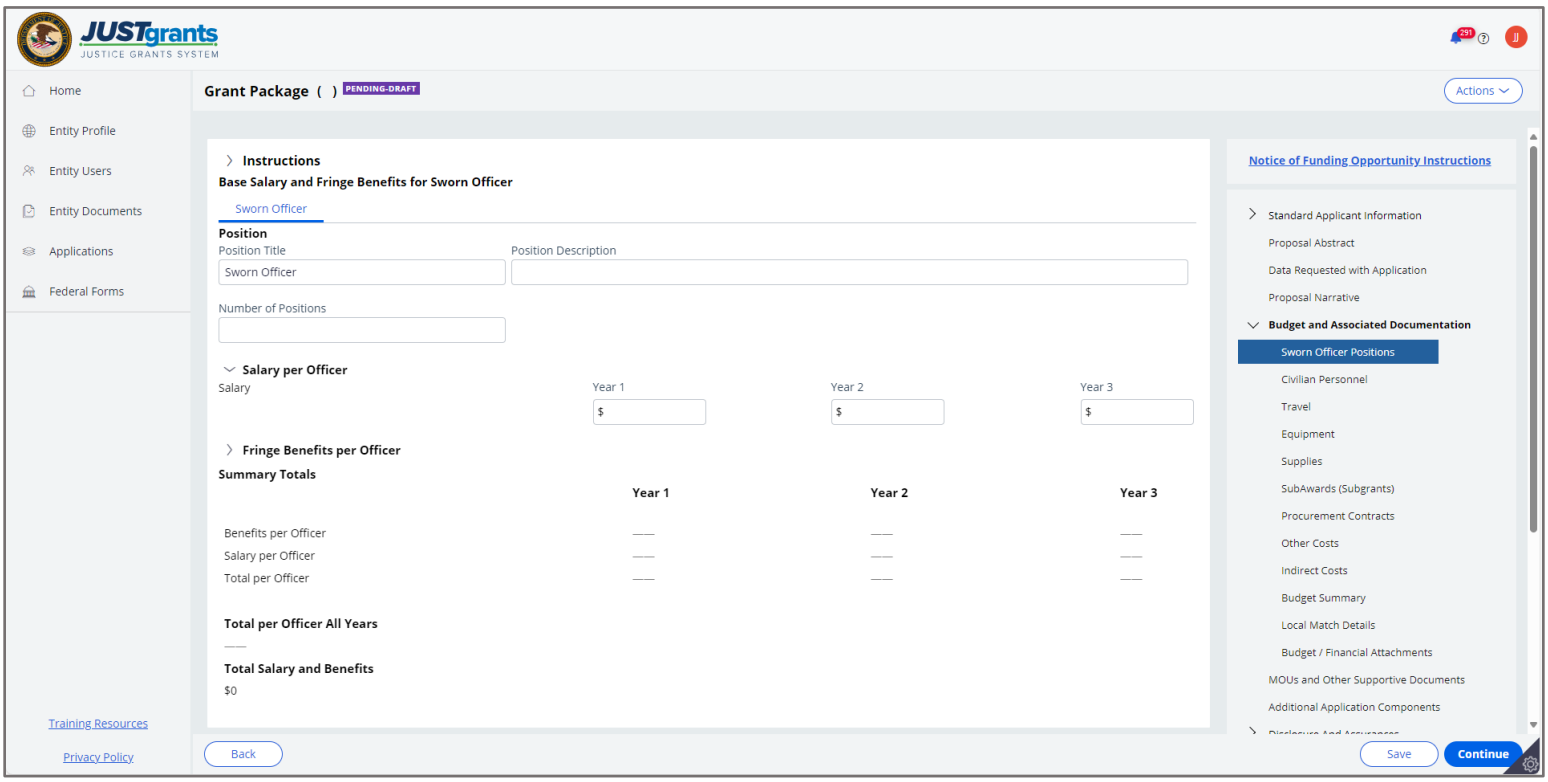
COPS Office Web-based Budget

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.



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Sworn Officer Positions (Steps 1 – 2)

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.

