

## OVC FY 2022

# Pre-Application Education Webinar Series

## Part 2: Considerations When Building Your OVC Budget

February 9, 2022

3:00pm – 4:30pm ET

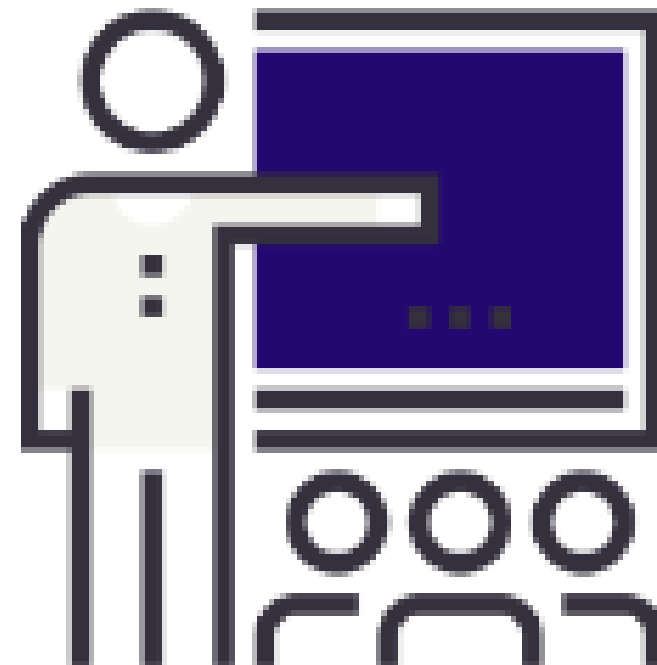
The webinar will begin shortly.





# The Process for Today...

- Discuss key elements of an OVC budget
- Walk through the JustGrants web-based budget
- Provide recommendations to consider when developing your budget
- Q&A from participants





# Budget Process-Overview

Office of the Chief Financial Officer  
Office of Justice Programs



# Budget Review

## Allowable Costs

Costs that are necessary, reasonable, allocable, not prohibited under State/local laws or regulations. Costs must conform to any limitations set forth in Federal laws and comply with the terms and conditions of the Federal award, and claimed against only one award.





# Budget Review

## Unallowable Costs

Costs not allowed under Federal programs include, but are not limited to lobbying, land acquisition, fund raising, entertainment, contingencies, and alcoholic beverages.





# Budget Review

## Match

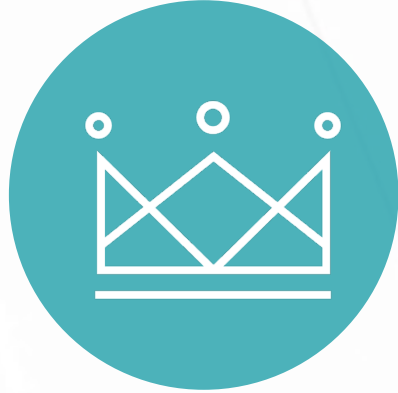
- Matching funds are to be used in the same manner as Federal funds.
- Match is usually stated as a percentage of the total project costs. i.e 80/20
- Match timing requirements.
- Recipients must maintain records/documentation regarding match



# Budget Categories



**PERSONNEL**



**FRINGE BENEFITS**



**TRAVEL**



**EQUIPMENT**



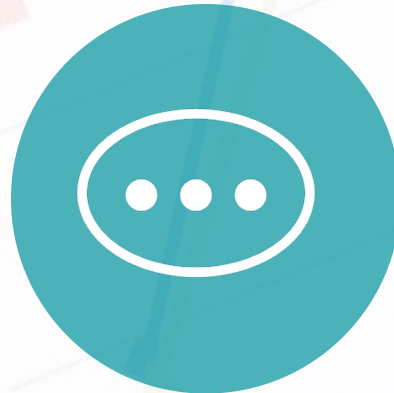
**SUPPLIES**



**CONSTRUCTION**



**SUBAWARDS/  
PROCUREMENT**



**OTHER**



**INDIRECT**



# Budget Review

## Personnel Category

- Position – (i.e.,) grant coordinator
- Title – (i.e.,) director, sheriff, secretary
- Percentage of time – (i.e.,) 50%, 100%
- Compensation – (i.e., show annual) \$60,000
- Increases – (i.e.,) raise, cost of living allowance (COLA)



**COST MUST BE NECESSARY, REASONABLE, ALLOWABLE, AND ALLOCABLE**





# Budget Review

## Personnel Category

John Smith, Project Director	$(\$60,000 \times 100\% \times 2\text{yrs})$	\$120,000
Peter Mayes, Program Manager	$(\$45,000 \times 100\% \times 2\text{yrs})$	90,000
Mary Jones, Assistant Solicitor	$(\$32,000 \times 50\% \times 2\text{yrs})$	<u>32,000</u>

## Cost of living increase on second year

John Smith, Project Director	$(\$60,000 \times 2\%)$	\$1,200
Peter Mayes, Program Manager	$(\$45,000 \times 2\%)$	900
Mary Jones, Assistant Solicitor	$(\$16,000 \times 2\%)$	<u>320</u>

**Total Personnel** \$244,420



**COST MUST BE NECESSARY, REASONABLE, ALLOWABLE, AND ALLOCABLE**



# Budget Review

<b>A. Personnel</b>								
<b>Name</b> <i>List each name, if known.</i>	<b>Position</b> <i>List each position, if known.</i>	<b>Computation</b> <i>Show annual salary rate &amp; amount of time devoted to the project for each name/position.</i>						
		<i>Salary</i>	<i>Rate</i>	<i>Time Worked</i> <small>(# of hours, days, months, years)</small>	<i>Percentage of Time</i>	<i>Total Cost</i>	<i>Non-Federal Contribution</i>	<i>Federal Request</i>
<b>John Smith</b>	<b>Project Director</b>	<b>\$60,000</b>	<b>yearly</b>	<b>2</b>	<b>100%</b>	<b>\$120,000</b>	<b>\$0</b>	<b>\$120,000</b>
<b>Peter Meyers</b>	<b>Program Manager</b>	<b>\$45,000</b>	<b>yearly</b>	<b>2</b>	<b>100%</b>	<b>\$90,000</b>	<b>\$0</b>	<b>\$90,000</b>
<b>Mary Jones</b>	<b>Assistant Solicitor</b>	<b>\$32,000</b>	<b>yearly</b>	<b>2</b>	<b>50%</b>	<b>\$32,000</b>	<b>\$0</b>	<b>\$32,000</b>
<b>Total(s)</b>						<b>\$242,000</b>	<b>\$0</b>	<b>\$242,000</b>
<b>Narrative</b>								
<p>The project director will oversee and manage the daily operations of the County drug court program. He will provide clinical assessments, clinical staff hiring and training, clinical treatment curriculum and maintenance of required licensing of the treatment facility. The program manager will serve as coordinator and provide legal assessments. He will coordinate the legal and treatment aspect of the program, monitor the participants' progress and provide case management for each participant. The assistant solicitor will provide screening for eligible participants within the first week of arrest including regular visits to the County detention, attend team meetings and prosecute those participants who are to be unsuccessfully terminated from the program. The assistant solicitor's salary will be funded 50% by the grant, and 50% by the solicitor's office. The annual salaries of the project director, program manager and assistant solicitor are consistent with clinical directors, managers and solicitors in the area.</p>								



# Budget Review

## Fringe Benefits Category

- What's included – (i.e., FICA, health, retirement, workman's comp)
- Unallowable – (i.e., excessive fringe for executives)



**COST MUST BE NECESSARY, REASONABLE, ALLOWABLE, AND ALLOCABLE**



# Budget Review

## Fringe Benefits Category

FICA	6.75%
Retirement	9.20%
Workman's Comp	3.70%
Health Insurance	<u>11.0%</u>
<b>Fringe Benefit Rate</b>	<b>30.65%</b>

The fringe benefit for each staff member is estimated at 30.65% of the salaries which is the current cost of fringe benefits for current full-time employees of the Third Judicial Circuit.

John Smith, Project Director	(30.65% x 2yrs)	\$37,148
Peter Mayes, Program Manager	(30.65% x 2yrs)	27,861
Mary Jones, Assistant Solicitor	(30.65% x 2yrs)	<u>9,906</u>
<b>Total Fringe</b>		<b>\$74,915</b>



**COST MUST BE NECESSARY, REASONABLE, ALLOWABLE, AND ALLOCABLE**



# Budget Review

## B. Fringe Benefits

Name	Computation				
<i>List each grant-supported position receiving fringe benefits.</i>	<i>Show the basis for computation.</i>				
	<i>Base</i>	<i>Rate</i>	<i>Total Cost</i>	<i>Non-Federal Contribution</i>	<i>Federal Request</i>
John Smith	\$60,000	30.65%	\$18,390	\$0	\$18,390
Peter Meyers	\$45,000	30.65%	\$13,793	\$0	\$13,793
Mary Jones	\$16,000	30.65%	\$4,904	\$0	\$4,904
<i>Total(s)</i>			\$37,087	\$0	\$37,087
<b>Narrative</b>					
The fringe benefit rate for full time employees at the Third Judicial Circuit. The fringe benefit rate is composed of FICA 6.57%, Retirement 9.2%, Workmen's Comp 3.7%, Health Insurance-11%.					



# Budget Review

## Travel Category

- Travel Policy
- Computation – number of travelers x cost
- Purpose – grant/program requirements
- Per Diem – use agency policy and, if no policy, must follow *Federal Travel Regulations*
- Transportation – air, taxi (show each separately)
- Other – parking, tolls
- Local Travel – mileage, use agency policy and, if no policy, must follow Federal policy



**COST MUST BE NECESSARY, REASONABLE, ALLOWABLE, AND ALLOCABLE**



# Budget Review

<b>C. Travel</b>										
<b>Purpose of Travel</b>	<b>Location</b>	<b>Type of Expense</b>	<b>Basis</b>	<b>Computation</b>						
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Lodging, Meals, Etc.</i>	<i>Per day, mile, trip, Etc.</i>	<i>Compute the cost of each type of expense X the number of people traveling.</i>						
				<b>Cost</b>	<b>Qty</b>	<b># of Staff</b>	<b># of Trips</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
<b>Mandatory Training</b>	<b>Washington, DC</b>	<b>Transportation</b>	<b>Round-trip</b>	<b>\$500.00</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>\$1,500</b>	<b>\$0</b>	<b>\$1,500</b>
<b>Mandatory Training</b>	<b>Washington, DC</b>	<b>Lodging</b>	<b>Night</b>	<b>\$207.00</b>	<b>3</b>	<b>3</b>	<b>1</b>	<b>\$1,863</b>	<b>\$0</b>	<b>\$1,863</b>
<b>Mandatory Training</b>	<b>Washington, DC</b>	<b>Meals</b>	<b>Day</b>	<b>\$71.00</b>	<b>3.5</b>	<b>3</b>	<b>1</b>	<b>\$746</b>	<b>\$0</b>	<b>\$746</b>
<b>Mandatory Training</b>	<b>Washington, DC</b>	<b>Other</b>	<b>Trip</b>	<b>\$492.00</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>\$492</b>	<b>\$0</b>	<b>\$492</b>
<b>Total(s)</b>								<b>\$4,559</b>	<b>\$0</b>	<b>\$4,601</b>

**Narrative**

Travel to Washington, DC for the Project Director, Program Manager, and Assistant Solicitor to attend the mandatory OJP sponsored National Drug Court Conference in December 2016. Our organization follows the federal guidelines for travel. Other trip costs includes baggage fees at \$50 for each staff member for a total of \$150. Shuttle service to and from the airport are estimated at \$57 one way per person - \$57 \* 2 round trip= \$114 \* 3 staff =\$342



# Budget Review

## Lodging Rates at Per Diem

- All OJP funded contracts for events that include 30 or more participants (both Federal and non-Federal) lodging costs for any number of attendees requiring lodging must not exceed Federal per diem rate for lodging.
- Conferences that include less than 30 people are exempt from this requirement.
- The web-site address for obtaining the current rates is <http://www.gsa.gov>
- OJP Financial Guide provides further clarification of this requirement at <http://www.ojp.usdoj.gov/financialguide>



**COST MUST BE NECESSARY, REASONABLE, ALLOWABLE, AND ALLOCABLE**





# Budget Review

## Equipment Category

- Policy – Recipients should follow their own capitalization policy for equipment. If no policy exists, must follow Federal policy.
- Unit & cost – (i.e., 1 computer @ \$2,000)
- Purpose – (i.e., grant/program requirement)



**COST MUST BE NECESSARY, REASONABLE, ALLOWABLE, AND ALLOCABLE**



# Budget Review

## Equipment Category

- Federal Definition – useful life of more than one year with a fair market value (FMV) of \$5,000 or more.
- Disposition – when equipment is no longer needed for criminal justice purposes, and its FMV is less than \$5,000, the equipment can be retained with no further obligation to the awarding agency.
- If the FMV is \$5,000 or more, the equipment can be retained or sold; however, the proceeds (Federal participation) must be returned to the awarding agency.



**COST MUST BE NECESSARY, REASONABLE, ALLOWABLE, AND ALLOCABLE**



# Budget Review

## D. Equipment

Item <i>List and describe each item of equipment that will be purchased</i>	Computation <i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>				
	# of Items	Cost	Total Cost	Non-Federal Contribution	Federal Request
Laptop Computers	2	\$2,500.00	\$5,000	\$0	\$5,000
Copier Machine	1	\$2,000.00	\$2,000	\$0	\$2,000
<b>Total(s)</b>			<b>\$7,000</b>	<b>\$0</b>	<b>\$7,000</b>

### Narrative

A laptop computer will be needed by the Program Manager and Assistant Solicitor for the flexibility of using the computer at the office, at the courthouse, or the detention center. These laptops will be capable of supporting information shared by the team members and will be compliant with appropriate standards of confidentiality. The laptop computers and the copier machine are essential to the daily operations and effective job performance. Our organization's procurement policy was utilized to procure these equipment items. The capitalization threshold per our agency's fixed asset policy is \$2,000.



