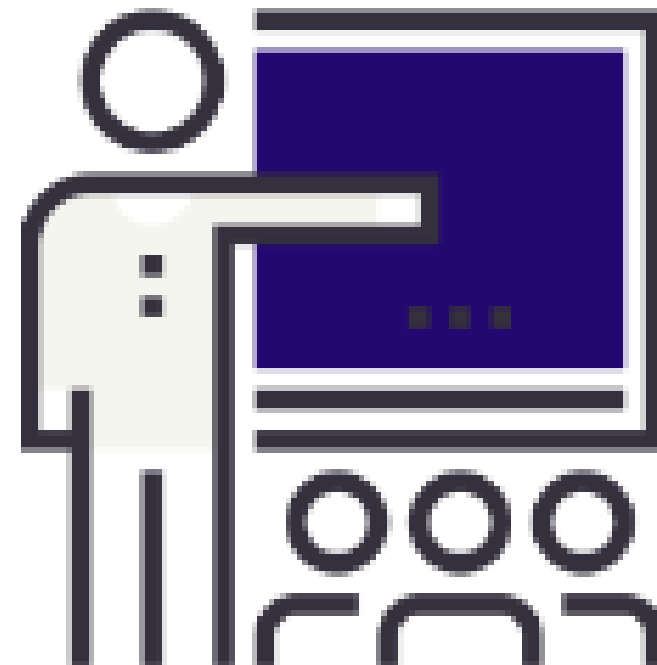# The Process for Today…

- 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

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.
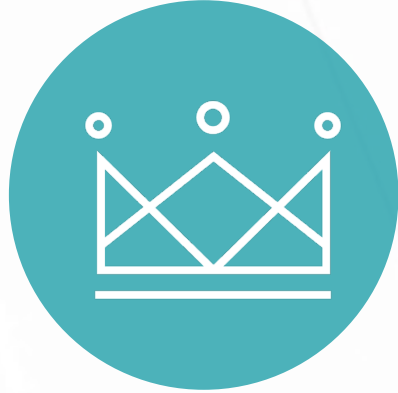
Match

o Matching funds are to be used in the same manner as Federal funds.

o Match is usually stated as a percentage of the total project costs. i.e 80/20

o Match timing requirements.

o Recipients must maintain records/documentation regarding match

Budget Categories

PERSONNEL

FRINGE BENEFITS

TRAVEL

EQUIPMENT

SUPPLIES

CONSTRUCTION

SUBAWARDS/
PROCUREMENT
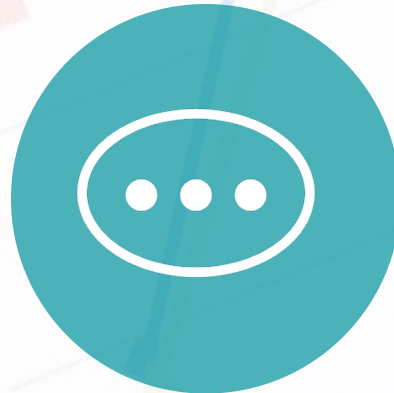
OTHER

INDIRECT

Personnel Category

o Position – (i.e.,) grant coordinator

o Title – (i.e.,) director, sheriff, secretary

o Percentage of time – (i.e.,) 50%, 100%

o Compensation – (i.e., show annual) $60,000

o Increases – (i.e.,) raise, cost of living allowance (COLA)

COST MUST BE NECESSARY, REASONABLE, ALLOWABLE, AND ALLOCABLE

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
		$242,000

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
		$2,420
	Total Personnel	**$244,420**

COST MUST BE NECESSARY, REASONABLE, ALLOWABLE, AND ALLOCABLE

Budget Review

A. Personnel

Name *List each name,* *if known.*	Position *List each position,* *if known.*	Computation *Show annual salary rate & amount of time devoted to the project for each name/position.*						
		Salary	*Rate*	*Time Worked* *(# of hours, days, months, years)*	*Percentage of Time*	*Total Cost*	*Non-Federal Contribution*	*Federal Request*
John Smith	Project Director	$60,000	yearly	2	100%	$120,000	$0	$120,000
Peter Meyers	Program Manager	$45,000	yearly	2	100%	$90,000	$0	$90,000
Mary Jones	Assistant Solicitor	$32,000	yearly	2	50%	$32,000	$0	$32,000
					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

o What's included – (i.e., FICA, health, retirement, workman's comp)

o Unallowable – (i.e., excessive fringe for executives)

