



Office of Community Oriented Policing Services Web-based Budget

Job Aid Reference Guide



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Introduction and Overview



How to Use this Guide

This JARG utilizes a Table of Contents with links to each chapter. In addition, a link has been included on each page to help the user quickly return to the Table of Contents.



Select the **Home** icon to return to the Table of Contents.

IMPORTANT!

- **Continue** allows the user to move to the next section or category after the system performs a validation check for any errors.
- **Save** allows the user to save changes and return later to finish.
- **Back** allows the user to move backwards to the previous section or category.

Overview

In most cases, the Office of Community Oriented Policing Services (COPS) requires a budget to be entered using the web-based forms in the application. The budget category sub-sections displayed in the application will vary based on the Notice of Funding Opportunity (NOFO) recommendation requirements. For example, the COPS Hiring Program only allows the entry of Sworn Officer costs.

Other programs may have a range of allowable budget categories such as civilian personnel, travel, equipment, etc., and those category sub-sections will appear in the application for entry. Refer to the NOFO guidelines regarding allowable costs for the respective programs.

NOTE: Use **Save** frequently since JustGrants does not autosave work. Use **Continue** to move to the next section. **Continue** executes a validation check, which is not performed using the navigation menu links or Save.

The screenshot displays the 'Grant Package' page in the JustGrants system, specifically the 'Sworn Officer' budget entry section. The interface includes a left-hand navigation menu with links to Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main content area is titled 'Instructions' and 'Base Salary and Fringe Benefits for Sworn Officer'. It contains several input fields for 'Position Title', 'Position Description', and 'Number of Positions'. Below these, there are tables for 'Salary per Officer' and 'Fringe Benefits per Officer' across three years (Year 1, Year 2, Year 3). The 'Salary per Officer' table has a 'Salary' column with dollar signs. The 'Fringe Benefits per Officer' table has columns for 'Benefits per Officer', 'Salary per Officer', and 'Total per Officer'. A 'Summary Totals' section at the bottom shows 'Total per Officer All Years' and 'Total Salary and Benefits' as '\$0'. On the right side, there is a 'Notice of Funding Opportunity Instructions' sidebar with a list of budget categories, including 'Sworn Officer Positions', 'Civilian Personnel', 'Travel', 'Equipment', 'Supplies', 'SubAwards (Subgrants)', 'Procurement Contracts', 'Other Costs', 'Indirect Costs', 'Budget Summary', 'Local Match Details', 'Budget / Financial Attachments', 'MOUs and Other Supportive Documents', and 'Additional Application Components'. At the bottom right, there are 'Save' and 'Continue' buttons.

	Year 1	Year 2	Year 3
Salary	\$	\$	\$

	Year 1	Year 2	Year 3
Benefits per Officer	—	—	—
Salary per Officer	—	—	—
Total per Officer	—	—	—

Summary Totals

	Year 1	Year 2	Year 3
Benefits per Officer	—	—	—
Salary per Officer	—	—	—
Total per Officer	—	—	—

Total per Officer All Years

Total Salary and Benefits

\$0



Office of Community Oriented Policing Services (COPS) Web-based Budget

COPS Office Web-based Budget (Officer Positions)

Steps 1 – 2

Sworn Officer
Positions

The **Budget and Associated Documentation** section automatically opens to the **Sworn Officer Positions** category.

- 1) Select the **Instructions** caret to expand and view guidance to complete the **Sworn Officer Positions** section.
- 2) From the **Sworn Officer Positions**, enter the position information and number of officers being requested with the application.

NOTE: The salary and fringe benefit information is entered per officer, and the system multiplies the salary and fringe benefits by the number of officers to arrive at a total sworn officer cost.

The screenshot shows the JUSTgrants web-based budget interface. The left sidebar contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main content area is titled "Grant Package () PENDING-DRAFT". It features a green-bordered box containing the "Instructions" section and the "Base Salary and Fringe Benefits for Sworn Officer" form. The "Instructions" section is expanded, showing detailed guidance. The "Base Salary and Fringe Benefits for Sworn Officer" form includes fields for "Position Title" (Sworn Officer), "Position Description", and "Number of Positions". Below this is the "Salary per Officer" section with input fields for Year 1, Year 2, and Year 3 salaries. The "Fringe Benefits per Officer" section includes a table for "Summary Totals" with columns for Year 1, Year 2, and Year 3, and rows for "Benefits per Officer", "Salary per Officer", and "Total per Officer". The "Total per Officer All Years" is shown as \$0. A right sidebar contains the "Notice of Funding Opportunity Instructions" and a list of categories: Standard Applicant Information, Proposal Abstract, Data Requested with Application, Proposal Narrative, Budget and Associated Documentation (highlighted with a green box and an arrow), Civilian Personnel, Travel, Equipment, Supplies, SubAwards (Subgrants), Procurement Contracts, Other Costs, Indirect Costs, Budget Summary, Local Match Details, Budget / Financial Attachments, MOUs and Other Supportive Documents, and Additional Application Components. At the bottom right, there are "Save" and "Continue" buttons.

