



Office on Violence Against Women (OVW) Attachment Budget Overview

Job Aid Reference Guide

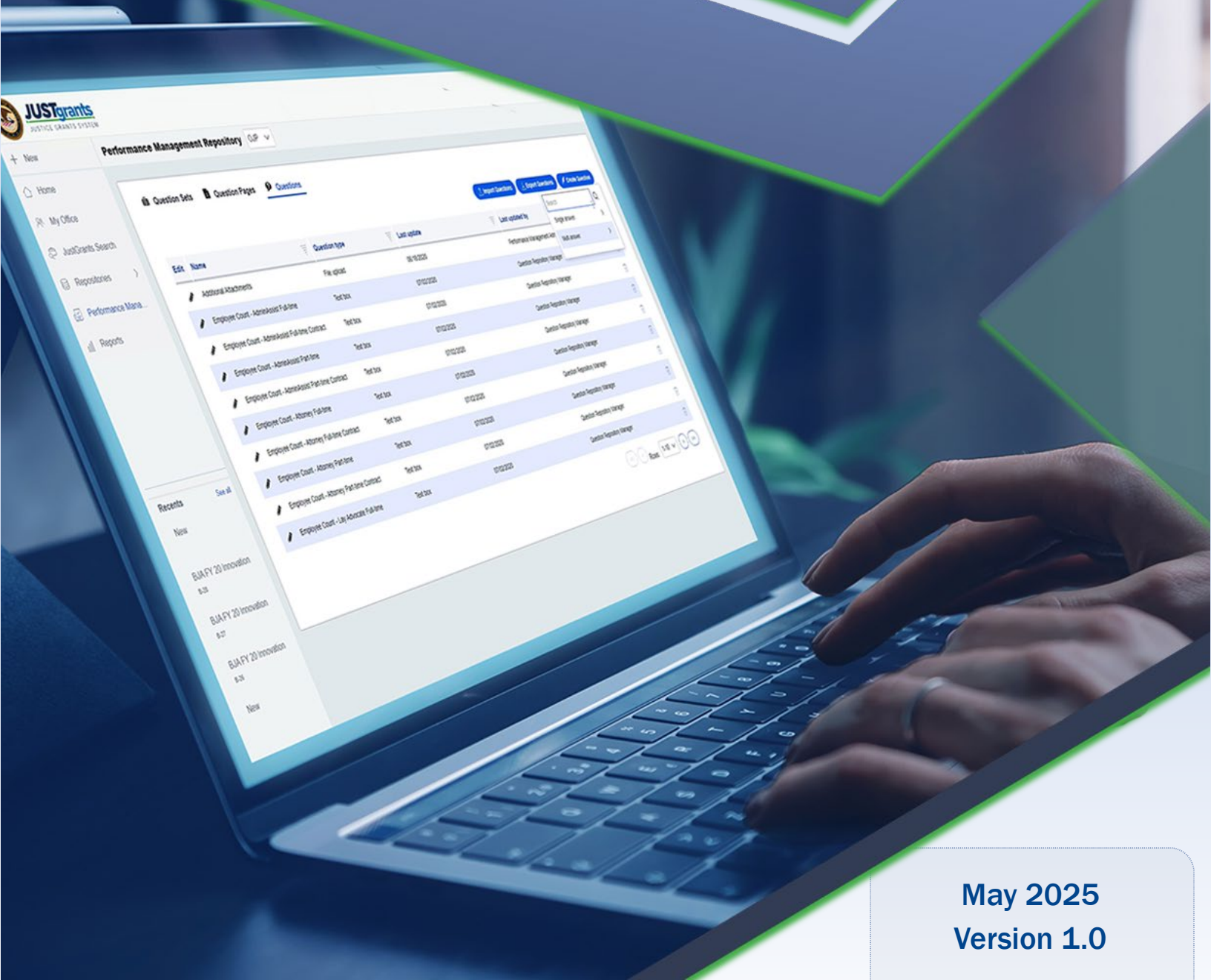


Table of Contents

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



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 [DOJ Grants Financial Guide](#).

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 worksheet and budget narrative	
Indirect Cost Rate Agreement	DOJ Grants Financial Guide
Guidance: If applicable, attach the current, approved Indirect Cost Rate Agreement.	
Applicant Financial Capability Questionnaire	OVW Applicant Financial Capability Questionnaire
Guidance: Attach a completed OVW Applicant Financial Capability Questionnaire for the entity.	
Disclosure of Process Related to Executive Compensation	DOJ Grants Financial Guide and OVW Sample Disclosure of Process Related to Executive Compensation
Guidance: If applicable, attach the Disclosure of Process Related to Executive Compensation.	
Additional Attachments	Follow directions contained in the Notice of Funding Opportunity or NOFO.
Guidance: Attach any additional, helpful budget-related documents.	