COST MUST BE NECESSARY, REASONABLE, ALLOWABLE, AND ALLOCABLE

Fringe Benefits Category

FICA	6.75%
Retirement	9.20%
Workman's Comp	3.70%
Health Insurance	11.0%
Fringe Benefit Rate	30.65%

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

Budget Review

B. Fringe Benefits					
Name *List each grant-supported position receiving fringe benefits.*	**Computation** *Show the basis for computation.*				
	Base	*Rate*	*Total Cost*	*Non-Federal Contribution*	*Federal Request*
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
		Total(s)	$37,087	$0	$37,087
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

o Travel Policy

o Computation – number of travelers x cost

o Purpose – grant/program requirements

o Per Diem – use agency policy and, if no policy, must follow *Federal Travel Regulations*

o Transportation – air, taxi (show each separately)

o Other – parking, tolls

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

o 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.

o Conferences that include less than 30 people are exempt from this requirement.

o The web-site address for obtaining the current rates is http://www.gsa.gov

o OJP Financial Guide provides further clarification of this requirement at http://www.ojp.usdoj.gov/financialguide

COST MUST BE NECESSARY, REASONABLE, ALLOWABLE, AND ALLOCABLE

Equipment Category

o Policy – Recipients should follow their own capitalization policy for equipment. If no policy exists, must follow Federal policy.

o Unit & cost – (i.e., 1 computer @ $2,000)

o Purpose – (i.e., grant/program requirement)

COST MUST BE NECESSARY, REASONABLE, ALLOWABLE, AND ALLOCABLE

Equipment Category

o Federal Definition – useful life of more than one year with a fair market value (FMV) of $5,000 or more.

o 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.

o 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 List and describe each item of equipment that will be purchased	Computation Compute the cost (e.g., the number of each item to be purchased X the cost per item)				
	# 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
		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

o Major types – (i.e., office, training, postage)

o Project benefits – (i.e., how supplies will support efforts)

COST MUST BE NECESSARY, REASONABLE, ALLOWABLE, AND ALLOCABLE

Budget Review

E. Supplies					
Supply Items *Provide a list of the types of items to be purchased with grant funds.*	**Computation** *Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.*				
	# of Items	**Cost**	**Total Cost**	**Non-Federal Contribution**	**Federal Request**
Cell Phones	3	$35.00	$105	$0	$105
Portable Printers	2	$200.00	$400	$0	$400
Microsoft Software	2	$400.00	$800	$0	$800
General Office Supplies	2	$1,090.00	$2,180	$0	$2,180
		Total(s)	$3,485	$0	$3,485
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

o As a rule, construction costs are generally not allowable.

o 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 *Provide the purpose of the construction*	**Description of Work** *Describe the construction project(s)*	**Computation** *Compute the costs (e.g., the number of each item to be purchased X the cost per item)*				
		# of Items	**Cost**	**Total Cost**	**Non-Federal Contribution**	**Federal Request**
				$0		$0
			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)

Description	Purpose			
Provide a description of activities to be carried out by subrecipients.	*Describe the purpose of the subaward(subgrant)*			
		Total Cost	**Non-Federal Contribution**	**Federal Request**
Cultural Service Center	**Cultural activities for Adult recidivism**	$100,000	$0	$100,000
	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

o   Procurement for goods or services

o   Consultant rates – (i.e., $650 threshold)

o   Sole Source – over $250K

o   Procurement Standards—General Guidance for Open Competition

   (Uniform Guidance at 2 C.F.R. § 200.317 through 2 C.F.R. § 200.326)

H. Procurement Contracts				
Description *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).*	**Purpose** *Describe the purpose of the contract*			
		Total Cost	**Non-Federal Contribution**	**Federal Request**
Counselor	**Provide direct counseling services to participants**	**$20,800**	**$0**	**$20,800**
Drug Screening Technician	**Survey creation and data entry services from submitted surveys.**	**$5,200**	**$0**	**$5,200**
	Total(s)	$26,000	$0	$26,000
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 organizations procurement policy was followed.				