# Budget Review

## Supplies Category

- Major types – (i.e., office, training, postage)
- Project benefits – (i.e., how supplies will support efforts)



**COST MUST BE NECESSARY, REASONABLE, ALLOWABLE, AND ALLOCABLE**



# Budget Review

<b>E. Supplies</b>					
<b>Supply Items</b> <i>Provide a list of the types of items to be purchased with grant funds.</i>	<b>Computation</b> <i>Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.</i>				
	<b># of Items</b>	<b>Cost</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
<b>Cell Phones</b>	<b>3</b>	<b>\$35.00</b>	<b>\$105</b>	<b>\$0</b>	<b>\$105</b>
<b>Portable Printers</b>	<b>2</b>	<b>\$200.00</b>	<b>\$400</b>	<b>\$0</b>	<b>\$400</b>
<b>Microsoft Software</b>	<b>2</b>	<b>\$400.00</b>	<b>\$800</b>	<b>\$0</b>	<b>\$800</b>
<b>General Office Supplies</b>	<b>2</b>	<b>\$1,090.00</b>	<b>\$2,180</b>	<b>\$0</b>	<b>\$2,180</b>
			<b>Total(s)</b>	<b>\$3,485</b>	<b>\$0</b>
<b>Narrative</b>	<p>A portable printer and Microsoft Office software for each laptop is essential to the daily operations and effective job performance. Cell phones for each staff is necessary for flexibility of using the phone at the office, at the courthouse or the detention center, and for confidential calls. These items were obtained using our organizations procurement policy. Office supplies will be needed for the job and program implementation and operations and are estimated to include 6 boxes of envelopes, 25 cases of paper, 20 cartridges for the printers, pens, clips, staples totaling \$1,090 annually.</p>				



# Budget Review

## Construction Category

- As a rule, construction costs are generally not allowable.
- Consult with the program office before budgeting funds in this category.



**COST MUST BE NECESSARY, REASONABLE, ALLOWABLE, AND ALLOCABLE**



# Budget Review

**F. Construction**

*As a rule, construction costs are not allowable. Consult with the program office before budgeting funds in this category.*

Purpose	Description of Work	Computation				
<i>Provide the purpose of the construction</i>	<i>Describe the construction project(s)</i>	<i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>				
		# of Items	Cost	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
				<b>Total(s)</b>	\$0	\$0
<b>Narrative</b>						

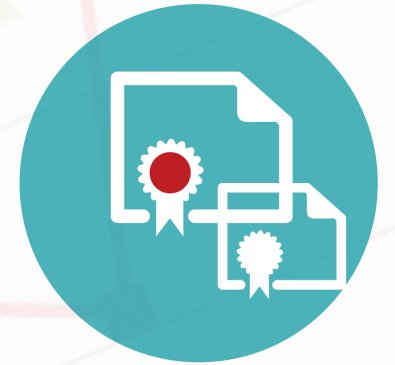


# Budget Review

## Subaward (Subgrants)

### Subawards (Subgrants)

- Carry out program activities
- Pass through entities follow 2 CFR 200.331



**COST MUST BE NECESSARY, REASONABLE, ALLOWABLE, AND ALLOCABLE**





# Budget Review

<b>G. Subawards (Subgrants)</b>					
<b>Description</b>		<b>Purpose</b>			
<i>Provide a description of activities to be carried out by subrecipients.</i>		<i>Describe the purpose of the subaward(subgrant)</i>			
			<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
<b>Cultural Service Center</b>	<b>Cultural activities for Adult recidivism</b>		<b>\$100,000</b>	<b>\$0</b>	<b>\$100,000</b>
<b>Total(s)</b>			<b>\$100,000</b>	<b>\$0</b>	<b>\$100,000</b>
<b>Narrative</b>					
The cultural service center will carry out and host all cultural program activities for the adult recidivism program over the course of the next 2 years.					



# Budget Review

## Procurement/Contracts Category

- Procurement for goods or services
- Consultant rates – (i.e., \$650 threshold)
- Sole Source – over \$250K
- Procurement Standards—General Guidance for Open Competition  
(Uniform Guidance at 2 C.F.R. § 200.317 through 2 C.F.R. § 200.326)





# Budget Review

<b>H. Procurement Contracts</b>					
<b>Description</b>		<b>Purpose</b>			
<p><i>Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently \$250,000).</i></p>		<p><i>Describe the purpose of the contract</i></p>			
			<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
<b>Counselor</b>	<b>Provide direct counseling services to participants</b>		<b>\$20,800</b>	<b>\$0</b>	<b>\$20,800</b>
<b>Drug Screening Technician</b>	<b>Survey creation and data entry services from submitted surveys.</b>		<b>\$5,200</b>	<b>\$0</b>	<b>\$5,200</b>
			<b>Total(s)</b>	<b>\$0</b>	<b>\$26,000</b>
<b>Narrative</b>					
<p>ABC Company will put together online an online survey at the direction of the project manager to reach out to the various sites to determine the needs. In addition a hard copy survey will also be available for those unable to use the online survey. ABC Company will key in the hard copy surveys. Once the surveys are completed, ABC Company will compile the data for the project manager. Our organizations procurement policy was followed.</p>					



# Budget Review

## Other Category

- Major types – (i.e., rent, utilities)
- Basis – (i.e., 1200 sq ft @ \$22 per sq ft)



**COST MUST BE NECESSARY, REASONABLE, ALLOWABLE, AND ALLOCABLE**



# Budget Review

## I. Other Costs

Description	Computation						
<i>List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).</i>	<i>Show the basis for computation</i>						
	Quantity	Basis	Cost	Length of Time	Total Cost	Non-Federal Contribution	Federal Request
Rent	2500	sq feet	1.76	12	\$52,800	\$0	\$52,800
Telephone	3	monthly rate	40	12	\$1,440	\$0	\$1,440
<i>Total(s)</i>					\$54,240	\$0	\$54,240
<b>Narrative</b>							
<p>Monthly rental payment for rental office space estimated at the cost of \$1.76 per square foot with 2500 square feet of space needed for the Drug Court office and group rooms. This would incur a cost of 4,400 per month rent totaling \$52,800 per year. Cell phones are needed at a cost of \$40 per month for service for three people x 12 months = 1,440.</p>							



# Budget Review

## Indirect Costs Category

- Approved rate – (i.e., by cognizant Federal agency)
- Current negotiated agreement – (i.e., provisional, fixed, final)
- De Minimis rate – must specify in application the amount to be claimed



**COST MUST BE NECESSARY, REASONABLE, ALLOWABLE, AND ALLOCABLE**



# Budget Review

## J. Indirect Costs

Description <i>Describe what the approved rate is and how it is applied.</i>	Computation <i>Compute the indirect costs for those portions of the program which allow such costs.</i>				
	Base	Indirect Cost Rate	Total Cost	Non-Federal Contribution	Federal Request
Indirect Costs	\$279,087	18.00%	\$50,236	\$0	50,236
			50,236	\$0	50,236
			<i>Total(s)</i>		
<b>Narrative</b>					
<p>A fixed rate of 18% of direct salaries and fringe benefits had been approved by the U.S. Department of Health and Human Services. This rate is effective through December 31, 2018.</p>					



# Budget Summary

## Budget Categories

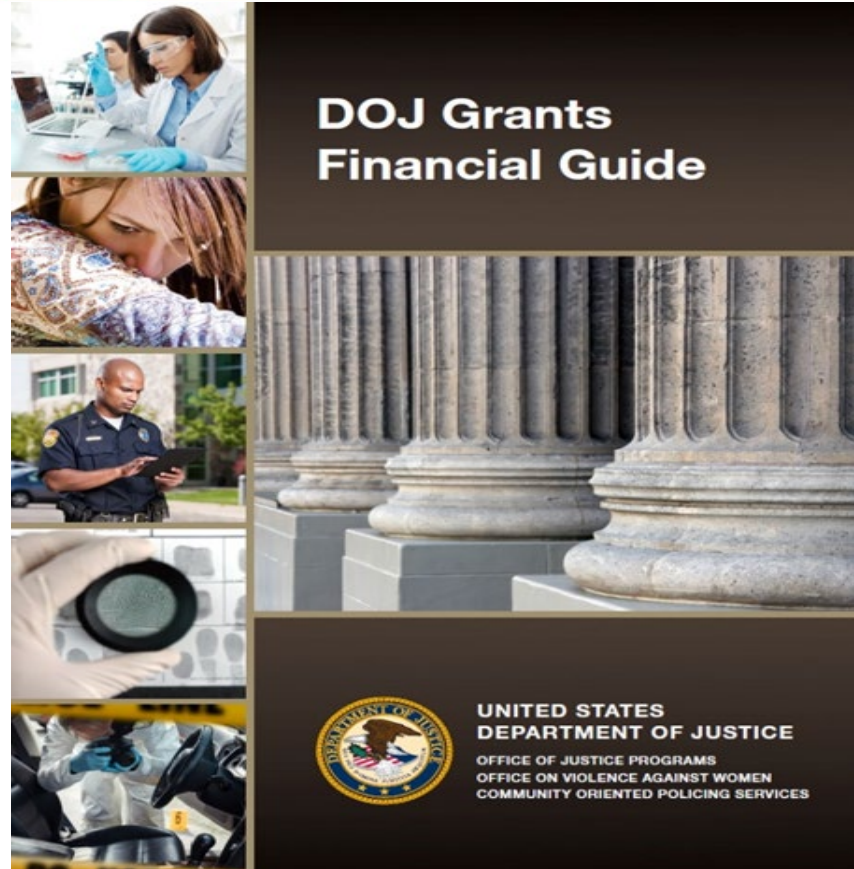
	<b>Amount</b>
Personnel	\$242,000
Fringe Benefits	\$37,087
Travel	\$4,601
Equipment	\$7,000
Supplies	\$3,485
Construction	\$0
Subawards (Subgrants)	\$100,000
Procurement Contracts	\$26,000
Other Costs	<u>\$54,240</u>
Total Direct Costs	\$474,413
Indirect Costs	<u>\$50,236</u>
<b>Total Project Costs</b>	<b>\$524,649</b>







# OCFO-Resources



**Electronic Access for the DOJ Grants Financial Guide via the Internet**

<http://www.ojp.usdoj.gov/financialguide>



# Office of the Chief Financial Officer

## Contact Information

**Angela D. Wade**

*Staff Accountant/Trainer,*

US Department of Justice,  
Office of the Chief Financial Officer,  
Office of Justice Programs

[Angela.Wade@USDOJ.GOV](mailto:Angela.Wade@USDOJ.GOV)

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# Assembling Your OVC Application: Considerations When Building Your OVC Budget



**JUST**grants  
JUSTICE GRANTS SYSTEM

# Agenda

- Entity Roles/Assignments
- Application Data Entry
- Entering the Budget
- Submitting an Application
- Financial Change Request
- Key Resources



# Entity Roles/Assignments



# JustGrants Roles

There are six foundational roles created to ensure Entity Users have the authority and ability to carry out specific requirements and tasks.

## ENTITY ADMINISTRATOR



Confirms information contained in the Entity Profile is current. Manages entity users, including user role assignments in DIAMD, and specific application and award-level assignments in JustGrants.

The person listed as the SAM.gov EBIZ Point of Contact will be the Entity Administrator.

## APPLICATION SUBMITTER



Completes and submits applications on behalf of an entity, including Entity Assurances and Certifications.

## AUTHORIZED REPRESENTATIVE



Must possess legal authority within an entity to accept awards. This action binds the entity to the award terms and conditions.

## GRANT AWARD ADMINISTRATOR



Submits programmatic-related award requirements, including Performance Reports, certain GAMs, and portions of the Closeout.

## ALTERNATE

## GRANT AWARD ADMINISTRATOR



Provides support to the Grant Award Administrator. Can initiate, but not submit, programmatic-related award requirements including GAMs.

## FINANCIAL MANAGER






Certifies and submits financial information and all Federal Financial Reports on behalf of an entity.

Multiple roles can be assigned to a single user.

# Roles Required for Application Submission

JustGrants has **six** foundational roles; application submission has **three** key roles: **Application Submitter, Authorized Representative, and Entity Administrator.**

Application Submitter	Authorized Representative	Entity Administrator
<ul style="list-style-type: none"><li>• Identify application submission forms in JustGrants</li><li>• Complete a web-based budget form</li><li>• Complete an application on behalf of an entity-- <b>certifies information</b></li><li>• <i>For APPLICATIONS, only the Application Submitter can take actions (edit/submit).</i></li></ul>	<p>An Authorized Representative must be onboarded before an application can be submitted.</p> <p>They need to be selected from an existing user list in the application.</p>	<ul style="list-style-type: none"><li>• Onboard and complete entity profile before application submission</li><li>• Onboard the Authorized Representative</li><li>• Change Application Submitter assignments--if needed</li></ul>
		

COPS awards *may* require two Authorized Representatives: A law enforcement **AND** a government executive




# Application Data Entry





# Standard Applicant Information (1)



JUSTgrants  
JUSTICE GRANTS SYSTEM

Home Entity Profile Entity Users Entity Documents Applications Monitoring Federal Forms Toggle Management Privacy Policy Recents

**Grant Package ( 00767012 )** PENDING-DRAFT Comp # (C-OVC-2021-00074-STG) Due January 28, 2022 1:48:00 PM EST

### Standard Applicant Information

#### Funding Opportunity

Federal Agency Name Office for Victims of Crime	Funding Opportunity Number O-OVC-2021-168153-STG	Funding Opportunity Title OVC FY 2021 Services for Victims of Human Trafficking
Competition Identification Number C-OVC-2021-00074-STG	Competition Identification Title Purpose Area 1: Developing Capacity to Service Human Trafficking Victims	Due Date January 28, 2022 1:48:00 PM EST

#### CFDA Information

CFDA Number 16.320	CFDA Program Title Services for Trafficking Victims
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#### Project Information

Project Title Increasing our capacity to serve victims of human trafficking	Proposed Project Start Date 10/1/2022	Proposed Project End Date 9/30/2025
Federal Estimated Funding (Federal Share) 300000.00	Applicant Estimated Funding (Non-Federal Share) 0.00	Program Income Estimated Funding 0.00
Total Estimated Funding 350000.00	Areas Affected by Project (Cities, Counties, States, etc.) No items	

Add

#### Application Type

Cancel

#### Solicitation Instructions

- Standard Applicant Information
  - Standard Applicant Information
    - Confirm Authorized Representative
    - Verify Legal Name and Address
    - Proposal Abstract
    - Proposal Narrative
    - Budget and Associated Documentation
    - MOUs and Other Supportive Documents
    - Additional Application Components
    - Disclosure And Assurances
    - Other
    - Certify and Submit

#### Participants (2)

- BC Bethany Case Entity Administrator
- justgrants025.applicationsubmi jgitsext Application Submitter

Save Continue

# Standard Applicant Information (2)

The screenshot displays the JUSTgrants Justice Grants System interface. The top navigation bar includes the JUSTgrants logo, a notification bell, a help icon, and a user profile icon. The left sidebar contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, Toggle Management, Privacy Policy, and Recents. The main content area is titled "Grant Package ( 00767012 )" and includes a status indicator "PENDING-DRAFT", a comparison number "Comp # (C-OVG-2021-00074-STG)", and a due date "Due January 28, 2022 1:48:00 PM EST". An "Actions" dropdown menu is located in the top right corner.

