

Entering Match Amount in a Budget



Purpose of Budget Summary Matching

The budget summary is the only section of the web-based budget form where applicants enter the breakdown of total project costs across any requested federal funding, match, or program income.

At the end of the budget, total project costs calculate automatically as the sum of all line items in all categories in the **consolidated category summary**. Be sure total project costs entered across categories anticipate and include any federal funding, match, and program income.

There are two different potential views OJP applicants may see to enter the match into the consolidated budget summary:

- The typical view is for a multi-year consolidated budget summary that is entered once without different match amounts by year.
- There are some rare cases when applicants will be asked to differentiate the proposed match amount by year in multi-year budget summaries.

For more information regarding the budget section in the application, please refer to the *Application Submission Job Aid Reference Guide*.



What to expect in this guide

This guide will provide you with step-by-step instructions for entering match amounts in the budget for the following applicant groups:

- COPS
- OVW
- OJP -- Multi-year consolidated category summary
- OJP -- Multi-year consolidated category summary with different match amounts by years

Additionally, this guide contains a **troubleshooting** section.

Entering Match Amount in a Budget: Overview



Within the consolidated category summary, you will indicate the portion or percentage of the total project costs being requested as federal funding, match, and program income.

In order to submit the application, the following must be true:

$$\text{Federal Funds percentage} + \text{Match Amount percentage} + \text{Program Income Amount percentage} = \text{Total Project Costs (100\%)}$$

After completing the consolidated category summary, confirm that the following final values entered in the Budget Summary are identical to those entered in the corresponding estimated cost section of the Standard Applicant Information. You will not be able to submit the application until corresponding values are the same. These values can be updated in either the standard applicant information or in the budget.

Standard Applicant Information	Equals	Budget Summary
Total Estimated Funding	=	Total Project Costs
Federal Estimated Funding (Federal share)	=	Federal Funds
Applicant Estimated Funding (Non-federal share)	=	Match Amount
Program Income Estimated Funding	=	Program Income Amount

Entering Match Amount in a Budget

COPS only



- 1) Navigate to the **Budget Summary** section and review the total project cost summary.
- 2) Enter the portion of total project costs that is the proposed match and program income in the **Match Amount** field, if requested or required. The federal funds portion will automatically recalculate to not exceed 100% of total project costs.

Budget Category	Total Cost	Match Percentage
Sworn Officer Positions	\$0.00	
Civilian or Non-Sworn Personnel	\$0.00	
Travel	\$0.00	
Equipment	\$0.00	
Supplies	\$0.00	
Subawards	\$0.00	
Procurement Contracts	\$0.00	
Other Costs	\$0.00	
Indirect Costs	\$0.00	
Total Project Costs	\$0.00	100.00%
Federal Funds	\$0.00	100.00%
Match Amount	\$0.00	0.00%
Program Income	\$0.00	0.00%

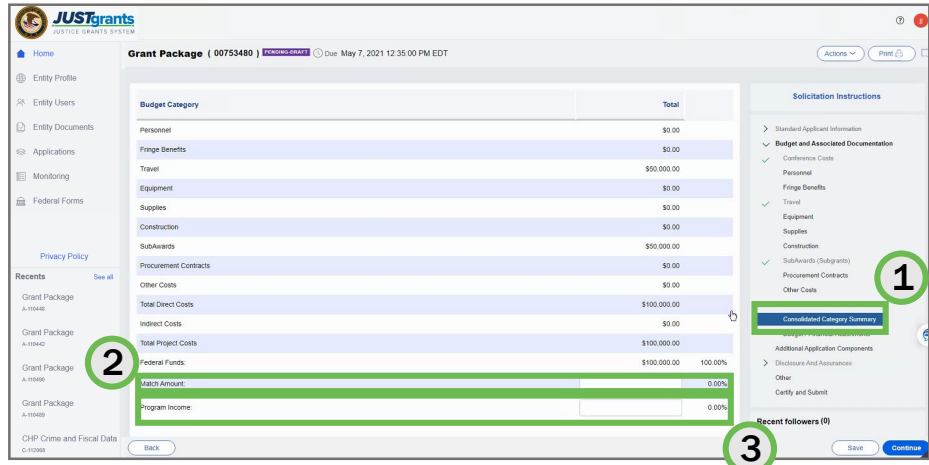
Note: Some COPS solicitations have automatically calculated match percentage costs.