Instructions

Please provide the current base salary and fringe benefits for one full-time sworn officer position within your agency. List only your agency's contribution of each fringe benefit item; do not include employee contributions. Please refer to the solicitation for information about allowable and unallowable fringe benefits for sworn officer positions under the program. As applicable per the solicitation, you may also be required to project Year 2 and Year 3 salaries. Please visit <https://cops.usdoj.gov/grants> for a list of allowable and unallowable costs for this program.

Base Salary and Fringe Benefits for Sworn Officer

Sworn Officer

Position

Position Title: Sworn Officer

Position Description:

Number of Positions:

Salary per Officer

Salary	Year 1	Year 2	Year 3
	\$	\$	\$

Fringe Benefits per Officer

Summary Totals

	Year 1	Year 2	Year 3
Benefits per Officer	\$0.00	\$0.00	\$0.00
Salary per Officer	—	—	—
Total per Officer	\$0.00	\$0.00	\$0.00

Total per Officer All Years

\$0

Notice of Funding Opportunity Instructions

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 - Data Requested with Application
 - Proposal Narrative
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 - Supplies
 - SubAwards (Subgrants)
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 - Budget Summary
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- Disallowed and Unallowable

Save Continue

Steps 3 – 4

- 3) Select the **Salary per Officer** caret to expand and view the section. Enter the annual salary **per Officer** for each of the years of the program.
- 4) Select the **Fringe Benefits per Officer** caret to expand, view, and enter fringe benefit data. If a particular element listed does not apply to Sworn Officers in your organization, select **Exempt** under the subheading.

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Grant Package () PENDING-DRAFT

> Instructions

Base Salary and Fringe Benefits for Sworn Officer

Sworn Officer

Position

Position Title

Sworn Officer

Position Description

Number of Positions

Salary per Officer

Salary	Year 1	Year 2	Year 3
	\$	\$	\$

Fringe Benefits per Officer

	Year 1	Year 2	Year 3
<div><div>Social Security</div><div><div><input type="radio"/> Exempt</div><div><input checked="" type="radio"/> 6.2%</div><div><input type="radio"/> Fixed Rate</div><div>6.20%</div></div></div>			
<div><div>Medicare</div><div><div><input type="radio"/> Exempt</div><div><input checked="" type="radio"/> 1.45%</div><div><input type="radio"/> Fixed Rate</div><div>1.45%</div></div></div>			

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Continue

Notice of Funding Opportunity Instructions

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Data Requested with Application

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> Budget and Associated Documentation

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COPS Office Web-based Budget (Officer Positions)

Steps 5 – 6

Sworn Officer
Positions

- 5) In the **Summary Totals** section, verify the total salary and benefits per officer per year. Verify the **Total per Officer for All Years** and the **Total Salary and Benefits** (which is the Total per Officer for All Years times the number of Sworn Officers requested).
- 6) Select **Continue** to open the next budget category.

JUSTgrants
JUSTICE GRANTS SYSTEM

Grant Package () **PENDING-DRAFT**

None

☐ Fixed Rate

☐ Fixed Amount

Other Benefit

None

☐ Fixed Rate

☐ Fixed Amount

Summary Totals

	Year 1	Year 2	Year 3
Benefits per Officer			
Salary per Officer			
Total per Officer	\$0.00	\$0.00	\$0.00
Total per Officer All Years			
\$0			
Total Salary and Benefits			
\$0			

INITIATE COMPLETE AND SUBMIT REVIEW BUDGET REVIEW AWARD PACKAGE READY

Back Save Continue

COPS Office Web-based Budget (Civilian Positions)

Steps 1 – 3

Civilian Positions

- 1) Select the **Instructions** caret to expand and display guidance to complete the **Civilian Positions** section.
- 2) From the **Civilian Personnel** section, enter the **Position Title**, **Position Description**, and **Number of Positions** for the first position.
- 3) Select **Copy Position** or **Add Position** if additional positions are needed. Both options create another position displayed as a tab at the top of the page. After adding a new position, enter the Position Title, Description, and Number of Positions information.

NOTE: Copy position takes all data from the previous position to create a new position. This option is best if the fringe benefits of the new position are the same or similar as the previous position. Enter the fringe benefit data first, then select copy.

The screenshot displays the JUSTgrants Justice Grants System interface. The top navigation bar includes the JUSTgrants logo and a 'Grant Package () PENDING-DRAFT' status. The left sidebar contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main content area is titled 'Civilian Position 1 X' and contains the following sections:

- Instructions:** A section with a green border and a green circle '1' around the title. It contains text about listing civilian or non-sworn positions and providing specific descriptions.
- Buttons:** Two buttons, 'Copy Position' and 'Add Position', are located below the instructions. A green circle '3' is around these buttons.
- Form:** A form with a green border and a green circle '2' around the title. It contains fields for 'Position Title', 'Position Description', and 'Number of Positions'.
- Salary:** A section with a green border and a green circle '2' around the title. It contains a table for salary information across three years (Year 1, Year 2, Year 3).
- Summary Totals:** A section with a green border and a green circle '2' around the title. It contains a table for summary totals across three years (Year 1, Year 2, Year 3).