The "Application Type" section shows a dropdown menu set to "Initial" and a "Date Received" of "01/14/2022".

The "Application Submitter Contact Information" section is highlighted with a red rounded rectangle and contains the following fields:

Application POC Prefix Name	Application POC Middle Name	Application POC Last Name
Application POC First Name justgrants025.applicationsubmitter	Application POC Last Name jgitsext	
Application POC Suffix Name		
Organizational Affiliation	Title	Email ID justgrants025.applicationsubmitter@gmail.com
Phone Number 1231231234	Fax Number	
ORINumber		

The "Type of Applicant" section is also highlighted with a red rounded rectangle and contains the following fields:

Type of Applicant 1: Select Applicant Type: \*  
A: State Government

Type of Applicant 2: Select Applicant Type:  
C: City or Township Government

Type of Applicant 3: Select Applicant Type:  
I: Indian/Native American Tribal Government (Federally Recognized)

Other (specify):

At the bottom of the form, there are "Cancel", "Save", and "Continue" buttons.

# Standard Applicant Information (3)

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Grant Package ( 00767012 ) **PENDING-DRAFT** Comp # (C-OVC-2021-00074-STG) Due January 28, 2022 1:48:00 PM EST

**Executive Order and Delinquent Debt Information**

Is Application Subject to Review by State Under Executive Order 12372? \*

- a. This application was made available to the State under the Executive Order 12372 Process for review on:
- b. Program is subject to E.O. 12372 but has not been selected by the State for review
- c. Program is not covered by E.O. 12372.

Is the Applicant Delinquent on Federal Debt?

No

**SF424 Attachments (4)**

Name	Date Added
manifest.txt	1/14/22
Form SF424_4_0-V4.0.pdf	1/14/22
Form SFLLL_2_0-V2.0.pdf	1/14/22
GrantApplication.xml	1/14/22

INITIATE COMPLETE AND SUBMIT REVIEW BUDGET REVIEW AWARDPACKAGEREADY

Information Grant Package Application Versions

Cancel Save Continue

# Confirm Authorized Representative

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area is titled "Confirm Authorized Representative" and is part of a "Grant Package (00767012)" in a "PENDING-DRAFT" state. The workflow progress bar shows the current step as "COMPLETE AND SUBMIT".

**Select Authorized Representative**

- (Select One)
- (Select One)
- NewAuthorized Rep
- justgrants025.authorizedrep jgitsext**
- justgrants025.multipleroles jgitsext
- Lara.Allen@ojp.usdoj.gov
- Bethany Case

**Preview**

Title \_\_\_\_\_

Prefix Name First Name Middle Name Last Name Suffix Name \_\_\_\_\_

**Solicitation Instructions**

- Standard Applicant Information
  - Standard Applicant Information
  - Confirm Authorized Representative**
  - Verify Legal Name and Address
- Proposal Abstract
- Proposal Narrative
- Budget and Associated Documentation
- MOUs and Other Supportive Documents
- Additional Application Components
- Disclosure And Assurances
- Other
- Certify and Submit

**Participants (2)**

- Bethany Case Entity Administrator
- justgrants025.applicationsubmi jgitsext Application Submitter

**Recents**

Grant Package	Application Info	Grant Submission Header	Opportunity ID	Solicitation ID	Solicitation Title
A-372721	Application Case ID	A-372727	AG-127422	SI-168153	Services for Victims
A-372720	Grant Manager		AG-127421		SF424_2_1

Buttons: Back, Save, Continue

# Verify Legal Name and Address

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home Entity Profile Entity Users Entity Documents Applications Monitoring Federal Forms Toggle Management

**Grant Package ( 00767012 )** PENDING-DRAFT Comp # (C-OVC-2021-00074-STG) Due January 28, 2022 1:48:00 PM EST

**Mailing Address**

Street 1 12602 Address Line1 Mailing Address	Street 2 12602 Address Line2 Mailing Address	County/Parish ---
City FAIRFAX	Country United States	Congressional District 11
State/U.S. Territory Virginia	Zip/Postal Code 22033	

Designate as Legal Address

**Certification**

The legal name + Doing Business As (DBA) and legal address define a unique entity in the system as represented in its entity profile. The profile legal name and address is applicable to ALL applications and awards associated to this fiscal year.

1. If this information is correct confirm/acknowledge to continue with completion of this application.

I confirm this is the correct entity.

Signer Name  
\_\_\_\_\_  
Certification Date / Time  
\_\_\_\_\_

2. If the information displayed does not accurately represent the legal entity applying for federal assistance:  
a. Contact your Entity Administrator.  
b. Contact the System for Award Management (SAM.gov) to update the entity legal name/address.

3. If the above information is not the entity for which this application is being submitted, Withdraw/Delete this application. Please initiate a new application in Grants.gov with using the correct DUNS/SAM profile.

Participants (3)

- BC Bethany Case Entity Administrator
- JJ justgrants025.authorizedrep jgitsext AuthorizedRepresentative
- JJ justgrants025.applicationsubmi jgitsext Application Submitter

INITIATE COMPLETE AND SUBMIT REVIEW BUDGET REVIEW AWARDPACKAGEREADY

Back Save Continue

# Proposal Abstract

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home Entity Profile Entity Users Entity Documents Applications Monitoring Federal Forms Toggle Management

**Grant Package ( 00767012 )** **PENDING-DRAFT** Comp # (C-OVC-2021-00074-STG) Due January 28, 2022 1:48:00 PM EST

**Proposal Abstract \***

Format [Rich Text Editor]

**Solicitation Instructions**

- Standard Applicant Information
- Proposal Abstract**
- Proposal Narrative
- Budget and Associated Documentation
- MOUs and Other Supportive Documents
- Additional Application Components
- Disclosure And Assurances
- Other
- Certify and Submit

**Participants (3)**

- Bethany Case Entity Administrator
- justgrants025.authorizedrep jgitsext Authorized Representative
- justgrants025.applicationsubmi jgitsext Application Submitter

INITIATE COMPLETE AND SUBMIT REVIEW BUDGET REVIEW AWARDPACKAGEREADY

**Information Grant Package Application Versions**

ApplicationInfo GrantSubmissionHeader OpportunityID	SolicitationID	Solicitation Title
O-OVC-2021-168153-STG	SI-168153	Services for Victims
Application Case ID	Application Group Case ID	SF424_2_1
A-372727	AG-127423	
Grant Manager		

Back Save Continue

# Proposal Narrative

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Grant Package ( 00767012 ) **PENDING-DRAFT** Comp # (C-OVC-2021-00074-STG) Due January 28, 2022 1:48:00 PM EST

**Proposal Narrative**

[Upload](#)

The recommended files to upload are PDF, Microsoft Word and Excel.

Name	Category	Created by	Application Number	Date Added
Proposal Narrative.pdf	Proposal Narrative	justgrants025.applicationsubmitter jgitsext	---	01/17/2022

**Goals, Objectives, Deliverables, and Timeline**

[+ New Goal](#)

Goal Statement\*

To improve services offered to victims of human trafficking.

Remaining: 195 characters

Objectives [+ New Objective](#)

Objective	Fiscal Year	Quarter
Increase availability of mental health services	2022	Q2

Remaining: 208 characters

Deliverables [+ New Deliverable](#)

Deliverable	Fiscal Year	Quarter
Action Plans	2022	Q1

[Previous](#) [Add](#) [Save](#) [Cancel](#)

[Back](#) [Save](#) [Continue](#)

**Solicitation Instructions**

- Standard Applicant Information
- Proposal Abstract
- Proposal Narrative**
- Budget and Associated Documentation
- MOUs and Other Supportive Documents
- Additional Application Components
- Disclosure And Assurances
- Other
- Certify and Submit

**Participants (3)**

- BC Bethany Case Entity Administrator
- J justgrants025.authorizedrep jgitsext AuthorizedRepresentative
- J justgrants025.applicationsubmitter jgitsext Application Submitter

# Entering the Budget





# Personnel

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Grant Package ( 00767012 ) **PENDING-DRAFT** Comp # (C-OVC-2021-00074-STG) Due January 28, 2022 1:48:00 PM EST

[Add Year](#) [Delete Year](#)

Year 1

**Personnel**

[+ Add item](#) [X Delete item](#)

Computation - Show annual salary & amount of time devoted to the project for each name/position

	Name	Position	Salary	Rate	Time Worked	Percentage of Time (%)	Total Cost
1	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	Yearly <input type="text"/>	<input type="text"/>	% <input type="text"/>	\$0.00

Personnel Total Cost  
\$0.00

Additional Narrative

Font - Size - **B I U**

[Back](#)

[Save](#) [Continue](#)

**Solicitation Instructions**

- > Standard Applicant Information
- ✓ Proposal Abstract
- ✓ Proposal Narrative
- ✓ **Budget and Associated Documentation**
- ✓ Conference Costs
- Personnel**
- Fringe Benefits
- Travel
- Equipment
- Supplies
- Construction
- SubAwards (Subgrants)
- Procurement Contracts
- Other Costs
- Indirect Costs
- Consolidated Category Summary
- Budget / Financial Attachments
- MOUs and Other Supportive Documents
- Additional Application Components
- > Disclosure And Assurances
- Other
- Certify and Submit

**Participants (3)**

- BC Bethany Case Entity Administrator
- justgrants025.authorizedrep jgitsext

# SubAwards (Subgrants)

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area is titled "Grant Package ( 00767012 )" and is in a "PENDING-DRAFT" state. It shows the "Subawards (Subgrants)" section for "Year 1". A table with columns "Item", "Description", "Country", "State/U.S. Territory", "City", and "Total Cost" is visible. The "Country" column is set to "United States" and the "State/U.S. Territory" column is set to "Alabama". Below the table, the "Subawards Total Cost" is shown as "\$0.00". There is also an "Additional Narrative" section with a rich text editor. On the right side, there is a "Solicitation Instructions" sidebar with a list of items, including "SubAwards (Subgrants)" which is highlighted. At the bottom right, there is a "Participants (3)" section showing "Bethany Case" and "justgrants025.authorizedrep".

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Grant Package ( 00767012 ) **PENDING-DRAFT** Comp # (C-OVC-2021-00074-STG) Due January 28, 2022 1:48:00 PM EST

**Subawards (Subgrants)**

Item	Description	Country	State/U.S. Territory	City	Total Cost
1		United States	Alabama		

Subawards Total Cost  
\$0.00

Additional Narrative

**Solicitation Instructions**

- Standard Applicant Information
- Proposal Abstract
- Proposal Narrative
- Budget and Associated Documentation**
- Conference Costs
- Personnel
- Fringe Benefits
- Travel
- Equipment
- Supplies
- Construction
- SubAwards (Subgrants)**
- Procurement Contracts
- Other Costs
- Indirect Costs
- Consolidated Category Summary
- Budget / Financial Attachments
- MOUs and Other Supportive Documents
- Additional Application Components
- Disclosure And Assurances
- Other
- Certify and Submit

**Participants (3)**

- Bethany Case Entity Administra
- justgrants025.authorizedrep

Back Save Continue

# Indirect Costs

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area is titled "Grant Package (00767012)" and is in a "PENDING-DRAFT" state. The "Indirect Costs" section is highlighted with a red rounded rectangle. It includes a table with columns for "Description", "Base", "Indirect Cost Rate", and "Total Cost". The table currently has one row with a total cost of \$0.00. Below the table, there is a section for "Additional Narrative" with a rich text editor. On the right side, there is a "Solicitation Instructions" sidebar with a checklist of items, including "Indirect Costs" which is currently selected. At the bottom right, there is a "Participants (3)" section listing users like "Bethany Case" and "justgrants025.authorizedrep".

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Grant Package (00767012) **PENDING-DRAFT** Comp # (C-OVC-2021-00074-STG) Due January 28, 2022 1:48:00 PM EST

**Indirect Costs**

Compute the indirect costs for those portions of the program which allow such costs.

Description	Base	Indirect Cost Rate	Total Cost
1	\$	%	\$0.00

Indirect Costs Total Cost  
\$0.00

Additional Narrative

**Solicitation Instructions**

- Standard Applicant Information
- Proposal Abstract
- Proposal Narrative
- Budget and Associated Documentation**
- Conference Costs
- Personnel
- Fringe Benefits
- Travel
- Equipment
- Supplies
- Construction
- SubAwards (Subgrants)
- Procurement Contracts
- Other Costs
- Indirect Costs**
- Consolidated Category Summary
- Budget / Financial Attachments
- MOUs and Other Supportive Documents
- Additional Application Components
- Disclosure And Assurances
- Other
- Certify and Submit

**Participants (3)**

- Bethany Case Entity Administrator
- justgrants025.authorizedrep
- jgitext

# File Attachments

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Grant Package ( 00767012 ) **PENDING-DRAFT** Comp # (C-OVC-2021-00074-STG) Due January 28, 2022 1:48:00 PM EST

Home  
Entity Profile  
Entity Users  
Entity Documents  
Applications  
Monitoring  
Federal Forms  
Toggle Management

**Indirect Cost Rate Agreement**

Upload  
Profile

Attach file(s)

Name*	File
Indirect Cost Rate Agreement	Indirect Cost Rate Agreement.docx

Tools, instruments, questionnaires, tables or maps  
Application  
Application Attachments  
Areas Affected by Project  
Bibliography/references  
BMR Overturn  
Budget Consultant Rate Justification  
Budget Employee Compensation Waiver  
Disclosure of Process Related to Executive Compensation  
Budget Financial Management Questionnaire  
Budget Indirect Cost Rate Agreement  
Budget Non-Competitive Justification  
Budget Other  
Budget Pre-Agreement Cost  
Budget Sole Source Justification  
Budget Worksheet  
Confidentiality Notice Form  
COPS  
Correctional Facilities  
**Correctional Officers**  
Budget Indirect Cost Rate Agreement

Cancel Attach

**Solicitation Instructions**

- Standard Applicant Information
- Proposal Abstract
- Proposal Narrative
- Budget and Associated Documentation**
  - Conference Costs
  - Personnel
  - Fringe Benefits
  - Travel
  - Equipment
  - Supplies
  - Construction
  - SubAwards (Subgrants)
  - Procurement Contracts
  - Other Costs
  - Indirect Costs
  - Consolidated Category Summary
  - Budget / Financial Attachments**
  - MOUs and Other Supportive Documents
  - Additional Application Components
- Disclosure And Assurances
- Other
- Certify and Submit

**Participants (3)**

- BC Bethany Case Entity Administrator
- J justgrants025.authorizedrep jgitstext

Back Save Continue

# Budget / Financial Attachments

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home Entity Profile Entity Users Entity Documents Applications Monitoring Federal Forms Toggle Management

**Grant Package ( 00767012 )** PENDING-DRAFT Comp # (C-OVC-2021-00074-STG) Due January 28, 2022 1:48:00 PM EST

**Indirect Cost Rate Agreement**

Upload  
Profile

The recommended files to upload are PDF, Microsoft Word and Excel.

