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
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.
Unallowable Costs

Costs not allowed under Federal programs include, but are not limited to lobbying, land acquisition, fund raising, entertainment, contingencies, and alcoholic beverages.
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 x 100% x 2yrs)  $120,000
Peter Mayes, Program Manager  ($45,000 x 100% x 2yrs)  90,000
Mary Jones, Assistant Solicitor  ($32,000 x 50% x 2yrs)  32,000

Cost of living increase on second year
John Smith, Project Director  ($60,000 x 2%)  $1,200
Peter Mayes, Program Manager  ($45,000 x 2%)  900
Mary Jones, Assistant Solicitor  ($16,000 x 2%)  320

Total Personnel  $244,420

COST MUST BE NECESSARY, REASONABLE, ALLOWABLE, AND ALLOCABLE
### A. Personnel

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Computation</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Smith</td>
<td>Project Director</td>
<td>$60,000 yearly 2 100% $120,000 $0 $120,000</td>
</tr>
<tr>
<td>Peter Meyers</td>
<td>Program Manager</td>
<td>$45,000 yearly 2 100% $90,000 $0 $90,000</td>
</tr>
<tr>
<td>Mary Jones</td>
<td>Assistant Solicitor</td>
<td>$32,000 yearly 2 50% $32,000 $0 $32,000</td>
</tr>
</tbody>
</table>

**Salary** | **Rate** | **Time Worked** | **Percentage of Time** | **Total Cost** | **Non-Federal Contribution** | **Federal Request** |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>John Smith</td>
<td>Project Director</td>
<td>$60,000</td>
<td>yearly</td>
<td>2</td>
<td>100%</td>
<td>$120,000</td>
</tr>
<tr>
<td>Peter Meyers</td>
<td>Program Manager</td>
<td>$45,000</td>
<td>yearly</td>
<td>2</td>
<td>100%</td>
<td>$90,000</td>
</tr>
<tr>
<td>Mary Jones</td>
<td>Assistant Solicitor</td>
<td>$32,000</td>
<td>yearly</td>
<td>2</td>
<td>50%</td>
<td>$32,000</td>
</tr>
</tbody>
</table>

**Total(s)** | **$242,000** | **$0** | **$242,000** |

**Narrative**

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.
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
Fringe Benefits Category

<table>
<thead>
<tr>
<th>Benefit</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>FICA</td>
<td>6.75%</td>
</tr>
<tr>
<td>Retirement</td>
<td>9.20%</td>
</tr>
<tr>
<td>Workman’s Comp</td>
<td>3.70%</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>11.0%</td>
</tr>
<tr>
<td><strong>Fringe Benefit Rate</strong></td>
<td><strong>30.65%</strong></td>
</tr>
</tbody>
</table>

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) 9,906

**Total Fringe** $74,915

**COST MUST BE NECESSARY, REASONABLE, ALLOWABLE, AND ALLOCABLE**
## B. Fringe Benefits

List each grant-supported position receiving fringe benefits.  

<table>
<thead>
<tr>
<th>Name</th>
<th>Base</th>
<th>Rate</th>
<th>Total Cost</th>
<th>Non-Federal Contribution</th>
<th>Federal Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Smith</td>
<td>$60,000</td>
<td>30.65%</td>
<td>$18,390</td>
<td>0</td>
<td>$18,390</td>
</tr>
<tr>
<td>Peter Meyers</td>
<td>$45,000</td>
<td>30.65%</td>
<td>$13,793</td>
<td>0</td>
<td>$13,793</td>
</tr>
<tr>
<td>Mary Jones</td>
<td>$16,000</td>
<td>30.65%</td>
<td>$4,904</td>
<td>0</td>
<td>$4,904</td>
</tr>
<tr>
<td><strong>Total(s)</strong></td>
<td></td>
<td></td>
<td><strong>$37,087</strong></td>
<td><strong>0</strong></td>
<td><strong>$37,087</strong></td>
</tr>
</tbody>
</table>