The right sidebar contains a table of contents with the following items:

- Standard Applicant Information
- Proposal Abstract
- Data Requested with Application
- Proposal Narrative
- Budget and Associated Documentation
- Sworn Officer Positions
- Civilian Personnel** (highlighted with a green box and a green arrow)
- Travel
- Equipment
- Supplies
- SubAwards (Subgrants)
- Procurement Contracts
- Other Costs
- Indirect Costs
- Budget Summary
- Local Match Details
- Budget / Financial Attachments
- MOUs and Other Supportive Documents
- Additional Application Components
- Disclaimer And Assurances

At the bottom of the interface, there are links for 'Training Resources' and 'Privacy Policy', and buttons for 'Back', 'Save', and 'Continue'.

COPS Office Web-based Budget (Civilian Positions)

Steps 4 – 5

Civilian
Positions

For each **Position** tab, enter the Salary per Officer and Fringe Benefits per Officer information.

- 4) Select the **Salary** caret to expand the section, enter the annual salary for the position and the percentage of time spent on the program for each year of the award.
- 5) Select the **Fringe Benefits** caret to expand the section and enter fringe benefit data. If a particular element listed does not apply to the position, select **Exempt**.

NOTE: Fringe Benefits can be entered as a percentage of salary (Fixed Rate) or a set dollar amount (Fixed Amount). For each, select the appropriate method and enter the data per year. For Vacation and Sick Leave, enter the hours of paid leave per year. Any fringe benefit elements not specifically listed can be entered in the Other Benefit section. The system will auto-calculate the total fringe benefit amounts per position based on these inputs.

The screenshot shows the JUSTgrants web-based budget interface. The left sidebar contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main content area is titled "Grant Package () PENDING-DRAFT" and includes an "Actions" dropdown. The "Instructions" section has "Copy Position" and "Add Position" buttons. Below this, the "Civilian Position 1" tab is active, showing fields for "Position Title" (Civilian Position 1), "Position Description", and "Number of Positions". The "Salary" section is expanded, showing a table with columns for Year 1, Year 2, and Year 3. Each year has fields for "Salary" (with a dollar sign) and "% Time" (with a dropdown set to 100%). The "Fringe Benefits" section is also expanded, showing a table with columns for Year 1, Year 2, and Year 3. Under "Social Security", the "Exempt" option is selected. Under "Medicare", the "Fixed Rate" option is selected with a value of 6.20%. The right sidebar contains a "Notice of Funding Opportunity Instructions" section with a list of items: Standard Applicant Information, Proposal Abstract, Data Requested with Application, Proposal Narrative, Budget and Associated Documentation, Sworn Officer Positions, Civilian Personnel, Travel, Equipment, Supplies, SubAwards (Subgrants), Procurement Contracts, Other Costs, Indirect Costs, Budget Summary, Local Match Details, Budget / Financial Attachments, MOUs and Other Supportive Documents, Additional Application Components, and Disbursement and Accounting. At the bottom right, there are "Save" and "Continue" buttons.

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Privacy Policy

COPS Office Web-based Budget (Civilian Positions)

Steps 6 – 7

Civilian
Positions

- 6) In the **Summary Totals** section, verify the total salary and benefits per position per year. Verify the salary for all years and the **Total Salary and Benefits** (the total of all civilian personnel positions entered).
- 7) Select **Continue** to go to the next budget category section.

JUSTgrants
JUSTICE GRANTS SYSTEM

Grant Package () **PENDING-DRAFT**

Other Benefit

None ☐ Fixed Rate ☐ Fixed Amount

Other Benefit

None ☐ Fixed Rate ☐ Fixed Amount

Summary Totals	Year 1	Year 2	Year 3
Benefits	---	---	---
Salary	---	---	---
Total	\$0.00	\$0.00	\$0.00

Civilian Position 1

Total Salary and Benefits

\$0

INITIATE COMPLETE AND SUBMIT REVIEW BUDGET REVIEW AWARDPACKAGEREADY

Back Save Continue

Steps 1 – 5

- 1) Select the **Instructions** caret to expand and view guidance on completing the **Travel** budget category.
- 2) Enter each expense line separately as shown in the example.
- 3) Select **+ Add item** or **x Delete item** to add or remove a travel expense line.
- 4) Enter a narrative description for the **Travel** budget costs in the **Additional Narrative** text field.
- 5) Select **Continue** to open the next budget category.



Home

COPS Office Web-based Budget (Equipment)

Steps 1 – 4

Equipment

- 1) Select the **Instructions** caret to expand and view guidance on completing the **Equipment** budget category.
- 2) Enter each expense line separately as shown in the example.
- 3) Enter a narrative description for the **Equipment** budget costs in the **Additional Narrative** text field.
- 4) Select **Continue** to open the next budget category.