Name	Category	Created by	Application Number	Date Added
Indirect Cost Rate Agreement.docx	Budget Indirect Cost Rate Agreement	justgrants025.applicationsubmitter jgitsex	---	01/17/2022

> Disclosure of Process Related to Executive Compensation

> Additional Attachments

INITIATE COMPLETE AND SUBMIT REVIEW BUDGET REVIEW AWARDPACKAGEREADY

Information Grant Package Application Versions

ApplicationInfo	GrantSubmissionHeader	OpportunityID	SolicitationID	Solicitation Title
O.OVC-2021-168153-STG			SI-168153	Services for Victims
Application Case ID		Application Group Case ID		SF424_2_1
A-372727		AG-127423		
Grant Manager				

Privacy Policy

Recents

- Grant Package A-372721
- Published Solicitation AG-127422
- Grant Package A-372720
- Published Solicitation AG-127421
- Grant Package

**Solicitation Instructions**

- Standard Applicant Information
- Proposal Abstract
- Proposal Narrative
- Budget and Associated Documentation**
- Conference Costs
- Personnel
- Fringe Benefits
- Travel
- Equipment
- Supplies
- Construction
- SubAwards (Subgrants)
- Procurement Contracts
- Other Costs
- Indirect Costs
- Consolidated Category Summary
- Budget / Financial Attachments**
- MOUs and Other Supportive Documents
- Additional Application Components
- Disclosure And Assurances
- Other
- Certify and Submit

**Participants (3)**

- BC Bethany Case Entity Administrator
- justgrants025.authorizedrep jgitsex

Save Continue

https://stage-justgrants.usdoj.gov/prweb/PRAAuth/app/JGITS/\_3yZ68xxj\_lpDExTOT4XnAjzjAXmVNeW\*/!STANDARD#

# Consolidated Budget Summary

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home Entity Profile Entity Users Entity Documents Applications Monitoring Federal Forms Toggle Management Privacy Policy Recents Grant Package A-372727 Published Solicitation AG-127423 Grant Package A-372721 Published Solicitation AG-127422 Grant Package A-372720

**Grant Package ( 00767012 )** PENDING-DRAFT Comp # (C-OVC-2021-00074-STG) Due January 28, 2022 1:48:00 PM EST

	Year 1	Total
Personnel	\$0.00	\$0.00
Fringe Benefits	\$0.00	\$0.00
Travel	\$0.00	\$0.00
Equipment	\$0.00	\$0.00
Supplies	\$0.00	\$0.00
Construction	\$0.00	\$0.00
SubAwards	\$0.00	\$0.00
Procurement Contracts	\$0.00	\$0.00
Other Costs	\$0.00	\$0.00
<b>Total Direct Costs</b>	<b>\$0.00</b>	<b>\$0.00</b>
Indirect Costs	\$0.00	\$0.00
<b>Total Project Costs</b>	<b>\$0.00</b>	<b>\$0.00</b>

Yearly Match Amount

**Total Project Cost Breakdown**

Back

**Solicitation Instructions**

- Standard Applicant Information
- Proposal Abstract
- Proposal Narrative
- Budget and Associated Documentation**
  - Conference Costs
  - Personnel
  - Fringe Benefits
  - Travel
  - Equipment
  - Supplies
  - Construction
  - SubAwards (Subgrants)
  - Procurement Contracts
  - Other Costs
  - Indirect Costs
- Consolidated Category Summary**
- Budget / Financial Attachments
- MOUs and Other Supportive Documents
- Additional Application Components
- Disclosure And Assurances
- Other
- Certify and Submit

**Participants (3)**

- BC Bethany Case Entity Administrator
- justgrants025.authorizedrep jgitext

Save Continue

# Budget Detail Summary View

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home | Entity Profile | Entity Users | Entity Documents | Applications | Monitoring | Federal Forms | Toggle Management

**Grant Package ( 00767012 )** PENDING-DRAFT Comp # (C-OVC-2021-00074-STG) Due January 28, 2022 1:48:00 PM EST

**Total Project Cost Breakdown**

	Total	Percentage
Federal Funds	---	---
Match Amount	---	---
Program Income Amount	---	---

**Budget Detail Summary View**

Budget Category

Personnel

Budget Year

Year 1

Name	Position	Salary	Rate	Time Worked	Percentage of Time (%)	Total Cost
1			Y			\$0.00

Personnel Total Cost  
**\$0.00**

Additional Narrative

Fringe Benefits

Back | Save | Continue

# Submitting an Application





# MOUs and Other Supportive Documents

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area is titled "Memoranda of Understanding (MOUs) and Other Supportive Documents" and includes an "Upload" button. A red circle highlights an "Attach file(s)" dialog box. This dialog box features a list of document types for selection, with "MOU Document" highlighted in blue. Below the list is a table with columns for "Name" and "File". The table contains one entry: "Memoranda of Understanding" with the file name "Memoranda of Understanding.docx". At the bottom of the dialog are "Cancel" and "Attach" buttons.

**Attach file(s)**

- Budget Pre-Agreement Cost
- Budget Sole Source Justification
- Budget Worksheet
- Confidentiality Notice Form
- COPS
- Correctional Facilities
- Correctional Officers
- Curriculum Vitae or Resumes
- Delinquent Debt Explanation
- Disclosures and Assurances
- File
- Human Subjects Protection
- SCAAP Inmate File
- Legacy Attachment - Internal
- Legacy Attachments
- Letter of Nonsupplanting
- Letters of Support
- List of Individuals in the Application
- LobbyingActivitiesDisclosure
- MOU Document**
- MOU Document

Name	File
Memoranda of Understanding	Memoranda of Understanding.docx

Cancel Attach

# Memoranda of Understanding

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Grant Package ( 00767012 ) **PENDING-DRAFT** Comp # (C-OVC-2021-00074-STG) ⌚ Due January 28, 2022 1:48:00 PM EST Actions

### Memoranda of Understanding (MOUs) and Other Supportive Documents

Upload

The recommended files to upload are PDF, Microsoft Word and Excel.

Name	Category	Created by	Application Number	Date Added	
Memoranda of Understanding.docx	MOU Document	justgrants025.applicationsubmitter jgitsext	—	01/17/2022	

INITIATE > COMPLETE AND SUBMIT > REVIEW > BUDGET REVIEW > AWARDPACKAGEREADY

**Information** Grant Package Application Versions

ApplicationInfo GrantSubmissionHeader OpportunityID	SolicitationID	Solicitation Title
O-OVC-2021-168153-STG	SI-168153	Services for Victims
Application Case ID A-372727	Application Group Case ID AG-127423	SF424_2_1
Grant Manager		

**Solicitation Instructions**

- > Standard Applicant Information
- ✓ Proposal Abstract
- ✓ Proposal Narrative
- > Budget and Associated Documentation
- MOUs and Other Supportive Documents**
- Additional Application Components
- > Disclosure And Assurances
- Other
- Certify and Submit

**Participants (3)**

- Bethany Case Entity Administrator
- justgrants025.authorizedrep jgitsext AuthorizedRepresentative
- justgrants025.applicationsubmitter jgitsext Application Submitter

Back Save Continue

# Additional Application Components

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area is titled "Grant Package ( 00767012 )" with a "PENDING-DRAFT" status and a due date of "January 28, 2022 1:48:00 PM EST". A red box highlights the "Additional Application Components" section, which includes a "Documentation of Anticipated Benefit to Qualified Opportunity Zones (if applicable)" field with an "Upload" button and a note: "The recommended files to upload are PDF, Microsoft Word and Excel." Below this is a "Research and Evaluation Independence and Integrity Statement" field and an "Additional Attachments" section.

The interface also features a "Solicitation Instructions" sidebar with a list of required documents, including "Additional Application Components" which is highlighted. A "Participants (3)" sidebar lists three users: Bethany Case (Entity Administrator), justgrants025.authorizedrep (Authorized Representative), and justgrants025.applicationsubmi (Application Submitter).

The bottom of the page shows a progress bar with stages: INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW, and AWARDPACKAGEREADY. A table below the progress bar provides application details:

Information	Grant Package	Application Versions
ApplicationInfo GrantSubmissionHeader OpportunityID O-OVC-2021-168153-STG	SolicitationID SI-168153	Solicitation Title Services for Victims
Application Case ID A-372727	Application Group Case ID AG-127423	SF424_2_1
Grant Manager		

At the bottom right, there are "Save" and "Continue" buttons.

# Disclosure of Lobbying Activities

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home Entity Profile Entity Users Entity Documents Applications Monitoring Federal Forms Toggle Management Privacy Policy Recents

**Grant Package ( 00767012 )** PENDING-DRAFT Comp # (C-OVC-2021-00074-STG) Due January 28, 2022 1:48:00 PM EST Actions

**Disclosure of Lobbying Activities \***

Name	Category	Created by	Application Number	Date Added	
Form SFLLL_2_0-V2.0.pdf	LobbyingActivitiesDisclosure	---	---	01/14/2022	

INITIATE COMPLETE AND SUBMIT REVIEW BUDGET REVIEW AWARDPACKAGEREADY

**Information** Grant Package Application Versions

ApplicationInfo GrantSubmissionHeader OpportunityID <b>O-OVC-2021-168153-STG</b>	SolicitationID <b>SI-168153</b>	Solicitation Title <b>Services for Victims</b>
Application Case ID <b>A-372727</b>	Application Group Case ID <b>AG-127423</b>	SF424_2_1
Grant Manager		

**Solicitation Instructions**

- Standard Applicant Information
- Proposal Abstract
- Proposal Narrative
- Budget and Associated Documentation
- MOUs and Other Supportive Documents
- Additional Application Components
- Disclosure And Assurances**
  - Disclosure Of Lobbying Activities**
  - Disclosure of Duplication in Cost Items
  - DOJ Certified Standard Assurances
  - DOJ Certifications Regarding Lobbying
  - Other Disclosures and Assurances
  - Declaration and Certification to DOJ as to Application Submission
  - Other
  - Certify and Submit

**Participants (3)**

- Bethany Case Entity Administrator
- justgrants025.authorizedrep jgitsext AuthorizedRepresentative
- justgrants025.applicationsubmi jgitsext Application Submitter

Back Save Continue

# Disclosure of Duplication in Cost Items

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Grant Package ( 00767012 ) **PENDING-DRAFT** Comp # (C-OVC-2021-00074-STG) Due January 28, 2022 1:48:00 PM EST

**Disclosure of Duplication in Cost Items**

No. [Applicant Name on SF-424] does not have (and is not proposed as a subrecipient under) any pending applications submitted within the last 12 months for federally funded grants or cooperative agreements (or for subawards under federal grants or cooperative agreements) that request funding to support the same project being proposed in this application to OJP and that would cover any identical cost items outlined in the budget submitted as part of this application.

Yes. My organization has pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.