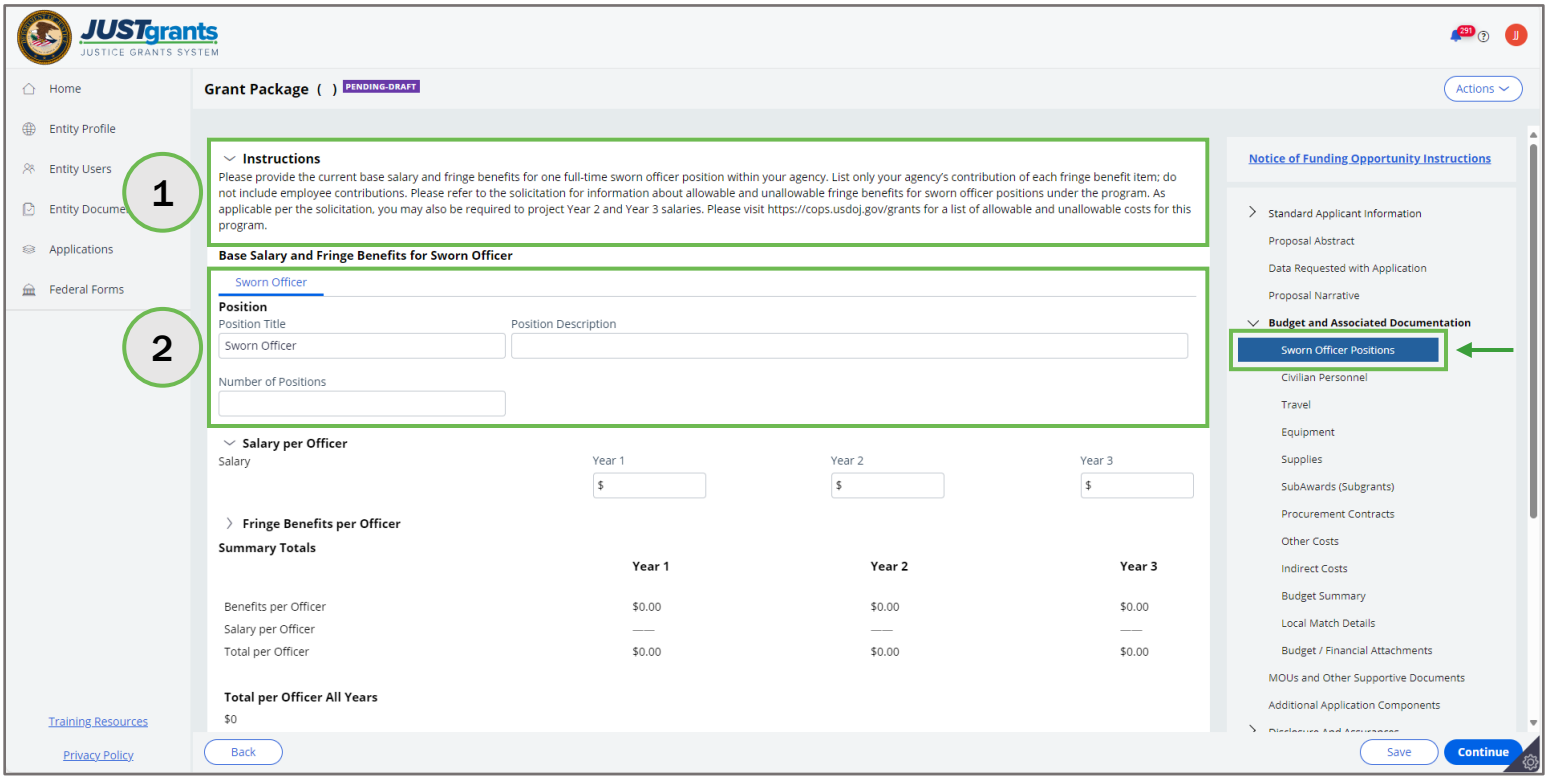
Back allows the user to move backwards to the previous section or category.

The **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.