Office on Violence Against Women (OVW) Attachment Budget

OVW Attachment Budget

Steps 1 - 3

Upload

- 1) Select the caret to expand and display the application's **Budget and Associated Documentation** section.
- 2) 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**.

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.

JUSTgrants
JUSTICE GRANTS SYSTEM

Grant Package (00826312) **PENDING-DRAFT** Due March 31, 2025 12:47:00 PM EDT

Budget Worksheet and Budget Narrative (attachment)

Upload 3

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

Indirect Cost Rate Agreement (if applicable)

Applicant Financial Capability Questionnaire (if applicable)

Disclosure of Process Related to Executive Compensation

Additional Attachments

Notice of Funding Opportunity Instructions

Standard Applicant Information

Proposal Abstract

Proposal Narrative

Budget and Associated Documentation

Budget / Financial Attachments

MOUs and Other Supportive Documents

Additional Application Components

Disclosure And Assurances

Other

Certify and Submit

Participants (2)

JD JohnElectronicBusinessPoc Doe Entity Administrator

justgrants025.applicationsubmitter jgltsext Application Submitter

Information Grant Package Application Versions

OpportunityID O-OVW-2025-199867-STG	NOFO ID SI-199867	Funding Opportunity Title SI OVW Manual Budget
Application Case ID A-625163	Application Group Case ID AG-152092	SF424_2_1