INITIATE → COMPLETE AND SUBMIT → REVIEW → BUDGET REVIEW → AWARDPACKAGEREADY

**Information** Grant Package Application Versions

ApplicationInfo GrantSubmissionHeader OpportunityID <b>O-OVC-2021-168153-STG</b>	SolicitationID <b>SI-168153</b>	Solicitation Title <b>Services for Victims</b>
Application Case ID <b>A-372727</b>	Application Group Case ID <b>AG-127423</b>	SF424_2_1
Grant Manager		

**Solicitation Instructions**

- Standard Applicant Information
- Proposal Abstract
- Proposal Narrative
- Budget and Associated Documentation
- MOUs and Other Supportive Documents
- Additional Application Components
- Disclosure And Assurances**
  - Disclosure Of Lobbying Activities
  - Disclosure of Duplication In Cost Items**
  - DOJ Certified Standard Assurances
  - DOJ Certifications Regarding Lobbying
  - Other Disclosures and Assurances
  - Declaration and Certification to DOJ as to Application Submission
  - Other
  - Certify and Submit

**Participants (3)**

- BC Bethany Case Entity Administrator
- justgrants025.authorizedrep jgitsext AuthorizedRepresentative
- justgrants025.applicationsubmi jgitsext Application Submitter

Back Save Continue

# DOJ Certified Standard Assurances

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home Entity Profile Entity Users Entity Documents Applications Monitoring Federal Forms Toggle Management Privacy Policy Recents See all Grant Package A-372721 Published Solicitation AG-127422 Grant Package A-372720 Published Solicitation AG-127421 Grant Package A-372696

**Grant Package ( 00767012 )** PENDING-DRAFT Comp # (C-OVC-2021-00074-STG) ⌚ Due January 28, 2022 1:48:00 PM EST Actions

OMB APPROVAL NUMBER 1121-0140  
EXPIRES 05/31/2019

U.S. DEPARTMENT OF JUSTICE

CERTIFIED STANDARD ASSURANCES

On behalf of the Applicant, and in support of this application for a grant or cooperative agreement, I certify under penalty of perjury to the U.S. Department of Justice ("Department"), that all of the following are true and correct:

- I have the authority to make the following representations on behalf of myself and the Applicant. I understand that these representations will be relied upon as material in any Department decision to make an award to the Applicant based on its application.
- I certify that the Applicant has the legal authority to apply for the federal assistance sought by the application, and that it has the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project costs) to plan, manage, and complete the project described in the application properly.
- I assure that, throughout the period of performance for the award (if any) made by the Department based on the application--
  - the Applicant will comply with all award requirements and all federal statutes and regulations applicable to the award;
  - the Applicant will require all subrecipients to comply with all applicable award requirements and all applicable federal statutes and regulations; and
  - the Applicant will maintain safeguards to address and prevent any organizational conflict of interest, and also to prohibit employees from using their positions in any manner that poses, or appears to pose, a personal or financial conflict of interest.
- The Applicant understands that the federal statutes and regulations applicable to the award (if any) made by the Department based on the application specifically include statutes and regulations pertaining to civil rights and nondiscrimination, and, in addition--
  - the Applicant understands that the applicable statutes pertaining to civil rights will include section 601 of the Civil Rights Act of 1964 (42 U.S.C. ♦ 2000d); section 504 of the Rehabilitation Act of 1973 (29 U.S.C. ♦ 794); section 901 of the Education Amendments of 1972 (20 U.S.C. ♦ 1681); and section 303 of the Age Discrimination Act of 1975 (42 U.S.C. ♦ 8102);
  - the Applicant understands that the applicable statutes pertaining to nondiscrimination may include section 809(c) of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. ♦ 10228(c)); section 1407(e) of the Victims of Crime Act of 1984 (34 U.S.C. ♦ 20110(e)); section 209A(b) of the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. ♦ 11182(b)); and that the grant condition set out at section 40002(b)(13) of the Violence Against Women Act (34 U.S.C. ♦ 12291(b)(13)), which will apply to all awards made by the Office on Violence Against Women, also may apply to an award made otherwise;
  - the Applicant understands that it must require any subrecipient to comply with all such applicable statutes (and associated regulations); and
  - on behalf of the Applicant, I make the specific assurances set out in 28 C.F.R. ♦♦ 42.105 and 42.204.
- The Applicant also understands that (in addition to any applicable program-specific regulations and to applicable federal regulations that pertain to civil rights and nondiscrimination) the federal regulations applicable to the award (if any) made by the Department based on the application may include, but are not limited to, 2 C.F.R. Part 2800 (the DOJ "Part 200 Uniform Requirements"), 23 (confidentiality - research and statistical information), 23 (criminal intelligence systems), 38 (regarding faith-based or religious organizations participating in federal financial assistance programs), and 46 (human subjects protection).
- I assure that the Applicant will assist the Department as necessary (and will require subrecipients and contractors to assist as necessary) with the Department's compliance with section 106 of the National Historic Preservation Act of 1966 (54 U.S.C. ♦ 306106), the Archeological and Historical Preservation Act of 1974 (54 U.S.C. ♦♦ 312501-312508), and the National Environmental Policy Act of 1969 (42 U.S.C. ♦♦ 4321-4335), and 28 C.F.R. Parts 61 (NEPA) and 63 (floodplains and wetlands).

Back Save Continue


**Solicitation Instructions**

- Standard Applicant Information
- Proposal Abstract
- Proposal Narrative
- Budget and Associated Documentation
- MOUs and Other Supportive Documents
- Additional Application Components
- Disclosure And Assurances**
  - Disclosure Of Lobbying Activities
  - Disclosure of Duplication In Cost Items
  - DOJ Certified Standard Assurances**
  - DOJ Certifications Regarding Lobbying
  - Other Disclosures and Assurances
  - Declaration and Certification to DOJ as to Application Submission
  - Other
  - Certify and Submit

**Participants (3)**

- BC Bethany Case Entity Administrator
- JJ justgrants025.authorizedrep jgitsex AuthorizedRepresentative
- JJ justgrants025.applicationsubmi jgitsex Application Submitter

# DOJ Certified Standard Assurances Acknowledgement



Home Entity Profile Entity Users Entity Documents Applications Monitoring Federal Forms Toggle Management Privacy Policy Recents Grant Package A-372721 Published Solicitation AG-127422 Grant Package A-372720 Published Solicitation AG-127421 Grant Package A-372696

**Grant Package ( 00767012 )** PENDING-DRAFT Comp # (C-OVC-2021-00074-STG) Due January 28, 2022 1:48:00 PM EST Actions

apply to all awards made by the Office on Violence Against Women, also may apply to an award made otherwise;  
C. the Applicant understands that it must require any subrecipient to comply with all such applicable statutes (and associated regulations); and  
d. on behalf of the Applicant, I make the specific assurances set out in 28 C.F.R. 42.105 and 42.204.

(5) The Applicant also understands that (in addition to any applicable program-specific regulations and to applicable federal regulations that pertain to civil rights and nondiscrimination) the federal regulations applicable to the award (if any) made by the Department based on the application may include, but are not limited to, 2 C.F.R. Part 2800 (the DOJ "Part 200 Uniform Requirements") and 28 C.F.R. Parts 22 (confidentiality - research and statistical information), 23 (criminal intelligence systems), 38 (regarding faith-based or religious organizations participating in federal financial assistance programs), and 46 (human subjects protection).

(6) I assure that the Applicant will assist the Department as necessary (and will require subrecipients and contractors to assist as necessary) with the Department's compliance with section 106 of the National Historic Preservation Act of 1966 (54 U.S.C. 306106), the Archeological and Historical Preservation Act of 1974 (54 U.S.C. 312501-312508), and the National Environmental Policy Act of 1969 (42 U.S.C. 4321-4335), and 28 C.F.R. Parts 81 (NEPA) and 83 (floodplains and wetlands).

(7) I assure that the Applicant will give the Department and the Government Accountability Office, through any authorized representative, access to, and opportunity to examine, all paper or electronic records related to the award (if any) made by the Department based on the application.

(8) If this application is for an award from the National Institute of Justice or the Bureau of Justice Statistics pursuant to which award funds may be made available (whether by the award directly or by any subaward at any tier) to an institution of higher education (as defined at 34 U.S.C. 10251(a)(17)), I assure that, if any award funds actually are made available to such an institution, the Applicant will require that, throughout the period of performance--  
a. each such institution comply with any requirements that are imposed on it by the First Amendment to the Constitution of the United States; and  
b. subject to par. a, each such institution comply with its own representations, if any, concerning academic freedom, freedom of inquiry and debate, research independence, and research integrity, at the institution, that are included in promotional materials, in official statements, in formal policies, in applications for grants (including this award application), for accreditation, or for licensing, or in submissions relating to such grants, accreditation, or licensing, or that otherwise are made or disseminated to students, to faculty, or to the general public.

(9) I assure that, if the Applicant is a governmental entity, with respect to the award (if any) made by the Department based on the application--  
a. it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. 4601-4655), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and  
b. it will comply with requirements of 5 U.S.C. 1501-1508 and 7324-7328, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

(10) If the Applicant applies for and receives an award from the Office of Community Oriented Policing Services (COPS Office), I assure that as required by 34 U.S.C. 10382(c)(11), it will, to the extent practicable and consistent with applicable law--including, but not limited to, the Indian Self-Determination and Education Assistance Act--seek, recruit, and hire qualified members of racial and ethnic minority groups and qualified women in order to further effective law enforcement by increasing their ranks within the sworn positions, as provided under 34 U.S.C. 10382(c)(11).

(11) If the Applicant applies for and receives a DOJ award under the STOP School Violence Act program, I assure as required by 34 U.S.C. 10552(a)(3), that it will maintain and report such data, records, and information (programmatic and financial) as DOJ may reasonably require.

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. 1001 and/or 1621, and/or 34 U.S.C. 10271-10273), and also may subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

SignerID  
\_\_\_\_\_  
Signing Date / Time  
\_\_\_\_\_

Back Save Continue

jj jgitsext AuthorizedRepresentative  
jj justgrants025.applicationsubmi jgitsext Application Submitter

# DOJ Certification Regarding Lobbying

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home

Entity Profile

Entity Users

Entity Documents

Applications

Monitoring

Federal Forms

Toggle Management

Privacy Policy

Recents

Grant Package A-372721

Published Solicitation AG-127422

Grant Package A-372720

Published Solicitation AG-127421

Grant Package

**Grant Package ( 00767012 )** PENDING-DRAFT Comp # (C-OVC-2021-00074-STG) Due January 28, 2022 1:48:00 PM EST

Home

**TESTING 170639 in STAGE (NEW TEXT)**

**U.S. DEPARTMENT OF JUSTICE**

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the U.S. Department of Justice ("Department") determines to award the covered transaction, grant, or cooperative agreement.

**1. LOBBYING**

As required by 31 U.S.C. § 1352, as implemented by 28 C.F.R. Part 69, the Applicant certifies and assures (to the extent applicable) the following:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If the Applicant's request for Federal funds is in excess of \$100,000, and any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal grant or cooperative agreement, the Applicant shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities" in accordance with its (and any DOJ awarding agency's) instructions; and

(c) The Applicant shall require that the language of this certification be included in the award documents for all subgrants and procurement contracts (and their subcontracts) funded with Federal award funds and shall ensure that any certifications or lobbying disclosures required of recipients of such subgrants and procurement contracts (or their subcontractors) are made and filed in accordance with 31 U.S.C. § 1352.

**2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

A. Pursuant to Department regulations on nonprocurement debarment and suspension implemented at 2 C.F.R. Part 2867, and to other related requirements, the Applicant certifies, with respect to prospective participants in a primary tier "covered transaction", as defined at 2 C.F.R. § 2867.20(a), that neither it nor any of its principals--

(a) is presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) has within a three-year period preceding this application been convicted of a felony criminal violation under any Federal law, or been convicted or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, tribal, or local) transaction or private agreement or transaction;

(c) is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, tribal, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and/or

(d) has within a three-year period preceding this application had one or more public transactions (Federal, State, tribal, or local) terminated for cause or default.

B. Where the Applicant is unable to certify to any of the statements in this certification, it shall attach an explanation to this application. Where the Applicant or any of its principals was convicted, within a three-year period preceding this application, of a felony criminal violation under any Federal law, the Applicant also must disclose such felony criminal conviction in writing to the Department (for OJP Applicants, to OJP at Ojpcriminalreporting@usdoj.gov; for OVW Applicants, to OVW at OVW.GFMD@usdoj.gov; or for COPS Applicants, to COPS at askCOPSR@usdoj.gov), unless such disclosure has already been made.

**3. FEDERAL TAXES**

Solicitation Instructions

- Standard Applicant Information
- Proposal Abstract
- Proposal Narrative
- Budget and Associated Documentation
- MOUs and Other Supportive Documents
- Additional Application Components
- Disclosure And Assurances**
  - Disclosure Of Lobbying Activities
  - Disclosure of Duplication In Cost Items
  - DOJ Certified Standard Assurances
  - DOJ Certifications Regarding Lobbying**
  - Other Disclosures and Assurances
  - Declaration and Certification to DOJ as to Application Submission
  - Other
  - Certify and Submit

Participants (3)

- Bethany Case Entity Administrator
- justgrants025 authorizedrep jgitsex AuthorizedRepresentative
- justgrants025 applicationsubmi jgitsex Application Submitter

Save Continue

https://stage-justgrants.usdoj.gov/prweb/PRAuth/app/JGITS/\_3yZ6bxxi\_ljPDeXTOT4XnAjzjAXmVNeW\*/ISTANDARD#



# Other

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area is titled "Grant Package ( 00767012 )" and is in a "PENDING-DRAFT" state. A red box highlights the "Other" section, which contains an "Upload" button and the text: "The recommended files to upload are PDF, Microsoft Word and Excel." Below this section is a progress bar with stages: INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW, and AWARDPACKAGEREADY. The "Information" tab is active, showing details for the grant package, including the Solicitation ID (SI-168153) and the Solicitation Title (Services for Victims). The right sidebar shows "Solicitation Instructions" with a list of required documents, and "Participants (3)" including Bethany Case (Entity Administrator), justgrants025.authorizedrep (Authorized Representative), and justgrants025.applicationsubmi (Application Submitter). The bottom of the page has "Back", "Save", and "Continue" buttons.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home Entity Profile Entity Users Entity Documents Applications Monitoring Federal Forms Toggle Management Privacy Policy Recents

**Grant Package ( 00767012 )** **PENDING-DRAFT** Comp # (C-OVC-2021-00074-STG) Due January 28, 2022 1:48:00 PM EST

**Other**

Upload

The recommended files to upload are PDF, Microsoft Word and Excel.

INITIATE COMPLETE AND SUBMIT REVIEW BUDGET REVIEW AWARDPACKAGEREADY

**Information** Grant Package Application Versions

ApplicationInfo GrantSubmissionHeader OpportunityID	SolicitationID	Solicitation Title
O-OVC-2021-168153-STG	SI-168153	Services for Victims
Application Case ID A-372727	Application Group Case ID AG-127423	SF424_2_1
Grant Manager		

**Solicitation Instructions**

- > Standard Applicant Information
- ✓ Proposal Abstract
- ✓ Proposal Narrative
- > Budget and Associated Documentation
- ✓ MOUs and Other Supportive Documents
- ✓ Additional Application Components
- > Disclosure And Assurances
- Other**

Certify and Submit

**Participants (3)**

- BC Bethany Case Entity Administrator
- justgrants025.authorizedrep jgitsext Authorized Representative
- justgrants025.applicationsubmi jgitsext Application Submitter

Back Save Continue

# Certify and Submit Review

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area is titled "Grant Package ( 00767012 )" and is in a "PENDING-DRAFT" state. The "Certify and Submit" section is highlighted with a red rounded rectangle and contains the following components:

- Standard Applicant Information**: A collapsed section.
- Proposal Abstract \***: Expanded section containing three paragraphs of placeholder text.

Paragraph 1: Lorem ipsum dolor sit amet, ei sed probo voluptua, illum fastidii duo ei. Ex possim evertitur duo, ut ius quod eloquentiam. Lorem docendi percipit has et. Vel assum abhorreant ex. Ne pri saepe aeterno lucilius. Quo cu zril option repudiandae, option nominati electram no nam.