JUSTgrants
JUSTICE GRANTS SYSTEM

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Grant Package () **PENDING-DRAFT** Actions

Instructions
List non-expendable items that are to be purchased (Note: Organization's own capitalization policy for classification of equipment should be used). Expendable items should be included in the "Supplies" or "Other" categories. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technological advances. Rented or leased equipment costs should be listed in the "Contracts" data fields under the "Subawards (Subgrants)/Procurement Contracts" category. In the budget narrative, explain how the equipment is necessary for the success of the project, and describe the procurement method to be used. In the narrative section, please provide a specific description for each item, and explain how the item supports the project goals and objectives outlined in your application.

Equipment
+ Add Item x Delete Item Compute the cost (e.g., the number of each item to be purchased X the cost per item)

Equipment Item	# of Items	Cost	Total Cost
No Items			

Equipment Total Cost
\$0

Additional Narrative

Font Size B I U X Copy Paste Undo Redo Link Unlink Bulleted List Numbered List Indent Outdent A- A+ Text Color Background Color

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- > Disbursement and Accounting

Save Continue

COPS Office Web-based Budget (Supplies)

Steps 1 – 4

Supplies

- 1) Select the **Instructions** caret to expand and view guidance on completing the **Supplies** budget category.
- 2) Enter each expense line separately as shown in the example.
- 3) Enter a narrative description for the **Supplies** budget costs in the **Additional Narrative** text field.
- 4) Select **Continue** to open the next budget category.

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JUSTICE GRANTS SYSTEM

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Grant Package () **PENDING-DRAFT** Actions

Instructions
List items by type (office supplies, postage, training materials, copy paper, and expendable equipment items costing less than \$5,000, such as books, flash drives) and show the basis for computation. Generally, Supplies are any items of tangible property that are not equipment, including any materials that are expendable or consumed during the course of the project. In the narrative section, please provide a specific description for each item, and explain how the item supports the project goals and objectives outlined in your application.

Supply Items
+ Add Item × Delete Item Compute the costs (e.g., the number of each item to be purchased X the cost per item)

Purpose of Supply Items	# of Items	Unit Cost	Total Cost
No Items			

Supplies Total Cost
\$0

Additional Narrative

Font Size [Rich Text Editor] Keyboard

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Save Continue

COPS Office Web-based Budget (Subawards)

Steps 1 – 4

Subawards

- 1) Select the **Instructions** caret to expand and view guidance on completing the **Subawards (Subgrants)** budget category.
- 2) Enter each expense line separately as shown in the example.
- 3) Enter a narrative description for the **Sub-Award** budget costs in the **Additional Narrative** text field.
- 4) Select **Continue** to open the next budget category.

JUSTgrants
JUSTICE GRANTS SYSTEM

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Grant Package () **PENDING-DRAFT** Actions

Instructions
Subawards (see "Subaward" definition at 2 CFR 200.1): Provide a description of the Federal award activities proposed to be carried out by any subrecipient and an estimate of the cost (include the cost per subrecipient, to the extent known prior to application submission). For each subrecipient, enter the subrecipient entity name, if known. In the narrative section, please provide a specific description for each item, and explain how the item supports the project goals and objectives outlined in your application.

Subawards (Subgrants)
+ Add Item × Delete Item

Item	Description	Country	State/U.S. Territory	City	Total Cost
No Items					

Subawards Total Cost
\$0

Additional Narrative

Font Size B I U X Copy Paste Undo Redo Link Unlink Bulleted List Numbered List Indent Outdent Decrease Indent Increase Indent

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Save Continue

COPS Office Web-based Budget (Procurement Contracts)

Steps 1 – 5

Procurement
Contracts

- 1) Select the **Instructions** caret to expand and view guidance on completing the **Procurement Contracts** budget category.
- 2) Enter each expense line separately as shown in the example.
- 3) Select **Yes/No** in the **Consultant Travel Required** dropdown menu.
- 4) Enter a narrative description for the **Procurement** budget costs in the **Additional Narrative** text field.
- 5) Select **Continue** to open the next budget category.

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JUSTICE GRANTS SYSTEM

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Grant Package () **PENDING-DRAFT**

Instructions
Procurement contracts (see "Contract" definition at 2 CFR 200.1): Provide a description of the product or service to be procured by contract and an estimate of the cost. Indicate whether the applicant's formal, written Procurement Policy or the Federal Acquisition Regulation is followed. Applicants are encouraged to promote free and open competition in awarding procurement contracts. A separate justification must be provided for noncompetitive procurements in excess of the Simplified Acquisition Threshold set in accordance with 41 U.S.C. 1908 (currently set at \$250,000).
Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Written prior approval and additional justification is required for consultant fees in excess of the DOJ grant-making component's threshold for an 8-hour day.
In the narrative section, please provide a specific description for each item, and explain how the item supports the project goals and objectives outlined in your application.