**Narrative**

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%.
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

### C. Travel

<table>
<thead>
<tr>
<th>Purpose of Travel</th>
<th>Location</th>
<th>Type of Expense</th>
<th>Basis</th>
<th>Computation</th>
<th>Cost</th>
<th>Qty</th>
<th># of Staff</th>
<th># of Trips</th>
<th>Total Cost</th>
<th>Non-Federal Contribution</th>
<th>Federal Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mandatory Training</td>
<td>Washington, DC</td>
<td>Transportation</td>
<td>Round-trip</td>
<td>Compute the cost of each type of expense X the number of people traveling.</td>
<td>$500.00</td>
<td>1</td>
<td>3</td>
<td>1</td>
<td>$1,500</td>
<td>$0</td>
<td>$1,500</td>
</tr>
<tr>
<td>Mandatory Training</td>
<td>Washington, DC</td>
<td>Lodging</td>
<td>Night</td>
<td></td>
<td>$207.00</td>
<td>3</td>
<td>3</td>
<td>1</td>
<td>$1,863</td>
<td>$0</td>
<td>$1,863</td>
</tr>
<tr>
<td>Mandatory Training</td>
<td>Washington, DC</td>
<td>Meals</td>
<td>Day</td>
<td></td>
<td>$71.00</td>
<td>3.5</td>
<td>3</td>
<td>1</td>
<td>$746</td>
<td>$0</td>
<td>$746</td>
</tr>
<tr>
<td>Mandatory Training</td>
<td>Washington, DC</td>
<td>Other Trip</td>
<td></td>
<td></td>
<td>$492.00</td>
<td>1</td>
<td>3</td>
<td>1</td>
<td>$492</td>
<td>$0</td>
<td>$492</td>
</tr>
</tbody>
</table>

**Total(s)** $4,559 $0 $4,601

### 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.
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](http://www.gsa.gov)
- OJP Financial Guide provides further clarification of this requirement at [http://www.ojp.usdoj.gov/financialguide](http://www.ojp.usdoj.gov/financialguide)

COST MUST BE NECESSARY, REASONABLE, ALLOWABLE, AND ALLOCABLE
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
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
## D. Equipment

**Item**  
List and describe each item of equipment that will be purchased

<table>
<thead>
<tr>
<th>Item</th>
<th>Computation</th>
<th># of Items</th>
<th>Cost</th>
<th>Total Cost</th>
<th>Non-Federal Contribution</th>
<th>Federal Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laptop Computers</td>
<td>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</td>
<td>2</td>
<td>$2,500.00</td>
<td>$5,000</td>
<td>$0</td>
<td>$5,000</td>
</tr>
<tr>
<td>Copier Machine</td>
<td></td>
<td>1</td>
<td>$2,000.00</td>
<td>$2,000</td>
<td>$0</td>
<td>$2,000</td>
</tr>
</tbody>
</table>

**Total(s)**  
$7,000 $0 $7,000

**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 the procure these equipment items. The capitalization threshold per our agency’s fixed asset policy is $2,000.
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
## E. Supplies

Supply Items
Provide a list of the types of items to be purchased with grant funds.

<table>
<thead>
<tr>
<th>Supply Items</th>
<th>Computation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.</td>
</tr>
<tr>
<td># of Items</td>
<td>Cost</td>
</tr>
<tr>
<td>----------------</td>
<td>----------</td>
</tr>
<tr>
<td>Cell Phones</td>
<td>3</td>
</tr>
<tr>
<td>Portable Printers</td>
<td>2</td>
</tr>
<tr>
<td>Microsoft Software</td>
<td>2</td>
</tr>
<tr>
<td>General Office Supplies</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total(s)</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Narrative**
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.
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
<table>
<thead>
<tr>
<th>Purpose</th>
<th>Description of Work</th>
<th>Computation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide the purpose of the construction</td>
<td>Describe the construction project(s)</td>
<td>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th># of Items</th>
<th>Cost</th>
<th>Total Cost</th>
<th>Non-Federal Contribution</th>
<th>Federal Request</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$0</td>
<td></td>
<td>$0</td>
</tr>
</tbody>
</table>

| Total(s)   | $0   | $0         | $0                        |                 |

**Narrative**
Subaward (Subgrants)

Subawards (Subgrants)
- Carry out program activities
- Pass through entities follow 2 CFR 200.331