Other Category

- o Major types – (i.e., rent, utilities)

- o Basis – (i.e., 1200 sq ft @ $22 per sq ft)

COST MUST BE NECESSARY, REASONABLE, ALLOWABLE, AND ALLOCABLE

Budget Review

I. Other Costs

Description *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).*	Computation *Show the basis for computation*						
	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
				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.

Indirect Costs Category

o Approved rate – (i.e., by cognizant Federal agency)

o Current negotiated agreement – (i.e., provisional, fixed, final)

o De Minimis rate – must specify in application the amount to be claimed

COST MUST BE NECESSARY, REASONABLE, ALLOWABLE, AND ALLOCABLE

J. Indirect Costs					
Description *Describe what the approved rate is and how it is applied.*	**Computation** *Compute the indirect costs for those portions of the program which allow such costs.*				
	Base	*Indirect Cost Rate*	*Total Cost*	*Non-Federal Contribution*	*Federal Request*
Indirect Costs	$279,087	18.00%	$50,236	$0	50,236
Total(s)			50,236	$0	50,236
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

Budget Categories	Amount
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	$54,240
Total Direct Costs	$474,413
Indirect Costs	$50,236
Total Project Costs	**$524,649**
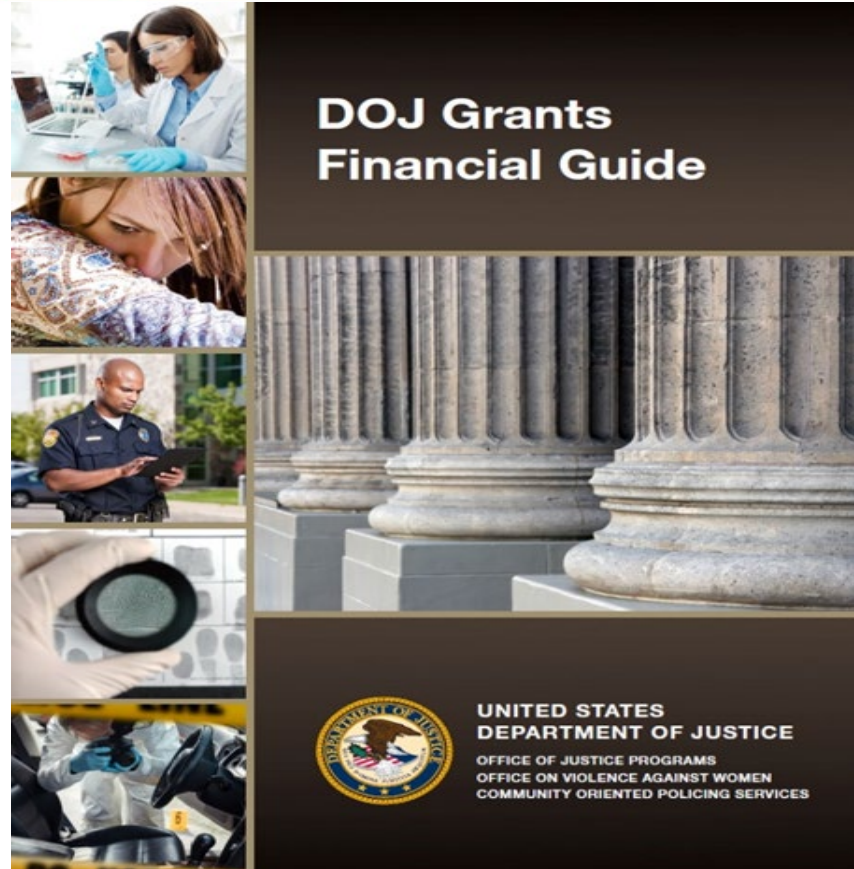
Electronic Access for the DOJ Grants Financial Guide via the Internet
http://www.ojp.usdoj.gov/financialguide

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, and Entity Administrator.