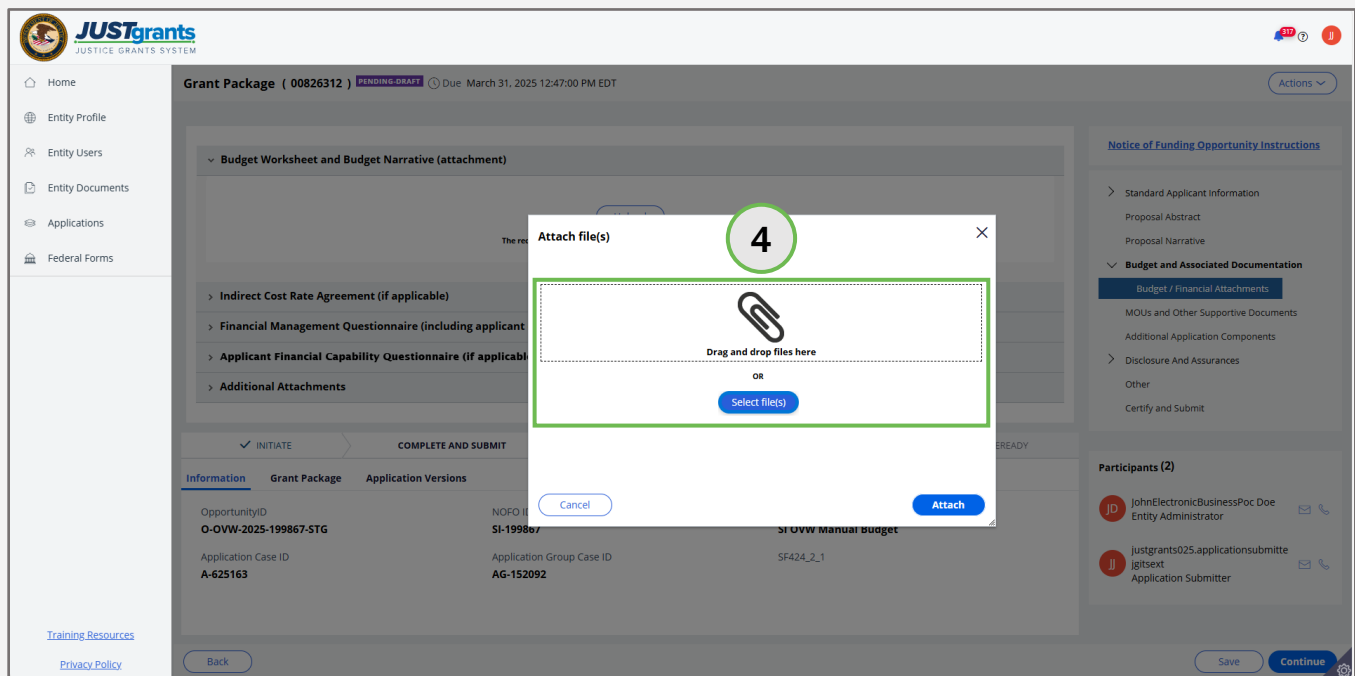
Back Save Continue

OVW Attachment Budget

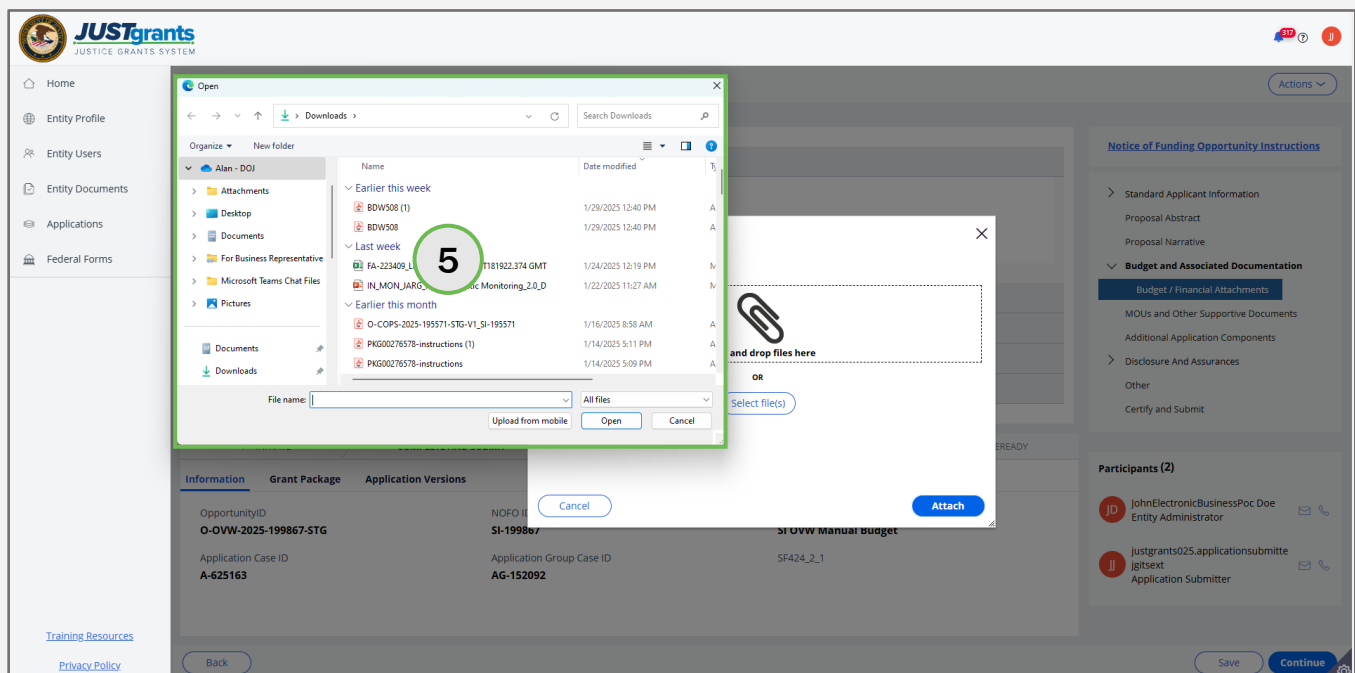
Steps 4 - 5

Attach Documents

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



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



OVW Attachment Budget

Steps 6 - 8

Attach

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

7) Select **Attach**.

NOTES:

The Category matches the document upload category.

Select the trashcan icon to remove the attachment.

JUSTgrants JUSTICE GRANTS SYSTEM

Home Entity Profile Entity Users Entity Documents Applications Federal Forms

Grant Package (00826312) PENDING DRAFT Due: March 31, 2025 12:47:00 PM EDT

Budget Worksheet and Budget Narrative (attachment)

Indirect Cost Rate Agreement (if applicable)
Applicant Financial Capability Questionnaire (if applicable)
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: O-QVW-2025-199867-STG
Application Case ID: A-625163
NOFO ID: AG-152092

Training Resources Privacy Policy

Attach file(s)

Drag and drop files here OR Select file(s)

6

Name	File	Category
Budget Costs	Individual_SF424B-V1.1 - Copy (2).docx	Budget Pre-Agreement Cost

Cancel Attach 7

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

Participants (2)
JohnElectronicBusinessPoc Doe Entity Administrator
justgrants025.applicationsubmitter jgltsext Application Submitter

Save Continue

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

JUSTgrants JUSTICE GRANTS SYSTEM

Home Entity Profile Entity Users Entity Documents Applications Federal Forms

Grant Package (00826312) PENDING DRAFT Due: March 31, 2025 12:47:00 PM EDT

Budget Worksheet and Budget Narrative (attachment)

Upload

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

Name	Category	Created by	Date Added
Individual_SF424B-V1.1 - Copy \$282329.docx	Budget Pre-Agreement Cost	justgrants025.applicationsubmitter jgltsext	01/31/2025

8

Indirect Cost Rate Agreement (if applicable)
Applicant Financial Capability Questionnaire (if applicable)
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: O-QVW-2025-199867-STG
Application Case ID: A-625163
NOFO ID: SI-199867
Funding Opportunity Title: SI OVW Manual Budget

Training Resources Privacy Policy

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

Participants (2)
JohnElectronicBusinessPoc Doe Entity Administrator
justgrants025.applicationsubmitter jgltsext Application Submitter

Save Continue

OVW Attachment Budget

Step 9

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.