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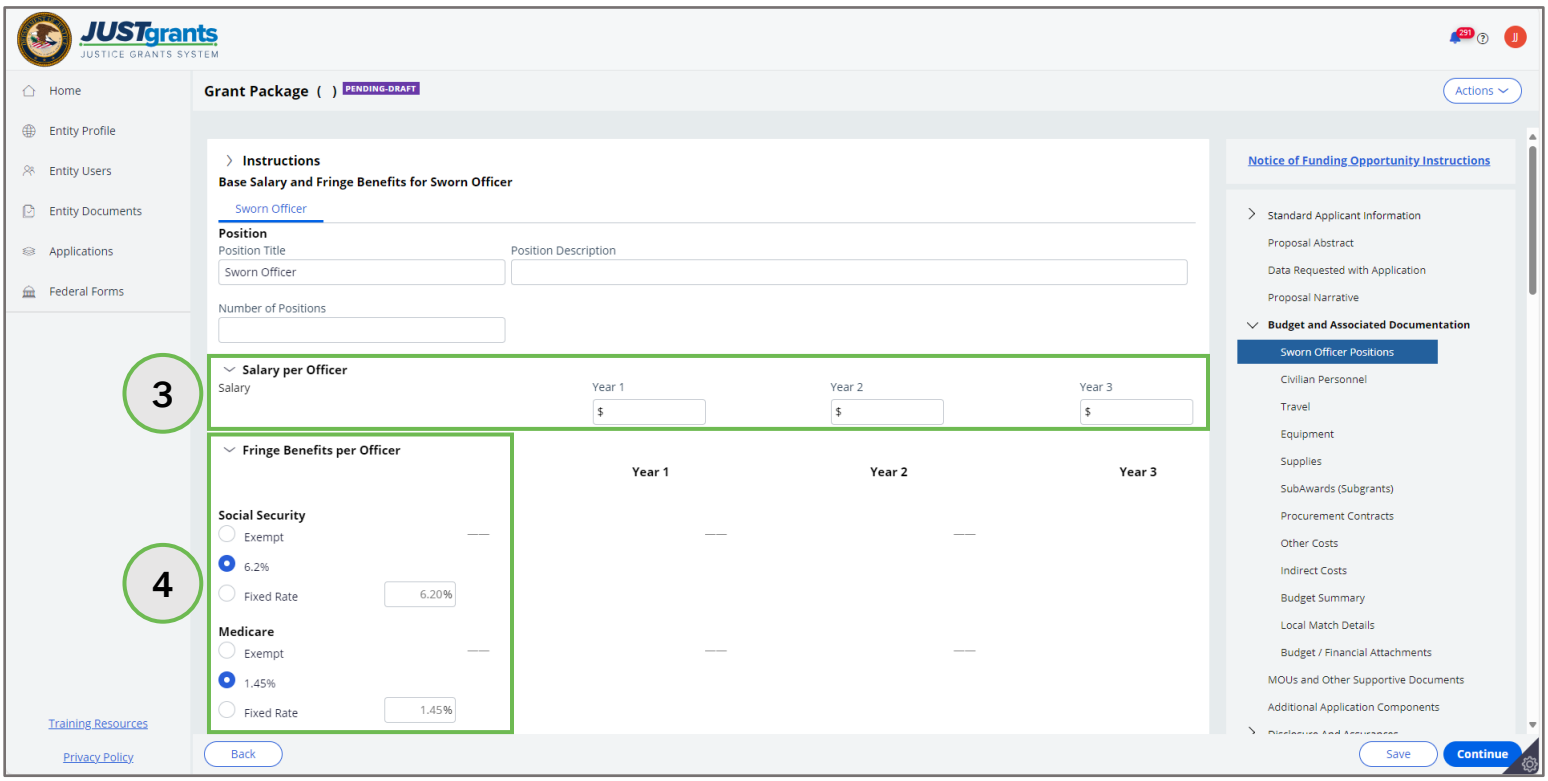
Sworn Officer Positions (Steps 3 – 4)

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.

NOTE: Fringe Benefits can be entered as a percentage of salary (Fixed Rate) or a set dollar amount (Fixed Amount). For each, select the method and enter the data per year. For Vacation and Sick Leave, enter the hours of paid leave per year for each category. 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 officer based on the inputs.