Application Submitter	Authorized Representative	Entity Administrator
• 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).*	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.	• 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

Personnel

SubAwards (Subgrants)

Indirect Costs

File Attachments

Budget / Financial Attachments

Consolidated Budget Summary

Budget Detail Summary View

Submitting an Application

MOUs and Other Supportive Documents

Memoranda of Understanding

Additional Application Components

Disclosure of Lobbying Activities

Disclosure of Duplication in Cost Items

DOJ Certified Standard Assurances

DOJ Certified Standard Assurances Acknowledgement

DOJ Certification Regarding Lobbying

Other

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 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

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 *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

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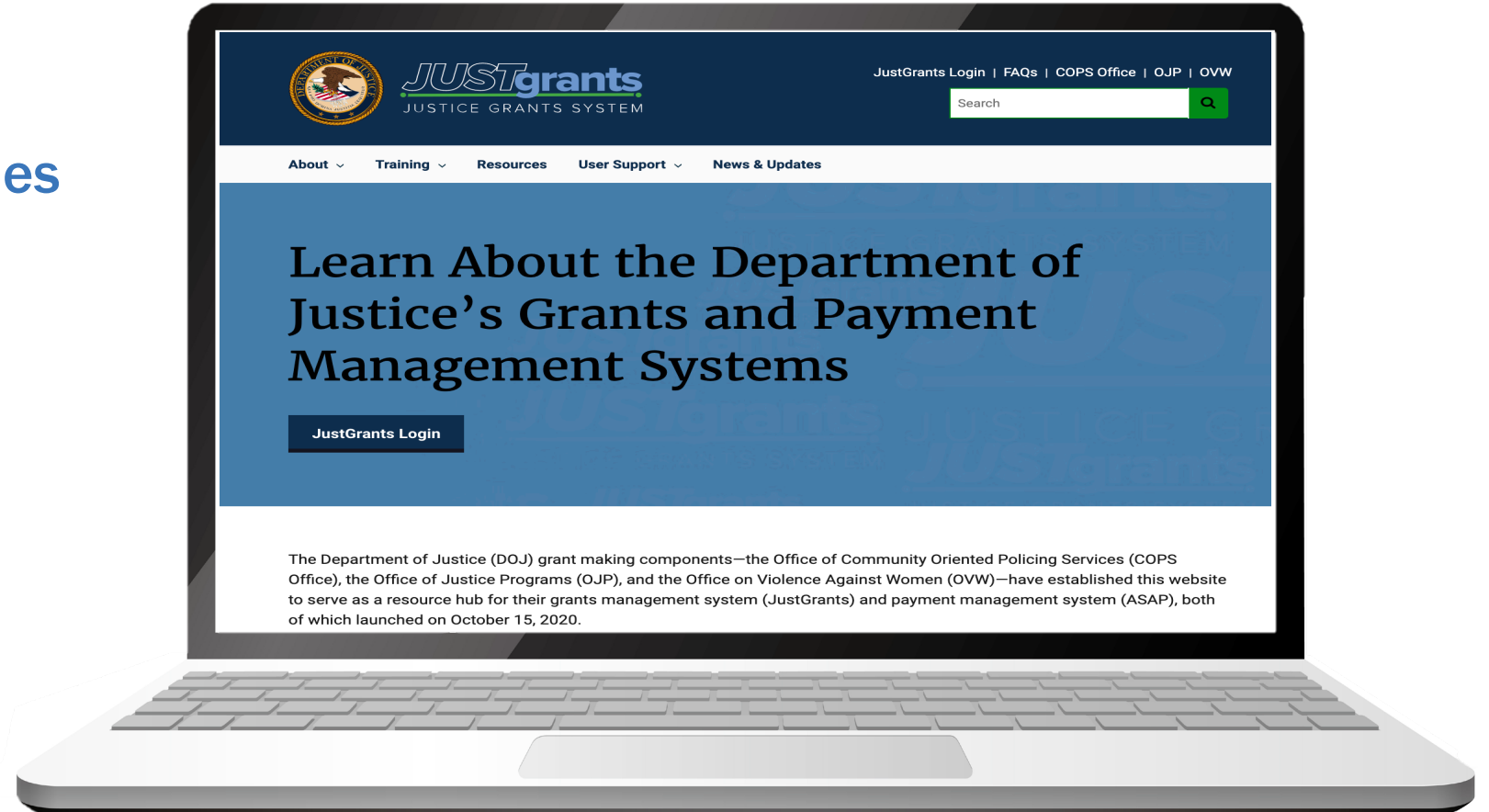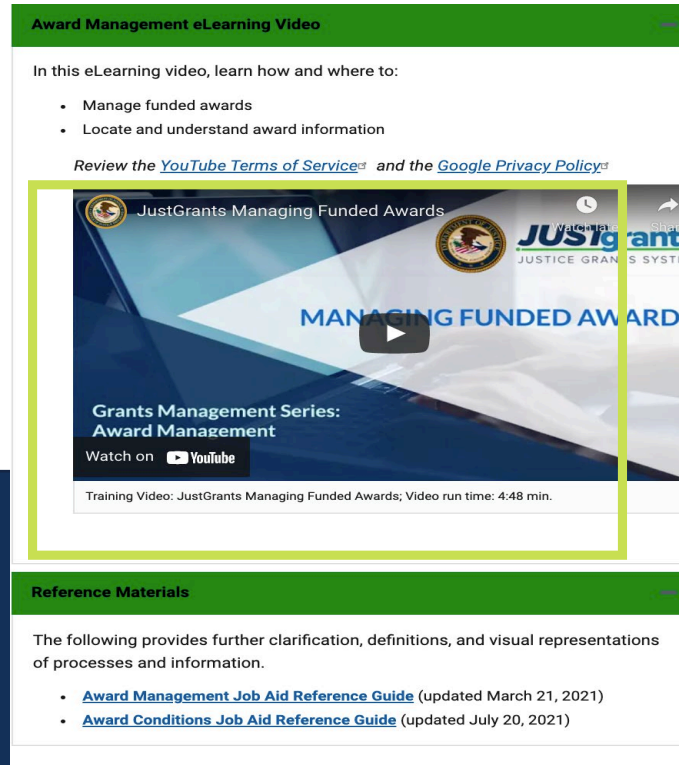
JustGrants Training Resources