Procurement Contracts
+ Add Item X Delete Item

Item	Description	Consultant	Country	State/U.S. Territory	City	Total Cost
No Items						

Procurement Cost
\$0

Consultant Travel Required
No

Additional Narrative

Font Size B I U X [Rich Text Editor Icons]

Keyboard

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 - Other
 - Certify and Submit

Save Continue

COPS Office Web-based Budget (Other Costs)

Steps 1 – 4

Other Costs

- 1) Select the Instructions caret to expand and view guidance on completing the **Other Costs** budget category.
- 2) Enter each line of expense separately as shown in this basic example.
- 3) Enter a narrative description for the **Other Costs** budget in the Additional Narrative text field.
- 4) Select **Continue** to open the next budget category.

JUSTgrants
JUSTICE GRANTS SYSTEM

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Grant Package () **PENDING-DRAFT**

Instructions
List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent. In the narrative section, please provide a specific description for each item, and explain how the item supports the project goals and objectives outlined in your application.

Other Costs
+ Add Item X Delete Item

Computation - Show the basis for computation

Description	Quantity	Basis	Costs	Length of Time	Total Costs
No items					

Other Costs Total Cost
\$0

Additional Narrative

Font Size B I U X Copy Paste Undo Redo Link Unlink Bulleted List Numbered List Indent Outdent A- A+ Text Color Background Color

Keyboard

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- > Disbursement and Accounting

Save Continue

Steps 1 - 4

- 1) Select the **Instructions** caret to expand and view guidance on completing the **Indirect Costs** budget category.
- 2) Enter each expense line separately as shown in this basic example.
- 3) Enter a narrative description for the **Indirect Costs** in the **Additional Narrative** text field.
- 4) Select **Continue** to open the next budget category.

If the Entity Administrator added the Indirect Cost Rate Agreement to the entity library, use the upload feature to search the library for the agreement.

[Training Resources](#)

COPS Office Web-based Budget (Budget Summary)

Steps 1 – 2

Budget
Summary

- 1) Enter the local **Match** portion of the total project cost if requested or required. The **Federal Funds** portion will automatically recalculate by the **Match Amount** entered.
- 2) Enter the projected **Program Income** portion of the total project cost, if requested or required (this is rare for COPS programs). The **Federal Funds** portion will automatically recalculate.

NOTE: Some COPS NOFOs such as the COPS Hiring Program (CHP) and School Violence Prevention Program (SVPP) automatically calculate the match amount, and if so, the field cannot be edited by applicants.

JUSTgrants
JUSTICE GRANTS SYSTEM

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Grant Package () **PENDING-DRAFT**

Budget Category

Budget Category	Total Cost		
Sworn Officer Positions:	\$0		
Civilian or Non-Sworn Personnel:	\$0		
Travel:	\$0		
Equipment:	\$0		
Supplies:	\$0		
SubAwards:	\$0		
Procurement Contracts:	\$0		
Other Costs:	\$0		
Total Direct Costs:	\$0		
Indirect Costs:	\$0		
Total Project Costs:	\$0	▲	
Federal Funds:	\$0	▲	0.00%
Match Amount:	\$ 0	▲	0.00%
Program Income:	\$ 0		0.00%

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Budget Detail Summary View

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- Performance and Assessment

Save Continue

COPS Office Web-based Budget (Budget Summary)

Steps 3 – 4

Budget
Summary

- 3) Red-alert indicators on the **Budget Category** section indicate a data entry mismatch. Hover over the red-alert indicator to reveal the specific error.
- 4) Select the red-alert indicator to open the **Inconsistent Budget Summary and Standard Application Information** table. This table reveals which fields in the **Budget Summary** do not equal fields in the **Standard Applicant Information** section. To correct this error:
 - Select **Yes** to automatically update the **Standard Applicant Information** section to match the **Budget Summary**.
 - Select **No** to locate the Budget Category Line Item(s) that must be corrected for the budget totals to match the

The screenshot displays the 'Inconsistent Budget Summary and Standard Application Information' modal window. The modal contains a table comparing values from the Budget Summary and Standard Applicant Information sections. Below the table, a question asks if the user wants to update the Standard Applicant Information with values from the Budget Summary. Two buttons, 'No' and 'Yes', are provided for selection. In the background, the main application interface is visible, showing a 'Budget Detail Summary View' with various budget categories and a 'MatchAmount' field. A red alert icon is present next to the 'MatchAmount' field, and a tooltip explains the mismatch. A green circle with the number '3' points to the 'MatchAmount' field, and another green circle with the number '4' points to the 'Yes' button in the modal.

	Budget Summary	Standard Applicant Information
Total Project Cost	0.00	1000.0
Federal Funds	0	750.0
Match Amount	0.00	250.0
Program Income	0.00	0.0

Would you like to update the Standard Applicant Information section with the values from the Budget Summary?