JUSTgrants
JUSTICE GRANTS SYSTEM

Home
Entity Profile
Entity Users
Entity Documents
Applications
Federal Forms

Grant Package (00826312) **PENDING-DRAFT** Due March 31, 2025 12:47:00 PM EDT

Budget Worksheet and Budget Narrative (attachment)

Indirect Cost Rate Agreement (if applicable)

Upload
Profile **9**

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

Applicant Financial Capability Questionnaire (if applicable)

Disclosure of Process Related to Executive Compensation

Additional Attachments

Notice of Funding Opportunity Instructions

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

Participants (2)

JD JohnElectronicBusinessPoc Doe
Entity Administrator
justgrants025.applicationsubmitte
jgitsext
Application Submitter

Information Grant Package Application Versions

OpportunityID
O-OVW-2025-199867-STG

NOFO ID
SI-199867

Funding Opportunity Title
SI OVW Manual Budget

Application Case ID
A-625163

Application Group Case ID
AG-152092

SF424_2_1

Back

Save Continue

OVW Attachment Budget

Steps 10 - 12

Attach

10) Select the box next to the **Name** column to select the document(s) to be linked.

11) Select **Attach**.

Grant Package (00826312) **PENDING DRAFT** Due March 31, 2025 12:47:00 PM EDT

Budget Worksheet and Budget Narrative (attachment)

Select a file from my Entity Profile

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

Cancel Attach

O-OVW-2025-199867-SIG SI-199867 SI OVW Manual Budget

Application Case ID A-625163 Application Group Case ID AG-152092 SF424_2_1

igitext Application Submitter

Back Save Continue

12) The file is displayed in the category from which the linking occurred.

Grant Package (00826312) **PENDING DRAFT** Due March 31, 2025 12:47:00 PM EDT

Budget Worksheet and Budget Narrative (attachment)

Indirect Cost Rate Agreement (if applicable)

Upload Profile

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

Name	Category	Created by	Date Added
PRCR_Test.docx	Budget Indirect Cost Rate Agreement	JohnElectronicBusinessPoc Doe	05/31/2023

Applicant Financial Capability Questionnaire (if applicable)

Disclosure of Process Related to Executive Compensation

Additional Attachments

INITIATE COMPLETE AND SUBMIT REVIEW BUDGET REVIEW AWARDPACKAGEREADY

Information Grant Package Application Versions

OpportunityID NOFO ID Funding Opportunity Title

Back Save Continue

Notice of Funding Opportunity Instructions

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

Participants (2)

- JohnElectronicBusinessPoc Doe Entity Administrator
- justgrants025.applicationsubmitter Application Submitter

OVW Attachment Budget

Steps 13 - 14

Continue

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 [Application Submission Job Aid Reference Guide](#) 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.

JUSTgrants
JUSTICE GRANTS SYSTEM

Grant Package (00826312) **PENDING-DRAFT** Due March 31, 2025 12:47:00 PM

13

> Budget Worksheet and Budget Narrative (attachment)

> Indirect Cost Rate Agreement (if applicable)

> Applicant Financial Capability Questionnaire (if applicable)

> Disclosure of Process Related to Executive Compensation

> Additional Attachments

[Upload](#)

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

Notice of Funding Opportunity Instructions

> Standard Applicant Information

Proposal Abstract

Proposal Narrative

> **Budget and Associated Documentation**

Budget / Financial Attachments

MOUs and Other Supportive Documents

Additional Application Components

> Disclosure And Assurances

Other

Certify and Submit

Participants (2)

JD JohnElectronicBusinessPoc Doe Entity Administrator

justgrants025.applicationsubmitte jgitsext Application Submitter

14

INITIATE COMPLETE AND SUBMIT REVIEW BUDGET REVIEW AWARDPACKAGEREADY

Information Grant Package Application Versions

OpportunityID O-OVW-2025-199867-STG	NOFO ID SI-199867	Funding Opportunity Title SI OVW Manual Budget
Application Case ID	Application Group Case ID	SF424_2_1

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

May 2025
Version 1.0



JUSTgrants
JUSTICE GRANTS SYSTEM