COST MUST BE NECESSARY, REASONABLE, ALLOWABLE, AND ALLOCABLE
### G. Subawards (Subgrants)

<table>
<thead>
<tr>
<th>Description</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide a description of activities to be carried out by subrecipients.</td>
<td>Describe the purpose of the subaward(subgrant)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Cost</th>
<th>Non-Federal Contribution</th>
<th>Federal Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cultural Service Center</td>
<td>Cultural activities for Adult recidivism</td>
<td>$100,000</td>
</tr>
</tbody>
</table>

**Total(s)** $100,000 $0 $100,000

**Narrative**
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.
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
<table>
<thead>
<tr>
<th>Description</th>
<th>Purpose</th>
<th>Total Cost</th>
<th>Non-Federal Contribution</th>
<th>Federal Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>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).</td>
<td>Describe the purpose of the contract</td>
<td>$20,800</td>
<td>$0</td>
<td>$20,800</td>
</tr>
<tr>
<td>Counselor Provide direct counseling services to participants</td>
<td></td>
<td>$5,200</td>
<td>$0</td>
<td>$5,200</td>
</tr>
<tr>
<td>Drug Screening Technician Survey creation and data entry services from submitted surveys.</td>
<td></td>
<td>$26,000</td>
<td>$0</td>
<td>$26,000</td>
</tr>
</tbody>
</table>

**Narrative**

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 organization's procurement policy was followed.
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
## I. Other Costs

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).

<table>
<thead>
<tr>
<th>Description</th>
<th>Computation</th>
<th>Show the basis for computation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Quantity</strong></td>
<td><strong>Basis</strong></td>
<td><strong>Cost</strong></td>
</tr>
<tr>
<td>Rent</td>
<td>2500</td>
<td>sq feet</td>
</tr>
<tr>
<td>Telephone</td>
<td>3</td>
<td>monthly rate</td>
</tr>
</tbody>
</table>

| **Total(s)** | **$54,240** | **$0** | **$54,240** |

**Narrative**

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.
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
## J. Indirect Costs

<table>
<thead>
<tr>
<th>Description</th>
<th>Computation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Describe what the approved rate is and how it is applied.</td>
<td>Compute the indirect costs for those portions of the program which allow such costs.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Base</th>
<th>Indirect Cost Rate</th>
<th>Total Cost</th>
<th>Non-Federal Contribution</th>
<th>Federal Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indirect Costs</td>
<td>$279,087</td>
<td>18.00%</td>
<td>$50,236</td>
<td>$0</td>
<td>50,236</td>
</tr>
<tr>
<td><strong>Total(s)</strong></td>
<td></td>
<td></td>
<td><strong>50,236</strong></td>
<td><strong>$0</strong></td>
<td><strong>50,236</strong></td>
</tr>
</tbody>
</table>