SubAwards: \$0

Procurement Contracts: \$0

Other Costs: \$0

Total Direct Costs: \$0

Indirect Costs: \$0

Total Project Costs: \$0

Federal Funds: \$0 0.00%

Match Amount: \$ 0.00%

Program Income: \$

Budget Detail Summary View

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

MatchAmount: The values in the Budget Summary and Standard Applicant Information sections are not consistent. Click for more details.

[Training Resources](#)

[Privacy Policy](#)

Home

COPS Office Web-based Budget (Budget Summary)

Steps 5 – 7

Budget
Summary

- 5) Select the **Budget Detail Summary View** on the **Budget Summary** page.
- 6) Select a **Budget Category** caret for each category to expand and view individual line items.
- 7) Select **Continue** to move to the next section.

NOTE: Review all line items to locate any data entry errors. If a line item is found to be incorrect, navigate to that budget category to make corrections.

The screenshot displays the JUSTgrants web-based budget interface. The top navigation bar includes the JUSTgrants logo and a 'Grant Package () PENDING-DRAFT' status. The main content area is titled 'Budget Detail Summary View' and shows a 'Budget Category' dropdown menu with 'Sworn Officer' selected. Below this, the 'Base Salary and Fringe Benefits for Sworn Officer' section is visible, including a table for 'Summary Totals' with columns for Year 1, Year 2, and Year 3. The table shows values for Benefits per Officer, Salary per Officer, and Total per Officer, all set to \$0.00. A 'Total per Officer All Years' and 'Total Salary and Benefits' are also shown as \$0. The right sidebar contains sections for 'Disclosure And Assurances' and 'Participants (2)', listing users like JohnElectronicBusinessPoc Doe and justgrants025.applicationssubmitte. The bottom of the interface features a 'Back' button and a 'Continue' button, which is highlighted with a green circle and the number 7. A green circle with the number 5 is placed over the 'Budget Detail Summary View' title, and a green circle with the number 6 is placed over the 'Summary Totals' table.

5

Budget Detail Summary View

Budget Category

Sworn Officer

Base Salary and Fringe Benefits for Sworn Officer

Sworn Officer

Position Title

Sworn Officer

Position Description

Number of Positions

Salary per Officer

Fringe Benefits per Officer

Summary Totals

	Year 1	Year 2	Year 3
Benefits per Officer	\$0.00	\$0.00	\$0.00
Salary per Officer	—	—	—
Total per Officer	\$0.00	\$0.00	\$0.00
Total per Officer All Years	\$0		
Total Salary and Benefits	\$0		

Civilian Personnel

Travel

Equipment

Back

Continue

7

COPS Office Web-based Budget (Local Match)

Steps 1 – 3

Local Match Details

As part of the COPS Hiring Program local match requirements, recipients must assume an increasingly larger share of the grant costs with local funds over the three-year grant period.

- 1) In the **Local Match Progression Table**, forecast how the recipient plans to assume a progressively larger share of the grant cost during each year of the program. While the recipient may deviate from the specific projection during the grant period, the recipient must ensure the federal share decreases and the local share increases. The total amounts entered in the table for all three (3) years must add up to the same as the total amount from the Budget Summary page.
- 2) Complete the **Waiver of Local Match** section by selecting if the recipient would like to be considered for a waiver to the local match requirement. If so, enter the maximum local match that could be supported and whether to be considered for award without a waiver.
- 3) Select **Continue** to open the next budget category.

The screenshot displays the JUSTgrants web-based budget interface. The top navigation bar includes links for Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main content area is titled "Grant Package () PENDING-DRAFT".

Local Match Progression Table

As part of the local match requirement for the COPS Hiring Program, grantees must assume a progressively larger share of the cost of the grant with local funds over the three-year grant period. This means that your local match must increase each year, while the federal share must decrease.

Please project in the chart below how your agency plans to assume a progressively larger share of the grant cost during each year of the program. The chart is only a projection of your plans. While your agency may deviate from these specific projects during the grant period, it must still ensure that the federal share decreases and the local share increases.

	Year 1	Year 2	Year 3	Total	Total from Budget
Local Match	\$	\$	\$	—	\$0.00
Federal Share	\$	\$	\$	—	\$0.00
Total	—	—	—	—	\$0.00

Waiver of Local Match

The COPS Office may waive some or all of a grantee's local match requirement based on severe fiscal distress. During the application review process, your agency's waiver request will be evaluated based on the availability of funding, a demonstration of severe fiscal distress as reflected through the fiscal health data provided in the application, and a comparison of your fiscal health data with that of the overall applicant pool.

Does your agency want to be considered for a waiver of local match?

Enter the maximum Local Match you would be able to contribute, if any.

Should we continue to consider the application if the waiver request is not granted?

