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## JUSTICE GRANTS SYSTEM Office on Violence Against Women (OVW) Attachment **Budget Overview** Job Aid Reference Guide

May 2025 Version 1.0

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#### Page Topic

- <u>3</u> Introduction, Overview, and Attachments
- 6 Office on Violence Against Women (OVW) Budget Attachments
- 8 Office on Violence Against Women (OVW) Attachment Budget

## 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

- The system does not auto save work.
- A warning message displays after ten (10) minutes of inactivity (per security requirements).
- Users are automatically logged out if they are inactive for 15 minutes (per security requirements).
- Unsaved work **will not be** saved at logout.step.



### OVW Attachment Budget Overview

Office on Violence Against Women (OVW) policy guidance on budget preparation can be found in the <u>DOJ</u> <u>Grants Financial Guide</u>.

The Notification for Funding Opportunity (NOFO) includes specific policy guidance, so review the NOFO's Budget and Associated Documentation section for specific requirements.

The OVW offers funding opportunities each year. One of the critical documents requested in the application is the budget worksheet and narrative.



## Office on Violence Against Women (OVW) Budget Attachments

### **OVW Budget Attachments**

To determine the necessary attachments, refer to the relevant NOFO. Below is the list of common budget attachments for a standard OVW application.

Budget Documents to Attach	OJP Resource Guide Links			
Budget Worksheet and Budget Narrative	DOJ Grants Financial Guide and OVW Resources for Applicants			
Guidance: Attach a Budget works	sheet and budget narrative			
Indirect Cost Rate Agreement	DOJ Grants Financial Guide and OVW Resources for Applicantsaheet and budget narrativeDOJ Grants Financial Guidebe current, approved IndirectOVW Applicant Financial Capability QuestionnaireVW Applicant Financial Gants Financial Guide and OVW Sample Disclosure of Process Related to Executive CompensationDOJ Grants Financial Guide and OVW Sample Disclosure of Process Related to Executive CompensationPolice of Process on.Follow directions contained in the Notice of Funding 			
<b>Guidance:</b> If applicable, attach the Cost Rate Agreement.	ne current, approved Indirect			
Applicant Financial Capability Questionnaire				
<b>Guidance:</b> Attach a completed OVW Applicant Financial Capability Questionnaire for the entity.				
Disclosure of Process Related to Executive Compensation	and <u>OVW Sample Disclosure of</u> <u>Process Related to Executive</u>			
<b>Guidance:</b> If applicable, attach the Disclosure of Process Related to Executive Compensation.				
Additional Attachments	the Notice of Funding			
Guidance: Attach any additional, helpful budget-related documents.				

# Office on Violence Against Women (OVW) Attachment Budget

Steps 1 - 3

Upload

- 1) Select the caret to expand and display the application's **Budget** and Associated Documentation section.
- Select the Budget/Financial Attachments caret to expand and display the section. Each category on the page requires uploading specific documents. The Budget Worksheet and Budget Narrative (attachment) is automatically expanded and displayed.
- 3) Select Upload.

Home

**NOTE:** This category is defined by the NOFO, so a different listing of budget attachments requested with the application may be seen than what is displayed. Refer to the NOFO for specific documents to be attached.

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🚊 Federal Forms				Budget and Associated Documentation
	> Indirect Cost Rate Agreement (if ap	plicable)		Budget / Financial Attachments
	> Applicant Financial Capability Quest	ionnaire (if applicable)		(2) MOUs and Other Supportive Documents Additional Application Components
	> Disclosure of Process Related to Exe	ecutive Compensation		Disclosure And Assurances
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Steps 4 - 5

Attach Documents

4) Either drag and drop the file into the large text box or use the Select file(s) button to attach documents.

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<u>Training Resources</u> <u>Privacy Policy</u>	Back				Save Continue @

5) Locate the file on the user's workstation or shared drive.

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Steps 6 - 8

7)

Attach

6) Update the **Name**, if needed.

Select Attach.

#### NOTES:

The Category matches the document upload category.

JUST grants Select the trashcan icon to ☆ Home Grant Package ( 00826312 ) PENDING-DRAFT () Due March 31. 2025 12:47:00 PM ED remove the attachment. Entity Profile 😤 Entity Users Entity Docume Attach file(s) × Application 🚊 Federal Form Ø nd drop files h icial Cap OR 6 of Process Related to Ex Select file(s) Name\* File Categor Individual\_SF424B-V1.1 - Copy Budget Costs Budget Pre-Agreement Cos nts (2) O-OVW-2025-199867-STG Cancel A-625163 AG-152092 7 Privacy Policy

8) The uploaded file is displayed in the category from which the upload occurred.

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	Opportunity/ID         NOFO ID         Funding Opportunity Title           O-OVW-2025-199867-STG         SI-199867         SI OVW Manual Budget	
Training Resources		

Step 9

Home

Profile

Some documents are stored in JustGrants by the Entity Administrator. Typically, these are documents that are shared by multiple applications and awards, such as an Indirect Cost Agreement.

9) Select **Profile** to link an existing entity document from the **Entity Documents** page in JustGrants.

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	Application Case ID A-625163	Application Group Case ID AG-152092	SF424_2_1	Application Submitter
Training Resources				
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Steps 10 - 12

Attach

- Select the box next to the Name column to select the document(s) to be linked.
- 11) Select Attach.

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#### Steps 13 - 14

- 13) Continue attaching files until all the required files have been included in the budget.
- 14) Select **Continue** to finish the **Budget/Finance Attachments** section and proceed to the next application section.

#### NOTES:

Go to the <u>Application Submission Job Aid Reference Guide</u> for continued guidance on entering data into the application.

The Memorandum of Understanding (MOU), Additional Application Components, and the Disclosures and Assurances sections may vary widely based on solicitation requirements.

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