Paragraph 2: Sit ad putent sapientem. Quas minimum his at. Nec at enim legendos, ut cum tota antiopam deseruisse, vix dicta nostro omittam id. Saepe tibi que usu ei, est nulla consul saperet id, vel no simul everti.

Paragraph 3: Duo ad ludus aperiam salutatus, at ius eirmod electram. Omittam principes mel id. Lorem praesent ea sed, diceret vulputate ea cum. Pericula tractatos eum te, oblique inciderint ne eum, id per facer instructor. Duo ea cibo saperet impedit, cum ne laudem option dissentiet. Mei at autem porro ipsum, vis facer dolores no, cu nec semper accommodare.

Paragraph 4: Et eum impetus adipisci, vim at quando partem nostrum. Qui inani mundi quaerendum ad, omnes disputando an sed. At pri tollit utamur feugiat, te nibh eripuit feugiat vix. Amet nominati per te, pro facer postea at.

Paragraph 5: Te per movet oblique democritum, tempor regione eloquentiam id vix. No sea hinc veniam copiosae, ad duo dicat adolescens. Per id choro vidisse similique, eos no porro alterum. Eu per adhuc diceret qualisque. Labore deserunt neglegentur ea mea, eum an nibh veri nonumes.
- Proposal Narrative \***: A collapsed section.
- Budget and Associated Documentation**: A collapsed section.
- Memoranda of Understanding (MOUs) and Other Supportive Documents**: A collapsed section.
- Additional Application Components**: A collapsed section.
- Disclosures and Assurances**: A collapsed section.
- Other**: A collapsed section.

At the bottom left of the highlighted area is a "Back" button. At the bottom right of the page are "Save" and "Submit" buttons.

The right sidebar contains:

- Solicitation Instructions**: A checklist of items with checkboxes, including "Standard Applicant Information", "Proposal Abstract", "Proposal Narrative", "Budget and Associated Documentation", "MOUs and Other Supportive Documents", "Additional Application Components", "Disclosure And Assurances", and "Other". A "Certify and Submit" button is located below the checklist.
- Participants (3)**: A list of users with their roles and contact icons:
  - Bethany Case - Entity Administrator
  - justgrants025.authorizedrep.jgitsext - AuthorizedRepresentative
  - justgrants025.applicationsubmi.jgitsext - Application Submitter

# Certify and Submit

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area shows the 'Grant Package (00767012)' in a 'PENDING-DRAFT' state, with a due date of January 28, 2022, at 1:48:00 PM EST. The package components are listed as follows:

- Standard Applicant Information
- Proposal Abstract\*
- Proposal Narrative\*
- Budget and Associated Documentation
- Memoranda of Understanding (MOUs) and Other Supportive Documents
- Additional Application Components
- Disclosures and Assurances
- Other

The 'Final Review and Certification of Application confirmation' step is highlighted with a red box and has a checked checkbox. Below this, a progress bar shows the current stage as 'COMPLETE AND SUBMIT', with other stages including 'INITIATE', 'REVIEW', 'BUDGET REVIEW', and 'AWARDPACKAGEREADY'.

The interface also includes a sidebar with navigation options (Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, Toggle Management, Privacy Policy, Recents) and a right-hand panel with a checklist of application components, a 'Certify and Submit' button, and a list of participants (Bethany Case, Authorized Representative, Application Submitter).

Information	Grant Package	Application Versions
ApplicationInfo GrantSubmissionHeader OpportunityID	SolicitationID	Solicitation Title
O-OVC-2021-168153-STG	SI-168153	Services for Victims
Application Case ID	Application Group Case ID	
A-372727	AG-127423	SF424_2_1
Grant Manager		

# Error Messages

The screenshot displays the JUSTgrants Justice Grants System interface. A red-bordered box highlights an error message for a grant package. The error message contains the following text:

- The total federal cost is zero. Please return to the Budget and Associated Documentation and complete the web-base forms to include the federal cost for this application.
- **Acknowledged:** Please return to the DOJ Certification Regarding Lobbying section and acknowledge the form.
- **Verify Entity Profile Information:** Please return to the "Verify Legal Name and Address" section and confirm the information for the entity profile is correct.
- **Federal Estimated Funding:** The Federal Estimated Funding (Federal Share) in the Standard Applicant Information screen does not match the Federal Funds in the Consolidated Category Summary screen.
- **Acknowledged:** Please return to the DOJ Final Legal Assurances section and agree to with the above statements
- **Total Estimated Funding:** The Total Estimated Funding in the Standard Applicant Information screen does not equal the Total Project Cost from the Consolidated Category Summary screen.
- **Acknowledged:** Please return to the DOJ Certified Standard Assurances section and acknowledge the form.

The interface also shows a sidebar with navigation options: Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Toggle Management. The main content area is titled "Certify and Submit" and includes sections for Standard Applicant Information, Proposal Abstract, Proposal Narrative, Budget and Associated Documentation, Memoranda of Understanding (MOUs) and Other Supportive Documents, Additional Application Components, Disclosures and Assurances, and Other. A progress bar at the bottom indicates the current stage is "COMPLETE AND SUBMIT".

# Financial Change Request



# **Change Requested Budget Clearance GAM**

- **If awarded with a conditional budget clearance and a corresponding award condition, DOJ may change request a Budget Clearance GAM so the Grant Award Administrator can edit the budget.**
- **The Grant Award Administrator will find the change requested Budget Clearance GAM in their worklist.**

# Revising a Web-Based Budget Clearance GAM

Welcome justgrants026.grantawardadmin.jgitsint

Alerts (2)

My Worklist


11 results


Case ID	Date Due	Urgency	Case Type	Case Status	Last Updated
PR-102036	08/15/2020	409 Days Past Due	Performance Report	New	11/09/2020 02:34 PM
PR-137004	02/15/2021	225 Days Past Due	Performance Report	New	05/06/2021 09:58 PM
PR-101618	02/15/2021	225 Days Past Due	Performance Report	New	06/04/2021 05:23 PM
PR-102037	04/15/2021	165 Days Past Due	Performance Report	New	04/15/2021 08:01 PM
PR-157041	08/15/2021	44 Days Past Due	Performance Report	New	08/15/2021 01:06 AM
FAW-265085	09/29/2021	Due Today	Closeout	Submitted	07/01/2021 02:00 AM
FAW-272086	12/21/2021	Due in 83 Days	Closeout	Submitted	09/22/2021 02:00 AM
PR-334185	03/31/2022	Due in 184 Days	Performance Report	New	09/27/2021 09:32 AM
FAW-303086	12/21/2022	Due in 448 Days	Closeout	Submitted	09/08/2021 12:48 PM
GAM-211040	—	Due in 1 Day	Grant Award Modification	Pending-ChangeRequest	09/15/2021 11:28 AM

Grant Award Modification GAM-211054  
(15PSMA-21-GG-00288-AWAX) PENDING-CHANGEREQUEST  
Entity Legal Name (JGII Test Org26) Doing Business As (JGII Test Org26 Doing Business As)

Grants Management Comments

Create Date	User	Note
9/27/21 11:16 AM	FinGrantsManalniOCFO.jgitsint	Please correct the following: 1. Item 2 2. Item 2
9/28/21 11:56 AM	FinGrantsManaSuperReOCFO.jgitsint	Edit budget summary.

Note: Each column can be filtered by selecting the down arrow: 

Or sorted by selecting the small arrow corresponding to the column. 

Grant Award Modification GAM-211054  
(15PSMA-21-GG-00288-AWAX) PENDING-CHANGEREQUEST  
Entity Legal Name (JGII Test Org26) Doing Business As (JGII Test Org26 Doing Business As)

Budget Detail Summary View

- Budget Category
- Personnel
- Fringe Benefits
- Travel
- Equipment
- Supplies
- Construction
- SubAwards
- Procurement Contracts
- Other Costs
- Indirect Costs

# Revising a Web-Based Budget Clearance GAM

Grant Award Modification GAM-211054  
(15PSMA-21-GG-00288-AWAX) FUNDING CHANGEREQUEST  
Entity Legal Name (JGII Test Org26) Doing Business As (JGII Test Org26 Doing Business As)

**Budget Detail Summary View**

Budget Category

Personnel

Add Year Delete Year

Budget Year

Year 1

Personnel

Name	Position	Salary	Rate	Time Worked	Percentage of Time (%)	Total Cost
Joe Smith	Director	\$100,000.00	Yearly	140	100.00%	\$14,000,000.00
		\$	Yearly		%	\$0.00

Add

Personnel Total Cost  
\$14,000,000.00

Additional Narrative

Add

Personnel Total Cost  
\$14,000,000.00

Additional Narrative

Font Size

ABC

Text color





# Revising a Web-Based Budget Clearance GAM

> Grants Management Comments

Cancel Save **Submit**

**JUSTgrants** JUSTICE GRANTS SYSTEM

Home Grant Award Modification GAM-211054 (15PSMA-21-GG-00288-AWAX) **PENDING CHANGES REQUEST**

Entity Legal Name (JGII Test Org26) Doing Business As (JGII Test Org26 Doing Business As)

**Project Budget Summary**

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Personnel	\$14,000,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,000,000.00
Fringe Benefits	\$0.00	\$0.00	—	—	—	\$0.00
Travel	\$0.00	\$0.00	—	—	—	\$0.00
Equipment	\$0.00	\$0.00	—	—	—	\$0.00
Supplies	\$5,000.00	\$5,000.00	—	—	—	\$10,000.00
Construction	\$0.00	\$0.00	—	—	—	\$0.00
SubAwards	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Procurement Contracts	\$0.00	\$0.00	—	—	—	\$0.00
Other Costs	\$2,500.00	\$2,500.00	—	—	—	\$5,000.00
<b>Total Direct Costs</b>	<b>\$14,007,500.00</b>	<b>\$7,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$14,015,000.00</b>
Indirect Costs	\$0.00	\$0.00	—	—	—	\$0.00

**JUSTgrants** JUSTICE GRANTS SYSTEM

Home Grant Award Modification GAM-211054 (15PSMA-21-GG-00288-AWAX) **PENDING CHANGES REQUEST**

Entity Legal Name (JGII Test Org26) Doing Business As (JGII Test Org26 Doing Business As)

Procurement Contracts	\$0.00	\$0.00	—	—	—	\$0.00
Other Costs	\$2,500.00	\$2,500.00	—	—	—	\$5,000.00
<b>Total Direct Costs</b>	<b>\$14,007,500.00</b>	<b>\$7,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$14,015,000.00</b>
Indirect Costs	\$0.00	\$0.00	—	—	—	\$0.00
<b>Total Project Costs</b>	<b>\$14,007,500.00</b>	<b>\$7,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$14,015,000.00</b>

**Total Project Cost Breakdown**

	Total	Percentage
Federal Funds	\$5,000.00	33.33%
Match Amount	\$10,000.00	66.67%
Program Income Amount	\$0.00	0.00%



# Revising a Web-Based Budget Clearance GAM

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

**Grant Award Modification** GAM-211054  
(15PSMIA-21-GG-00238-AWAA) [View Document](#)

Entity Legal Name (JGII Test Org26) Doing Business As (JGII Test Org26 Doing Business As)

**Budget/Financial Documentation**

- Pre-Agreement Cost  
No documents have been uploaded for Pre-Agreement Cost
- Non-competitive Justification
- Indirect Cost Rate Agreement
- Consultant Rate Justification
- Employee Compensation Waiver
- Financial Management Questionnaire (Including applicant disclosure of high-risk status)
- Disclosure of Process Related to Executive Compensation
- Additional Attachments  
[Upload Doc](#) [Entry Doc](#)
- Grants Management Comments

[Cancel](#) [Save](#) [Submit](#)

**Attach Entity Documents**

Name	Category	Begin Date	End Date	Federal Fiscal Year	Created Date	Uploaded by
DCM Account approval Form(Data Migration) 07.28.20.pdf	Budget Indirect Cost Rate Agreement	11/3/2020	11/11/2020	2020	11/03/2020	JohnElectronicBusinessPoc Doe

[Cancel](#) [Submit](#)

# Revising a Web-Based Budget Clearance GAM

The image displays three overlapping screenshots of a web-based budget clearance system interface, illustrating the process of revising a Grant Award Modification (GAM).

**Top-Left Screenshot:** Shows the 'Grant Award Modification' page for GAM-211054. The 'Pre-Agreement Cost' section is active, and an 'Attach file(s)' dialog box is open, prompting the user to drag and drop files or click 'Select file(s)'.

**Top-Right Screenshot:** Shows the 'Additional Attachments' section with a table of existing attachments. A dropdown menu is open, listing various categories for selection.

Name*	File	Category
Employee Comp Waiver	Employee Comp Waiver.docx	Budget Other

**Bottom-Right Screenshot:** Shows the 'Attach file(s)' dialog box with a file selected and a category chosen. The 'Attach' button is highlighted.

# Revising a Web-Based Budget

**Grant Award Modification** GAM-211054  
(15PSMA-21-GG-00288-AWAX) **PENDING CHANGES/QUEST**  
Entity Legal Name (JGII Test Org26) Doing Business As (JG...)