Organized by Topics

Micro-learning videos

Job Aid Reference Guides

Additional Application Submission Resources

DOJ Application Submission Checklist

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/department-of-justice.html

Upcoming Sessions

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

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

KEY AUDIENCE:
Grant Award Administrators
Entity Administrators
Financial Managers

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

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

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

Presenters

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

Kristene Moore
Financial Specialist
Long Island, NY

TFMC Overview
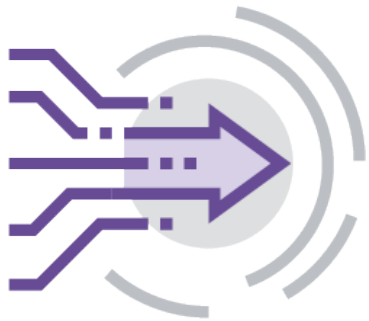
Launched in fall 2018

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 Services

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:
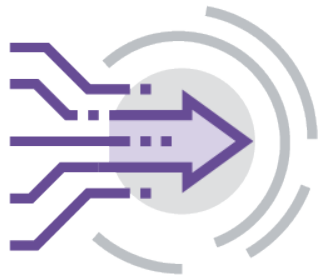
Supporting New Solicitations/ Submission Process	**Providing Risk Mitigation**	**Enhancing and Strengthening Policies and Procedures**	**Walking through Grant Award Modifications (GAMs)**	**Addressing Audit Findings**
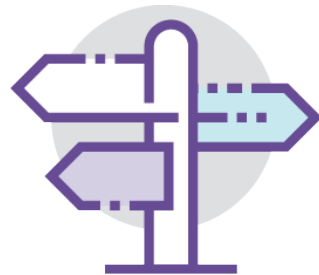
Session Topics

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
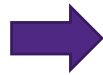
STEP 2

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, <u>and includes the basis of computation</u>