Note: Verify values entered correspond with values entered in the Standard Applicant Information (see chart on page 2 of this guide for more information).

Entering Match Amount in a Budget

OVW only

- 1) Navigate to the **Consolidated Category Summary** section and review the total project cost.
- 2) Enter the match portion of the total project cost breakdown, if requested or required.
- 3) Enter the projected program income portion of the total project cost breakdown, if anticipated.



Budget Category	Total	
Personnel	\$0.00	
Fringe Benefits	\$0.00	
Travel	\$50,000.00	
Equipment	\$0.00	
Supplies	\$0.00	
Construction	\$0.00	
Subawards	\$50,000.00	
Procurement Contracts	\$0.00	
Other Costs	\$0.00	
Total Direct Costs	\$100,000.00	
Indirect Costs	\$0.00	
Total Project Costs	\$100,000.00	
Federal Funds	\$100,000.00	100.00%
Match Amount	0.00%	
Program Income	0.00%	

Note: The federal funds portion should automatically recalculate to not exceed 100% of total project costs.

Note: Verify values entered correspond with values entered in the Standard Applicant Information (see chart on page 2 of this guide for more information).

Entering Match Amount in a Budget

OJP Multi-year consolidated category summary (Typical)

- 1) Scroll to the consolidated budget and review the total project cost summary.
- 2) Enter the match portion of the total project cost breakdown in the **Match Amount** field, if requested or required.
- 3) Enter the projected program income of the total project cost breakdown, if requested or required.

	Year 1	Year 2	Year 3	Total
Personnel	\$0.00			
Fringe Benefits	\$0.00			\$0.00
Travel	\$18,584.00	\$18,584.00	\$18,584.00	\$55,752.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Construction	\$0.00	\$0.00	\$0.00	\$0.00
SubAwards	\$0.00	\$0.00	\$0.00	\$0.00
Procurement Contracts	\$190,000.00	\$0.00	\$0.00	\$190,000.00
Other Costs	\$0.00	\$0.00	\$0.00	\$0.00
Total Direct Costs	\$208,584.00	\$18,584.00	\$18,584.00	\$245,752.00
Indirect Costs	\$0.00	\$0.00	\$0.00	\$0.00
Total Project Costs	\$208,584.00	\$18,584.00	\$18,584.00	\$245,752.00

Note: The federal funds portion will automatically recalculate to not exceed 100% of total project costs.

Total Project Cost Breakdown		Total	Percentage
Federal Funds		\$45,652.00	19.00%
Match Amount		\$100.00	0.00%
Program Income Amount		\$200,000.00	81.00%

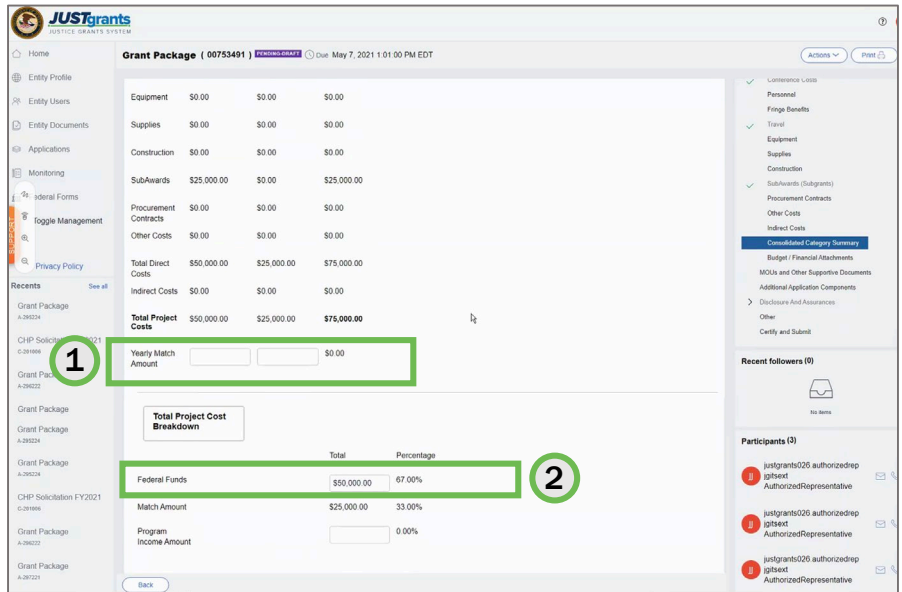
Note: Verify values entered correspond with values entered in the Standard Applicant Information (see chart on page 2 of this guide for more information).