**Narrative**

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.
## Budget Summary

<table>
<thead>
<tr>
<th>Budget Categories</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>$242,000</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>$37,087</td>
</tr>
<tr>
<td>Travel</td>
<td>$4,601</td>
</tr>
<tr>
<td>Equipment</td>
<td>$7,000</td>
</tr>
<tr>
<td>Supplies</td>
<td>$3,485</td>
</tr>
<tr>
<td>Construction</td>
<td>$0</td>
</tr>
<tr>
<td>Subawards (Subgrants)</td>
<td>$100,000</td>
</tr>
<tr>
<td>Procurement Contracts</td>
<td>$26,000</td>
</tr>
<tr>
<td>Other Costs</td>
<td>$54,240</td>
</tr>
<tr>
<td><strong>Total Direct Costs</strong></td>
<td><strong>$474,413</strong></td>
</tr>
<tr>
<td>Indirect Costs</td>
<td></td>
</tr>
<tr>
<td><strong>Total Project Costs</strong></td>
<td><strong>$524,649</strong></td>
</tr>
</tbody>
</table>
Electronic Access for the DOJ Grants Financial Guide via the Internet

http://www.ojp.usdoj.gov/financialguide
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
Assembling Your OVC Application: Considerations When Building Your OVC Budget
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**
- **Entity Administrator**

### Application Submitter
- Identify application submission forms in JustGrants
- Complete a web-based budget form
- Complete an application on behalf of an entity—certifies information
  - *For APPLICATIONS, only the Application Submitter can take actions (edit/submit).*

### Authorized Representative
- An Authorized Representative must be onboarded before an application can be submitted.
  - They need to be selected from an existing user list in the application.

### Entity Administrator
- Onboard and complete entity profile before application submission
- Onboard the Authorized Representative
- Change Application Submitter assignments—if needed

---

COPS awards *may* require two Authorized Representatives: A law enforcement **AND** a government executive.
Application Data Entry
Standard Applicant Information (1)
Standard Applicant Information (2)
Standard Applicant Information (3)
Confirm Authorized Representative
Verify Legal Name and Address
Proposal Abstract
Proposal Narrative
Entering the Budget
SubAwards (Subgrants)
Indirect Costs
File Attachments
Budget / Financial Attachments
### Consolidated Budget Summary

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>$0.00</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>$0.00</td>
</tr>
<tr>
<td>Travel</td>
<td>$0.00</td>
</tr>
<tr>
<td>Equipment</td>
<td>$0.00</td>
</tr>
<tr>
<td>Supplies</td>
<td>$0.00</td>
</tr>
<tr>
<td>Construction</td>
<td>$0.00</td>
</tr>
<tr>
<td>Sub-Awards</td>
<td>$0.00</td>
</tr>
<tr>
<td>Procurement Contracts</td>
<td>$0.00</td>
</tr>
<tr>
<td>Other Costs</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total Direct Costs</td>
<td>$0.00</td>
</tr>
<tr>
<td>Indirect Costs</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total Project Costs</td>
<td>$0.00</td>
</tr>
<tr>
<td>Yearly Match Amount</td>
<td></td>
</tr>
</tbody>
</table>
Budget Detail Summary View

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Salary</th>
<th>Rate</th>
<th>Time Worked</th>
<th>Percentage of Time (%)</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Personnel Total Cost: $0.00

Additional Narrative:

**Budget Category**
- Personnel
- Budget Year
- Task 1

**Total Project Cost Breakdown**
- Federal Funds
- Match Amount
- Program Income
- Amount

**Percentage**
- Total
- Percentage
Submitting an Application
MOUs and Other Supportive Documents
Memoranda of Understanding
Additional Application Components
Disclosure of Lobbying Activities
Disclosure of Duplication in Cost Items

- No. [Applicant Name on SF 424] does not have (and is not proposed as a subcontractor 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 similar 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 any identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.
DOJ Certified Standard Assurances
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 to which it relates, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1028, and/or 34 U.S.C. §§ 1027-1027d), 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. §§ 3729-3731 and 3001-3102). 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.