> Pre-Agreement Cost

> Non-competitive Justification

> Indirect Cost Rate Agreement

> Consultant Rate Justification

> Employee Compensation Waiver

W Name Category  
Employee Comp Waiver.docx Budget

> Financial Management Questionnaire (Including applicant disclosure or high-risk status)

> Disclosure of Process Related to Executive Compensation

> Additional Attachments

Upload Doc Entity Doc

> Grants Management Comments

Cancel Save Submit

CREATE INITIAL REVIEW PROGRAMMATIC REVIEW FINANCIAL REVIEW UPMS HANDOFF GAM FULFILLME

Welcome GrantManaReSMART jgitsint

Alerts (2)

- WARNING: System Under Construction 12/6/20 2:27 PM
- WSR every Friday 2/9/21 9:48 AM

My Worklist

1 results

Case ID	Date Due	Urgency	Entity Legal Name	Entity State	Case Type	Case Status
GAM-183002	4/28/21 1:52 PM	Due In 79 Days	Heather Warnken	DC	Grant Award Modification	Pending-Approval

# Revising a Budget Submitted as an Attachment

JUSTgrants JUSTICE GRANTS SYSTEM

Welcome justgrants026.grantawardadmin jgitsint

Alerts (2)

My Worklist

11 results

Case ID	Date Due	Urgency	Case Type	Case Status	Last Updated
PR-102036	08/15/2020	409 Days Past Due	Performance Report	New	11/09/2020 02:34 PM
PR-137004	02/15/2021	225 Days Past Due	Performance Report	New	05/06/2021 09:58 PM
PR-101818	02/15/2021	225 Days Past Due	Performance Report	New	06/04/2021 05:23 PM
PR-102037	04/15/2021	166 Days Past Due	Performance Report	New	04/15/2021 08:01 PM
PR-157041	08/15/2021	44 Days Past Due	Performance Report	New	08/15/2021 01:06 AM
FAW-265085	09/29/2021	Due Today	Closeout	Submitted	07/01/2021 02:00 AM
FAW-272086	12/21/2021	Due in 83 Days	Closeout	Submitted	09/22/2021 10:00 AM
PR-334185	03/31/2022	Due in 184 Days	Performance Report	New	09/27/2021 09:32 AM
FAW-303086	12/21/2022	Due in 448 Days	Closeout	Submitted	09/08/2021 12:48 PM
GAM-211040	—	Due in 1 Day	Grant Award Modification	Pending-ChangeRequest	09/15/2021 11:28 AM

Note: Each column can be filtered by selecting the down arrow,



or sorted by selecting the small arrow corresponding to the column.



Grant Award Modification GAM-211054  
(15PSMA-21-GG-00288-AWAX) PENDING-CHANGES/REQUEST

Entity Legal Name (JGII Test Org26) Doing Business As (JGII Test Org26 Doing Business As)

Grants Management Comments

Create Date	User	Note
9/27/21 11:16 AM	FinGrantsManaliniOCFO.jgitsint	Please correct the following: 1. Item 2 2. Item 2
9/28/21 11:56 AM	FinGrantsManaSuperReOCFO.jgitsint	Edit budget summary

# Revising a Budget Submitted as an Attachment

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

**Grant Award Modification** GAM-211054  
(15PSMA-21-GG-00288-AWAX) **PENDING CHANGES/REQUEST**

Entity Legal Name (JGII Test Org26) Doing Business As (JGII Test Org26 Doing Business As)

**Budget/Financial Documentation**

**Pre-Agreement Cost**  
No documents have been uploaded for Pre-Agreement Cost

**Non-competitive Justification**

**Indirect Cost Rate Agreement**

**Consultant Rate Justification**

**Employee Compensation Waiver**

**Financial Management Questionnaire (Including applicant disclosure of high-risk status)**

**Disclosure of Process Related to Executive Compensation**

**Additional Attachments**

Upload Doc Entity Doc

**Grants Management Comments**

Cancel Save Submit

**Attach Entity Documents**

Name	Category	Begin Date	End Date	Federal Fiscal Year	Created Date	Uploaded by
DCM Account Approval Form (Data Migration) 07.26.20.pdf	Budget Indirect Cost Rate Agreement	11/3/2020	11/11/2020	2020	11/03/2020	JohnElectronicBusinessPoc Doe

Cancel Submit

# Resources



# Resources

---

- [Justice Grants Website](#): Find more information about JustGrants, including training, resources, and news and updates.
- [Entity User Experience Training and Reference Materials](#)
- [Application Submissions Training and Reference Materials](#)
- [JustGrants User Roles Guide](#)





# JustGrants Technical Support

If you need support beyond what is available at the self-service portion of the Justice Grants website, please reach out the appropriate Technical Support desk.

## Technical Support

All other applicants and award recipients

[JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov)

*Or*

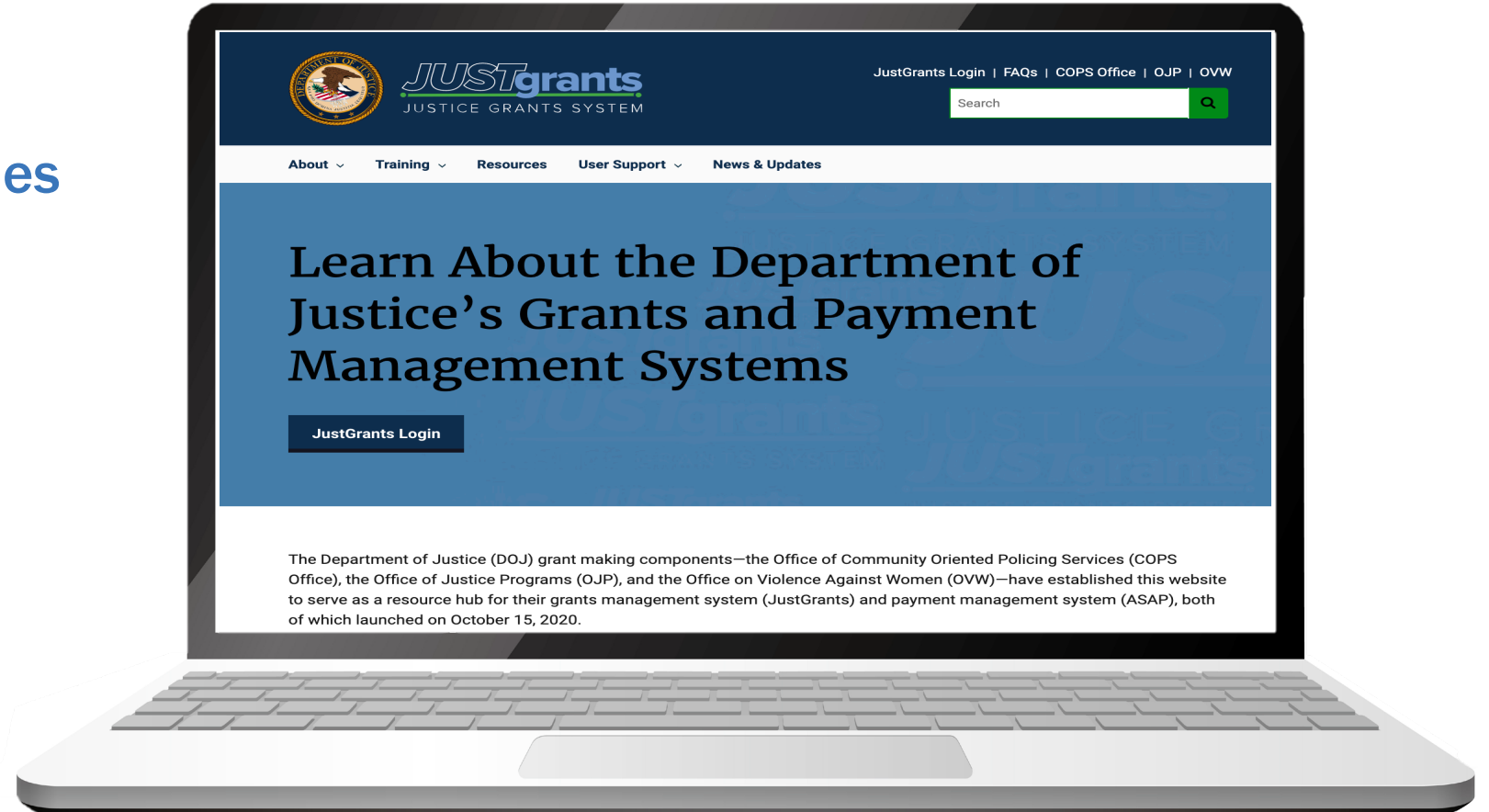
**(833) 872-5175**

*Monday – Friday between the hours of 5:00 AM and 9:00 PM EST  
Saturday, Sunday, and Federal holidays from 9:00 AM to 5:00 PM EST*

# JustGrants Training

[justicegrants.usdoj.gov](https://justicegrants.usdoj.gov)

- Job Aid Reference Guides
- Microlearning Videos
- Recordings of Past Sessions
- Frequently Asked Questions (FAQs)
- Glossary Terms



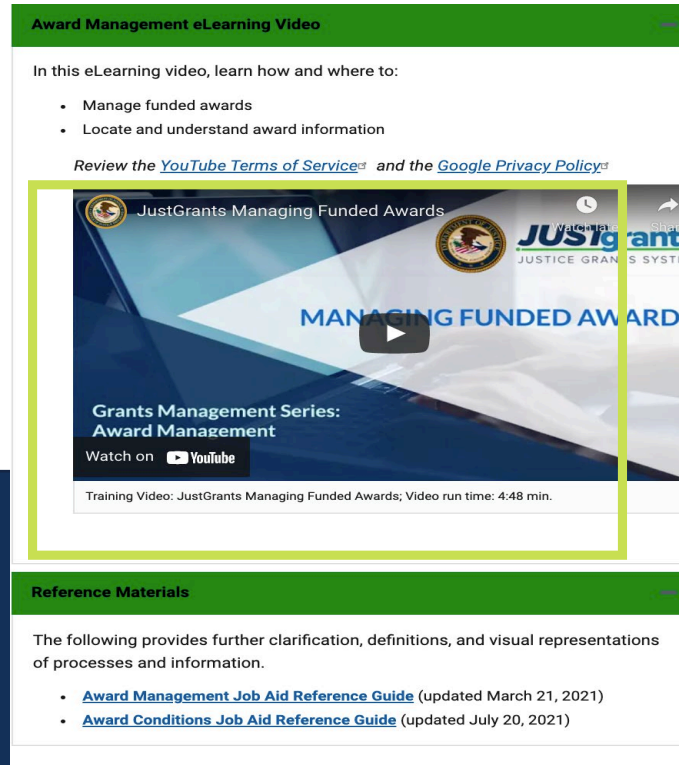
# JustGrants Training Resources



The screenshot shows the JustGrants website header with the logo and navigation menu. The 'Training' dropdown menu is highlighted with a yellow border, listing various topics such as Entity Management, Application Submission, and Award Management. Below the menu, a paragraph describes the system as a resource hub for grant management.

The Department of Justice (DOJ) grant making components—the Office of Justice Programs (OJP), and the Office on to serve as a resource hub for their grants management system of which launched on October 15, 2020.

Organized by Topics



The screenshot shows an eLearning video player interface. The video title is 'JustGrants Managing Funded Awards'. The video content features a play button and the text 'MANAGING FUNDED AWARDS'. Below the video, there is a 'Reference Materials' section with links to 'Award Management Job Aid Reference Guide' and 'Award Conditions Job Aid Reference Guide'.

**Award Management eLearning Video**

In this eLearning video, learn how and where to:

- Manage funded awards
- Locate and understand award information

Review the [YouTube Terms of Service](#) and the [Google Privacy Policy](#).

**JustGrants Managing Funded Awards**

Grants Management Series:  
Award Management

Watch on [YouTube](#)

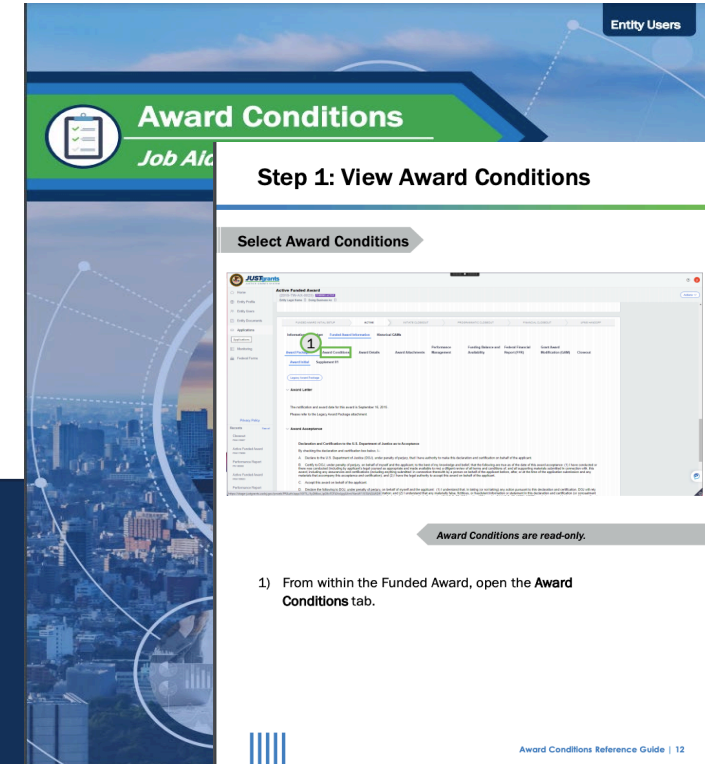
Training Video: JustGrants Managing Funded Awards; Video run time: 4:48 min.

**Reference Materials**

The following provides further clarification, definitions, and visual representations of processes and information.

- [Award Management Job Aid Reference Guide](#) (updated March 21, 2021)
- [Award Conditions Job Aid Reference Guide](#) (updated July 20, 2021)

Micro-learning videos



The screenshot shows a Job Aid Reference Guide for 'Award Conditions'. It includes a 'Step 1: View Award Conditions' section with a 'Select Award Conditions' button and a screenshot of the system interface. The interface shows a table with columns for 'Award ID', 'Award Title', 'Award Status', 'Award Type', 'Award Category', 'Award Subcategory', 'Award Start Date', and 'Award End Date'. A red circle highlights the 'Award Conditions' tab in the system interface.

**Award Conditions**

Job Aid

**Step 1: View Award Conditions**

Select Award Conditions

**Award Conditions are read-only.**

1) From within the Funded Award, open the **Award Conditions** tab.