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
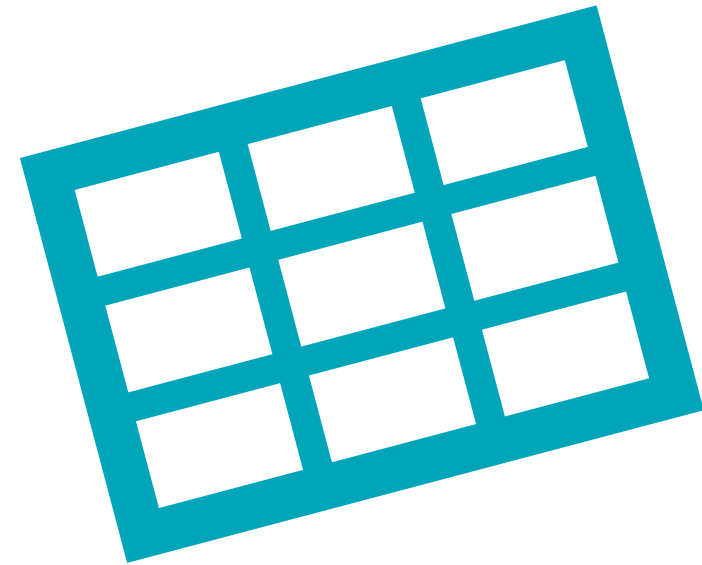
Budget Detail Worksheet and Narrative

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	Position	Computation						
List each name, if known	List each position, if known	Show annual salary rate & amount of time devoted to the project for each name/position						
Add Personnel / 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
					Total(s)	$97,380	$0	$97,380

Narrative — Add Additional Narrative Text Area

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?

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

Home / **Grants/Funding** / **Applicant Resources** / **Standard Forms & Instructions**

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)

Applicant Resources

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.
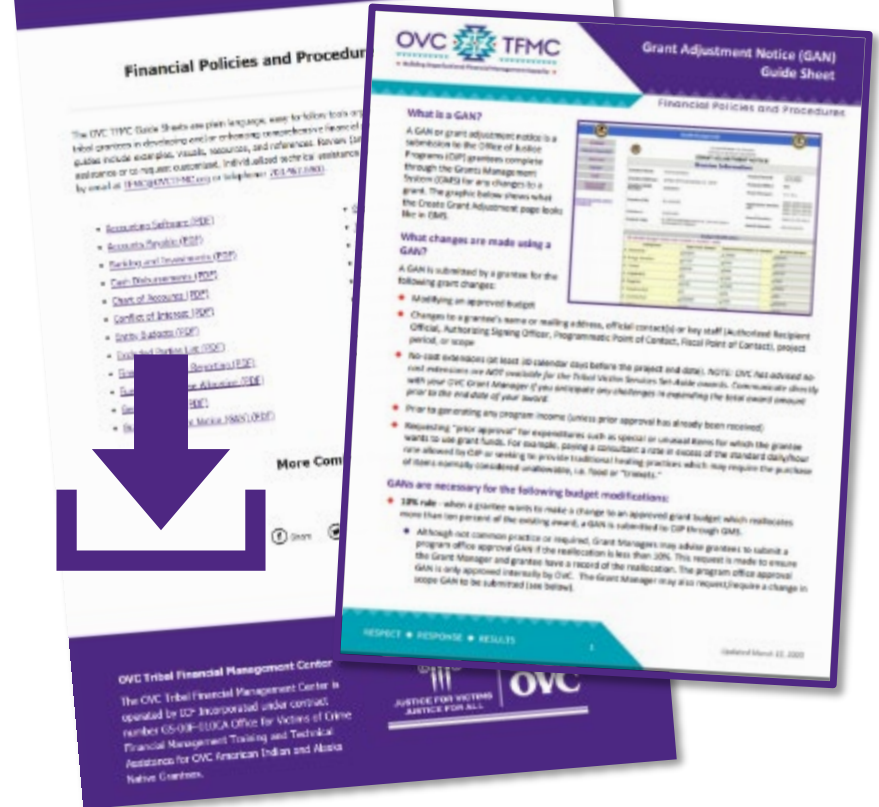
Plain Language Resources

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

◆ **Over 40** Guide Sheets published on ojp.gov/tfmc 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://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

- **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

RESPECT ◆ RESPONSE ◆ RESULTS

Questions?

Submit questions in the Q&A Box

Send to All Panelists