Entering Match Amount in a Budget

OJP Multi-year consolidated category summary (Different match amounts by years)

For OJP, there are some rare cases when applicants will be asked to differentiate the proposed match amount by year in multi-year budget summaries for OJP applications. If that is the case for your application, follow these steps:

- 1) Enter the match proportion by year in the **Yearly Match amount** field.
- 2) The total match will automatically calculate for the total project cost breakdown.



Note: Verify values entered correspond with values entered in the Standard Applicant Information (see chart on page 2 of this guide for more information).

Budget Summary Matching Troubleshooting

The following error message appears when submitting this application:



- **Federal Estimated Funding:**
The Federal Estimated Funding (Federal Share) in the Standard Applicant Information screen does not match the Federal Funds in the Consolidated Category Summary screen.
- **Total Estimated Funding:**
The Total Estimated Funding in the Standard Applicant Information screen does not equal the Total Project Cost from the Consolidated Category Summary screen.

Consolidated Category Summary

Total Project Costs	\$208,584.00	\$18,584.00	\$18,584.00	\$245,752.00
			Total	Percentage
Federal Funds			<input type="text" value="\$245,752.00"/>	100%
Match Amount			<input type="text" value="\$61,438.00"/>	25%
Program Income Amount			<input type="text"/>	

Why can't I submit this application?



Because the federal funding + match exceed 100% and exceed the total project costs.

How do I fix it?



The application should automatically recalculate the amounts to equal 100%. If this is not the case, the applicant should either reduce the amount of federal funding requested to 75% of the total project costs OR add additional costs in the total project costs so the percentage of requested federal funds + the percentage of requested match = 100%.

Budget Summary Matching Troubleshooting (Continued)

The following error message appears when submitting this application:



- **Federal Estimated Funding:**
The Federal Estimated Funding (Federal Share) in the Standard Applicant Information screen does not match the Federal Funds in the Consolidated Category Summary screen.
- **Total Estimated Funding:**
The Total Estimated Funding in the Standard Applicant Information screen does not equal the Total Project Cost from the Consolidated Category Summary screen.

Standard Applicant Information

Project Title	Proposed Project Start Date	Proposed Project End Date
Dunya's CTAS Apr_22_21	4/22/2021	12/31/2023
Federal Estimated Funding (Federal Share)	Applicant Estimated Funding (Non-Federal Share)	Program Income Estimated Funding
245752.00	61438.00	0.00
Total Estimated Funding		
327669.25		

Consolidated Category Summary

Total Project Costs	\$208,584.00	\$18,584.00	\$18,584.00	\$245,752.00
			Total	Percentage
Federal Funds			\$245,752.00	100%
Match Amount			\$61,438.00	25%
Program Income Amount				

Why can't I submit this application?



Because the federal funding, match, and project costs are not the same values as those entered in the federal share, non-federal share, and total estimated funding in the Standard Applicant Information.

How do I fix it?



Adjust the standard applicant information or consolidated category summary to match one another (see chart on page 2 of this guide).

Budget Summary Matching Troubleshooting

Additional Troubleshooting Tips

- If values are not being saved, select **continue**, instead of **save**. Selecting **continue** saves the information on the page you are navigating from and takes you to the next section.



- For OJP applicants: If you are having trouble copying from year-to-year, you can add the years without copying the data and input the line items.

