 grant. The additional costs incurred to meet this JJ9/MYIO2 requirement will be reimbursable if the volunteer background check pertains to JJ9/MYIO2. Additional information will be forthcoming.
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.
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.