Notice of Funding Opportunity Instructions

- Standard Applicant Information
 - Proposal Abstract
 - Data Requested with Application
 - Proposal Narrative
- Budget and Associated Documentation
 - Sworn Officer Positions
 - Civilian Personnel
 - Travel
 - Equipment
 - Supplies
 - SubAwards (Subgrants)
 - Procurement Contracts
 - Other Costs
 - Indirect Costs
 - Budget Summary
 - Local Match Details
 - Budget / Financial Attachments
 - MOUs and Other Supportive Documents
 - Additional Application Components
- Disclosure And Assurances
 - Other
- Certify and Submit

At the bottom, there is a progress bar with steps: INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW, and AWARD/PACKAGE READY. The "COMPLETE AND SUBMIT" step is currently active. Navigation buttons include "Back", "Continue", and "Save".

COPS Office Web-based Budget (Budget/Financial Attachment)

Steps 1 – 2

Budget/Financial Attachments

Review the **Budget/Financial Attachment** section for required attachments. All sections with required attachments are indicated by a red asterisk at the end of the attachment title field.

- 1) Select the **Section Title** caret to expand the section and display the **Upload** button.
- 2) Select **Upload** to locate a file on the workstation to attach to the corresponding section. Files that can be uploaded include PDF, Microsoft Word, and Excel.

The screenshot displays the JUSTgrants web-based budget interface. The left sidebar contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main content area shows the 'Grant Package ()' status as 'PENDING-DRAFT'. The 'Pre-agreement Costs*' section is expanded, revealing a list of required attachments: Non-competitive Justification*, Indirect Cost Rate Agreement (if applicable)*, Consultant Rate, Employee Compensation Waiver, Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status), Disclosure of Process Related to Executive Compensation, and Additional Attachments. The 'Upload' button is highlighted with a green circle and a red asterisk. Below the attachment list, a progress bar shows the current step: INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW, and AWARD/PACKAGE READY. The bottom section displays the 'Information' tab with fields for Opportunity ID (O-COPS-2022-195070-STG), NOFO ID (SI-195070), and Funding Opportunity Title (AV DB2 5.3.22 CHP). The right sidebar contains the 'Notice of Funding Opportunity Instructions' section, which lists various required documents and attachments, including 'Budget and Associated Documentation' and 'Budget / Financial Attachments' (highlighted with a green circle and a red arrow).

COPS Office Web-based Budget (Budget/ Financial Attachment)

Step 3

Budget/Financial Attachments

- 3) Attach file(s) within the pop-up window. Either drag and drop the file into the text field or use **Select file(s)**.

The screenshot displays the JUSTgrants web application interface. A pop-up window titled "Attach file(s)" is centered on the screen, featuring a green border and a large paperclip icon with the text "Drag and drop files here". Below this, it says "OR" and provides a "Select file(s)" button. The pop-up also includes "Cancel" and "Attach" buttons at the bottom. A green circle with the number "3" is overlaid on the top right corner of the pop-up. The background shows the "Grant Package" page with a "PENDING-DRAFT" status. The left sidebar contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The right sidebar lists "Notice of Funding Opportunity Instructions" with categories like "Standard Applicant Information" and "Budget and Associated Documentation". The bottom of the page shows a progress bar with steps: INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW, and AWARD PACKAGE READY. Below the progress bar, there is a table with information about the grant package, including Opportunity ID (O-COPS-2022-195070-STG), NOFO ID (SI-195070), and Funding Opportunity Title (AV DB2 5.3.22 CHP).

COPS Office Web-based Budget (Budget/ Financial Attachment)

Steps 4 – 5

Budget/Financial
Attachments

- 4) Verify and update the file name in the pop-up window as needed.
- 5) Select **Attach**.

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Grant Package () **PENDING-DRAFT**

Attach file(s)

Drag and drop files here

OR

Select file(s)

Name*	File	Category
Application Submission JARG Outline V2.docx	Application Submission JARG Outline V2.docx	Pre-agreement Costs

Cancel

Attach

4

5

Information Grant Package Application

OpportunityID
O-COPS-2022-195070-STG

NOFO ID
SI-195070

Funding Opportunity Title
AV DB2 5.3.22 CHP

Back Continue

Standard Applicant Information
Proposal Abstract
Data Requested with Application
Proposal Narrative
Budget and Associated Documentation
Sworn Officer Positions
Civilian Personnel
Travel
Equipment
Supplies
SubAwards (Subgrants)
Procurement Contracts
Other Costs
Indirect Costs
Budget Summary
Local Match Details
Budget / Financial Attachments
MOUs and Other Supportive Documents
Additional Application Components
Disclosure and Transparency

COPS Office Web-based Budget (Budget/Financial Attachment)

Step 6

Budget/Financial Attachments

- 6) Select **Profile** to attach a file from the JustGrants Entity Documents library.