Award Conditions Reference Guide | 12

Job Aid Reference Guides

# Additional Application Submission Resources

## DOJ Application Submission Checklist

<https://justicegrants.usdoj.gov/sites/g/files/xyckuh296/files/media/document/appln-submission-checklist.pdf>

## SAM.gov Resources

<https://justicegrants.usdoj.gov/resources/system-for-award-management>

## Grants.gov

<https://www.grants.gov/web/grants/learn-grants/grant-making-agencies/departments-of-justice.html>

# Upcoming Sessions

## MONDAYS from 1 PM to 2:30 PM Post-Award Management

- February 14, 2022 *KEY AUDIENCE:*
- February 23, 2022 *Grant Award Administrators*
- February 23, 2022 *Entity Administrators*
- February 28, 2022 *Financial Managers*

## WEDNESDAYS from 2:30 PM to 4:00 PM Application Mechanics

- February 16, 2022 *KEY AUDIENCE:*
- February 23, 2022 *Entity Administrators*
- March 2, 2022 *Application Submitters*
- March 9, 2022 *Authorized Representatives*

## TUESDAYS from 2 PM to 3:00 PM Entity Management

- February 15, 2022 *KEY AUDIENCE:*
- February 22, 2022 *Entity Administrators*
- March 1, 2022
- March 8, 2022

## THURSDAYS from 2 PM to 3:00 PM Award Acceptance

- February 10, 2022 *KEY AUDIENCE:*
- February 17, 2022 *Entity Administrators*
- February 24, 2022 *Authorized*
- March 3, 2022 *Representatives*

[JUSTICEGRANTS.USDOJ.GOV/Training/training-virtual-sessions](https://JUSTICEGRANTS.USDOJ.GOV/Training/training-virtual-sessions)



Thank You



**JUSTgrants**  
JUSTICE GRANTS SYSTEM

# Planning Your OVC Application: Considerations When Building Your Budget

February 9

RESPECT ◆ RESPONSE ◆ RESULTS

*This product was supported by contract number GS-00F-010CA, awarded by the Office for Victims of Crime, Office of Justice Programs, U.S. Department of Justice. The opinions, findings, and conclusions or recommendations expressed in this product are those of the contributors and do not necessarily represent the official position or policies of the U.S. Department of Justice.*



# Presenters



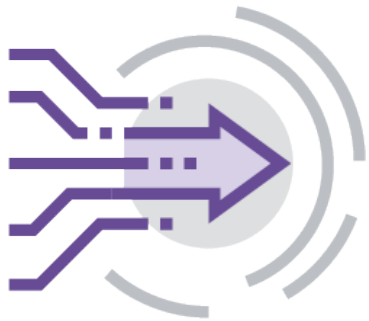
**Lanisha Bell**  
Mississippi Band of Choctaw Indians  
Project Director  
*Philadelphia, Mississippi*



**Kristene Moore**  
Financial Specialist  
*Long Island, NY*



# TFMC Overview



Launched in fall 2018



Provides **data-informed, culturally humble, victim centered**, innovative training and technical assistance (TTA) and resources to support OVC tribal grantees including those receiving CTAS Purpose Area 6 and Tribal Victim Services Set Aside (TVSSA) awards

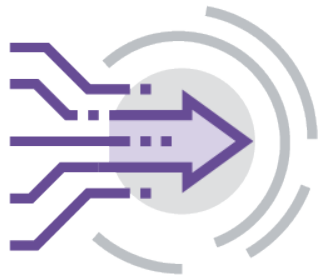


Supports a strong financial foundation for each community's service to crime victims

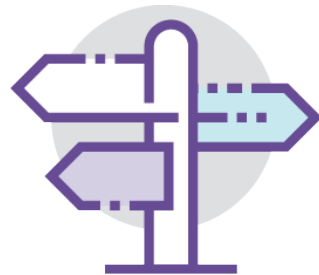




TFMC supports OVC by providing **intensive, individualized financial management TTA including customized plans** to tribal awardees ***in coordination with Grant Managers, OCFO, and OJP TTA providers*** by:



**Supporting New Solicitations/  
Submission Process**



**Providing Risk Mitigation**



**Enhancing and Strengthening Policies and Procedures**



**Walking through Grant Award Modifications (GAMs)**



**Addressing Audit Findings**

# Session Topics

In this presentation we will share:

## **Four Key Focus Areas for Budget Development**

- ◆ Recommendations when building a budget
- ◆ Information to help you create your budget
- ◆ Tasks to guide you in building your budget
- ◆ How to use the OJP Budget Detailed Worksheet (BDW) as a resource





# Why is the Budget Important

- ◆ Details the costs of the program or project you're proposing
- ◆ Shows the funder what is being paid for
- ◆ Increases the likelihood your application will be approved
- ◆ Serves as the plan for how you will operate the project
- ◆ Makes it easier to run your program and track your spending
- ◆ Helps you prepare accurate grant reports



# Budget Development Process

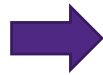


# Steps for Budget Development Process

## STEP 1

### Write Project Narrative

- ◆ Clearly identify programmatic goals and objectives aligned with the mission and strategic plan
- ◆ Determine financial resources needed to achieve program goals



## STEP 2

### Use the BDW as a Budget Tool Complete SF-424

- ◆ Estimate costs
- ◆ Enter each year's budgeted costs under the corresponding year tab
- ◆ Enter each line-item cost, which corresponds to the budget narrative



## STEP 3

### Write BDW Category Narrative

- ◆ Write a thorough and clear description for every budget category cost
- ◆ Explain the basis for the estimated costs
- ◆ Show how line items were calculated
- ◆ Explain why costs are necessary to the proposed project



## STEP 4

### Enter into JustGrants

- ◆ Enter all information from the BDW into JustGrants web-based form
- ◆ Remember: OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities)



# Tasks: Creating a Budget/Budget Narrative

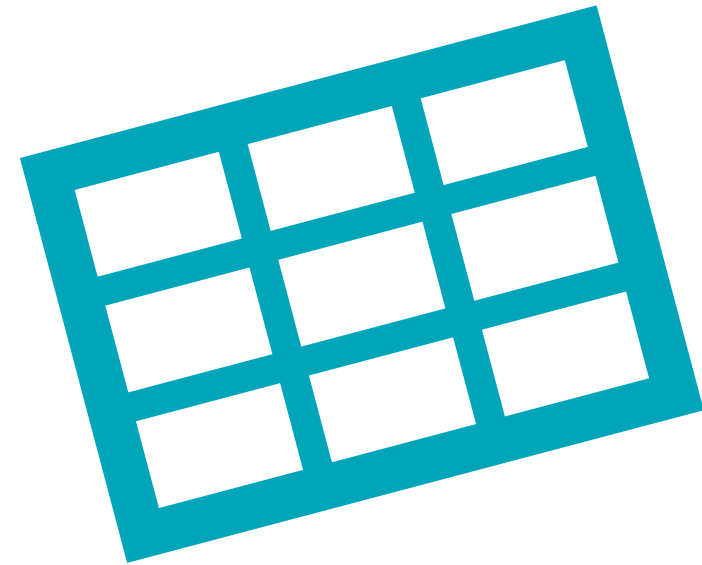
1. Outline the program activities
2. Identify the true costs associated with each activity
3. Assign the costs to the appropriate cost categories
4. Create a strong budget narrative that explains and justifies each cost, and includes the basis of computation
5. Ensure all costs meet the requirements in the solicitation





## Use the Budget Detail Worksheet as a Tool

- ◆ Provides guidance to assist in preparing and submitting your budget
- ◆ Helps draft your budget to enter into JustGrants
- ◆ Supports coordination among partners and staff (everyone working from the same shareable document)
- ◆ As a working document in the event your computer crashes, there are connectivity issues or other unforeseen circumstances







# Budget Detail Worksheet and Narrative

## EXAMPLE

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N

(DOJ Financial Guide, Section 3.10)

### A. Personnel

Name <i>List each name, if known.</i>	Position <i>List each position, if known.</i>	Computation <i>Show annual salary rate &amp; amount of time devoted to the project for each name/position.</i>						
<input type="button" value="Add Personnel"/> <input type="button" value="Delete Selected"/>		Salary	Rate	Time Worked (# of hours, days, months, years)	Percentage of Time	Total Cost	Non- Federal Contributi	Federal Request
John Smith	Executive Director	\$140,000	yearly	1	5%	\$7,000	\$0	\$7,000
Jane Doe	Project Manager	\$90,000	yearly	1	75%	\$67,500	\$0	\$67,500
Alex Jones	Program Assistant	\$22	hourly	1,040	100%	\$22,880	\$0	\$22,880
<b>Total(s)</b>						\$97,380	\$0	\$97,380

### Narrative

John Smith, Executive Director, will provide oversight on the entire award providing 5% of this time to the project.

Jane Doe, Project Manager, will manage the project, complete reports, and submit deliverables spending 75% of her time on the project.

Alex Jones, Program Assistant, will provide the project manager assistance where needed spending 1,040 hours on the project.

# Where can I find the BDW?



U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS

Contact Us | Careers | Subscribe |

Search



About Us | News Center ▾ | Grants/Funding ▾ | For Congress | NCJRS Library ▾ | Topics ▾ | Training ▾ | Data

[Home](#) / [Grants/Funding](#) / [Applicant Resources](#) / [Standard Forms & Instructions](#)

<https://www.ojp.gov/funding/apply/forms/ojp-budget-detail-worksheet>

## OJP Budget Detail Worksheet

The Budget Detail Worksheet and the Budget Narrative are now combined in a single document collectively referred to as the Budget Detail Worksheet. The Budget Detail Worksheet is a user-friendly, fillable, Microsoft Excel-based document designed to calculate totals. Additionally, the Excel workbook contains worksheets for multiple budget years that can be completed as necessary. All applicants should use the Excel version when completing the proposed budget in an application, except in cases where the applicant does not have access to Microsoft Excel or experiences technical difficulties.

- [Budget Detail Worksheet \(Excel - 561 KB\)](#)

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Applicant Resources

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Opportunities & Awards

---

Recipient Resources

---



# Budget Building Challenges



# Most Popular: Cost Categories

- ◆ Every entity has a different way of categorizing costs according to their internal financial policies and procedures
- ◆ The solicitation is your friend and provides an explanation for what belongs in each cost category
- ◆ Carefully read the explanation at the beginning of each cost category in your grant solicitation
- ◆ When in doubt, reach out!





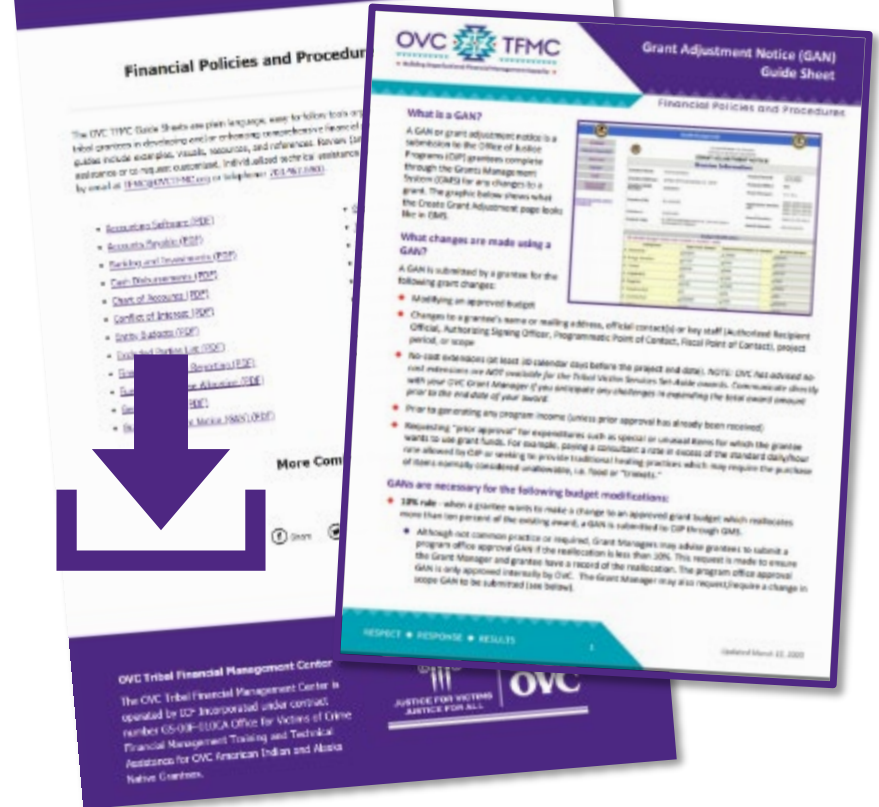
# Top 5 Budget Development Challenges

1. Watch for differences between embedded formulas in the BDW and align with the budget form calculations.
2. The budget needs to be mathematically sound, correspond with information described in the Project Narrative and aligned with the project design.
3. Properly link all costs outlined in the budget to the project narrative.
4. Be sure that funding requested is consistent with the allowable activities under the solicitation and DOJ Grants Financial Guide.
5. Correctly identify subaward vs. procurement relationships.



# Keys to a Successful Budgeting Process

1. Read the solicitation carefully.
2. Create a S.M.A.R.T. budget.
3. Involve project staff and other collaborators in the budgeting process.
4. Try to determine actual costs on big ticket items and remember to factor in shipping and/or delivery fees.
5. Document everything. This will be very important in managing the budget throughout the year.
6. Customize your process. The steps each entity takes will be somewhat different.



# Plain Language Resources

TFMC offers plain language tools (downloads) for developing and/or enhancing financial policies and procedures

- ◆ **Over 40** Guide Sheets published on [ojp.gov/tfmc](http://ojp.gov/tfmc) with additional topic areas in development
- ◆ Job aids, microlearnings, and recorded webinars are also easily accessible for all grantees





## TFMC Virtual Support Center (VSC)

- ◆ Provides OVC tribal grantees with financial grant management support and information
- ◆ OVC tribal grantees may submit questions and/or requests for technical assistance



### Contact Us

**Email:** [TFMC@OVCTFMC.org](mailto:TFMC@OVCTFMC.org)

**Phone:** 703.462.6900

**Website:** [ojp.gov/tfmc](http://ojp.gov/tfmc)





# References

- ◆ **DOJ Grants Financial Guide**

[https://ojp.gov/financialguide/doj/pdfs/DOJ\\_FinancialGuide.pdf](https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf)

- ◆ **Electronic Code of Federal Regulations (e-CFR) – 2 CFR 200**

[https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)

- ◆ **OJP Budget Detail Worksheet**

<https://www.ojp.gov/funding/apply/forms/ojp-budget-detail-worksheet>

- ◆ **OJP Grant Application Resource Guide**

<https://www.ojp.gov/funding/apply/ojp-grant-application-resource-guide>

- ◆ **TFMC – Braving the Budget Webinar Resource Page**

<https://mailchi.mp/ovctfmc/may12webinar>



# Thank you!

Email [TFMC@OVCTFMC.org](mailto:TFMC@OVCTFMC.org) | Call 703.462.6900 | Visit [ojp.gov/tfmc](http://ojp.gov/tfmc)

# Questions?

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Submit questions in the [Q&A Box](#)  
Send to [All Panelists](#)