Signature:

Signing Date / Time:
Other

The recommended files to upload are PDF, Microsoft Word and Excel.
Certify and Submit Review
Certify and Submit
Error Messages
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

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

Or sorted by selecting the small arrow corresponding to the column.
Revising a Web-Based Budget Clearance GAM
Revising a Web-Based Budget Clearance GAM
Revising a Web-Based Budget Clearance GAM
Revising a Web-Based Budget
Revising a Budget Submitted as an Attachment

Note: Each column can be filtered by selecting the down arrow, or sorted by selecting the small arrow corresponding to the column.
Revising a Budget Submitted as an Attachment
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.

<table>
<thead>
<tr>
<th>Technical Support</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>All other applicants and award recipients</td>
<td><a href="mailto:JustGrants.Support@usdoj.gov">JustGrants.Support@usdoj.gov</a></td>
</tr>
<tr>
<td></td>
<td>Or</td>
</tr>
<tr>
<td></td>
<td>(833) 872–5175</td>
</tr>
</tbody>
</table>

*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

• Job Aid Reference Guides
• Microlearning Videos
• Recordings of Past Sessions
• Frequently Asked Questions (FAQs)
• Glossary Terms
JustGrants Training Resources

Organized by Topics

Micro-learning videos

Job Aid Reference Guides
Additional Application Submission Resources

DOJ Application Submission Checklist

SAM.gov Resources
https://justicegrants.usdoj.gov/resources/system-for-award-management

Grants.gov
Upcoming Sessions

**MONDAYS from 1 PM to 2:30 PM**

Post-Award Management

- February 14, 2022
- February 23, 2022
- February 28, 2022

**KEY AUDIENCE:**
- Grant Award Administrators
- Entity Administrators
- Financial Managers

**WEDNESDAYS from 2:30 PM to 4:00 PM**

Application Mechanics

- February 16, 2022
- February 23, 2022
- March 2, 2022
- March 9, 2022

**KEY AUDIENCE:**
- Entity Administrators
- Application Submitters
- Authorized Representatives

**TUESDAYS from 2 PM to 3:00 PM**

Entity Management

- February 15, 2022
- February 22, 2022
- March 1, 2022
- March 8, 2022

**KEY AUDIENCE:**
- Entity Administrators

**THURSDAYS from 2 PM to 3:00 PM**

Award Acceptance

- February 10, 2022
- February 17, 2022
- February 24, 2022
- March 3, 2022

**KEY AUDIENCE:**
- Entity Administrators
- Authorized Representatives

JUSTICEGRANTS.USDOJ.GOV/Training/training-virtual-sessions
Thank You
Planning Your OVC Application: Considerations When Building Your Budget

February 9

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
**EXAMPLE**

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

(DCU Financial Guide, Section 3.11)

### A. Personnel

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Salary</th>
<th>Rate</th>
<th>Time Worked</th>
<th>Percentage of Time</th>
<th>Total Cost</th>
<th>Non-Federal Contribution</th>
<th>Federal Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Smith</td>
<td>Executive Director</td>
<td>$140,000</td>
<td>yearly</td>
<td>1</td>
<td>5%</td>
<td>$7,000</td>
<td>$0</td>
<td>$7,000</td>
</tr>
<tr>
<td>Jane Doe</td>
<td>Project Manager</td>
<td>$30,000</td>
<td>yearly</td>
<td>1</td>
<td>75%</td>
<td>$87,500</td>
<td>$0</td>
<td>$87,500</td>
</tr>
<tr>
<td>Alex Jones</td>
<td>Program Assistant</td>
<td>$22</td>
<td>hourly</td>
<td>1,040</td>
<td>100%</td>
<td>$22,880</td>
<td>$0</td>
<td>$22,880</td>
</tr>
</tbody>
</table>

**Total(s)** | $87,380 | $0 | $87,380 |

### 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?

[Image]

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

- **Over 40** Guide Sheets published on 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
Phone: 703.462.6900
Website: ojp.gov/tfmc
References

◆ DOJ Grants Financial Guide

  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 | Call 703.462.6900 | Visit ojp.gov/tfmc
Questions?

Submit questions in the Q&A Box
Send to All Panelists