JUSTgrants
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Home
Entity Profile
Entity Users
Entity Documents
Applications
Federal Forms

Grant Package () PENDING-DRAFT Actions

Pre-agreement Costs
Non-competitive Justification
Indirect Cost Rate Agreement (if applicable)

Upload
Profile

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

6

Consultant Rate
Employee Compensation Waiver
Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)
Disclosure of Process Related to Executive Compensation
Additional Attachments

INITIATE COMPLETE AND SUBMIT REVIEW BUDGET REVIEW AWARD/PACKAGE READY

Information **Grant Package** **Application Versions**

OpportunityID: COPS 2022-105070-070 NOFO ID: C-105070 Funding Opportunity Title: AWARD 2022 COPS

Back Save Continue

Notice of Funding Opportunity Instructions

- Standard Applicant Information
 - Proposal Abstract
 - Data Requested with Application
 - Proposal Narrative
- Budget and Associated Documentation**
 - Sworn Officer Positions
 - Civilian Personnel
 - Travel
 - Equipment
 - Supplies
 - SubAwards (Subgrants)
 - Procurement Contracts
 - Other Costs
 - Indirect Costs
 - Budget Summary
 - Local Match Details
- Budget / Financial Attachments
 - MOUs and Other Supportive Documents
 - Additional Application Components
 - Disclosure and Assurance

COPS Office Web-based Budget (Budget/ Financial Attachment)

Steps 7 – 8

Budget/Financial
Attachments

- 7) Select the corresponding check box to select the document(s) to attach. Selecting the top check box will select all check boxes for attachment.
- 8) Select **Attach**.

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Home
Entity Profile
Entity Users
Entity Documents
Applications
Federal Forms

Grant Package () **PENDING-DRAFT**

Pre-agreement Costs

Notice of Funding Opportunity Instructions

Select a file from my Entity Profile

<input type="checkbox"/>	Name	Category	Start Date	End Date	Federal Fiscal Year	Notes	Created Date	Uploader
<input checked="" type="checkbox"/>	Findings For ADO 282860.docx	Disclosure of Process Related to Executive Compensation			2020		11/7/24	JohnElectr
<input type="checkbox"/>	Callaghan (003) signed.pdf	Indirect Cost Rate Agreement (if applicable)			2024		9/26/24	JohnElectr
<input type="checkbox"/>	PRCR_Test.docx	Indirect Cost Rate Agreement (if applicable)					5/31/23	JohnElectr
<input type="checkbox"/>	DCM Account approval Form(Data Migration) 07.28.20.pdf	Budget Financial Management Questionnaire			2021		2/4/21	JohnElectr
<input type="checkbox"/>	EO-55-Temporary-Stay-at-Home-Order-Due-to-Novel-Coronavirus-(COVID-19).pdf	Budget Indirect Cost Rate Agreement			2021		2/4/21	JohnElectr
<input type="checkbox"/>	AwardPackage Creation.docx	Disclosure of Process Related to Executive Compensation			2019		11/4/20	JohnElectr
<input type="checkbox"/>	OJP AWS Secure Cloud Account Request Form_JenkinsOJPSC.pdf	Budget Financial Management Questionnaire			2021		11/4/20	JohnElectr

Cancel

Attach

INITIATE COMPLETE AND SUBMIT REVIEW BUDGET REVIEW AWARDPACKAGEREADY

Information Grant Package Application Versions

OpportunityID NOFO ID Funding Opportunity Title

Back Save Continue

Training Resources
Privacy Policy

Budget / Financial Attachments

MOUs and Other Supportive Documents

Additional Application Components

Disclosure and Assurance

COPS Office Web-based Budget (Budget/Financial Attachment)

Step 9

Budget/Financial Attachments

- 9) Continue attaching files until all required budget and financial files have been included in the budget.

IMPORTANT

Continue allows the user to move to the next section or category after the system performs a validation check for any errors.

Save allows the user to save changes and return later to finish.

Back allows the user to move backwards to the previous section or category.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area is titled 'Grant Package ()' with a 'PENDING-DRAFT' status. It lists several required attachments for upload, including Pre-agreement Costs, Non-competitive Justification, Indirect Cost Rate Agreement, Consultant Rate, Employee Compensation Waiver, Financial Management and System of Internal Controls Questionnaire, Disclosure of Process Related to Executive Compensation, and Additional Attachments. An 'Upload' button is present below the list. A progress bar at the bottom shows the current step is 'COMPLETE AND SUBMIT', with other steps like 'INITIATE', 'REVIEW', 'BUDGET REVIEW', and 'AWARDPACKAGEREADY' also visible. On the right side, there is a 'Notice of Funding Opportunity Instructions' section with a list of items to be completed, including Standard Applicant Information, Proposal Abstract, Data Requested with Application, Proposal Narrative, Budget and Associated Documentation, Sworn Officer Positions, Civilian Personnel, Travel, Equipment, Supplies, SubAwards (Subgrants), Procurement Contracts, Other Costs, Indirect Costs, Budget Summary, Local Match Details, Budget / Financial Attachments, MOUs and Other Supportive Documents, Additional Application Components, and Disclosure and Assurance. A green circle with the number '9' is overlaid on the 'Continue' button in the bottom right corner.

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