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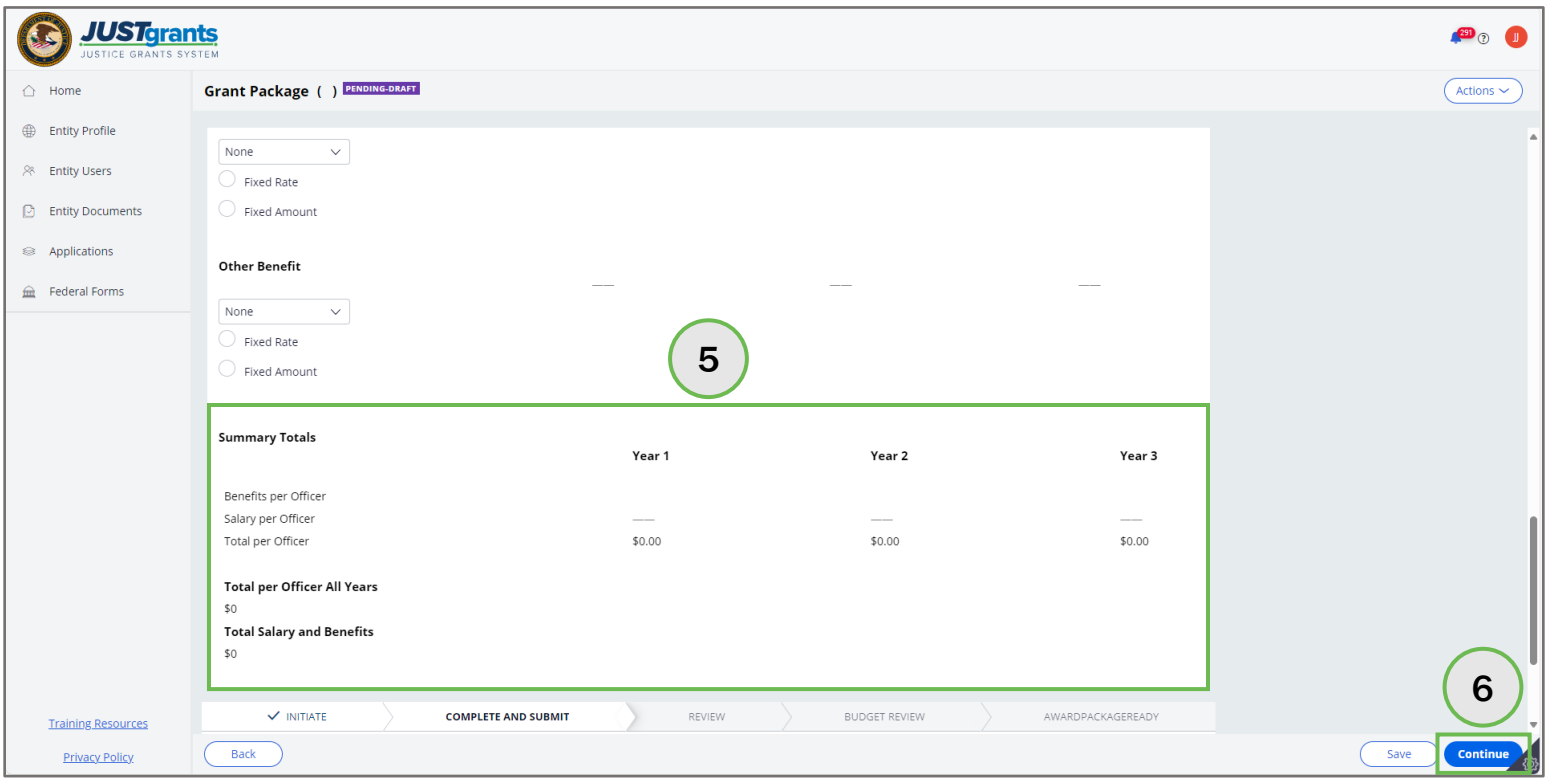
Sworn Officer Positions (Steps 5 – 6)

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.



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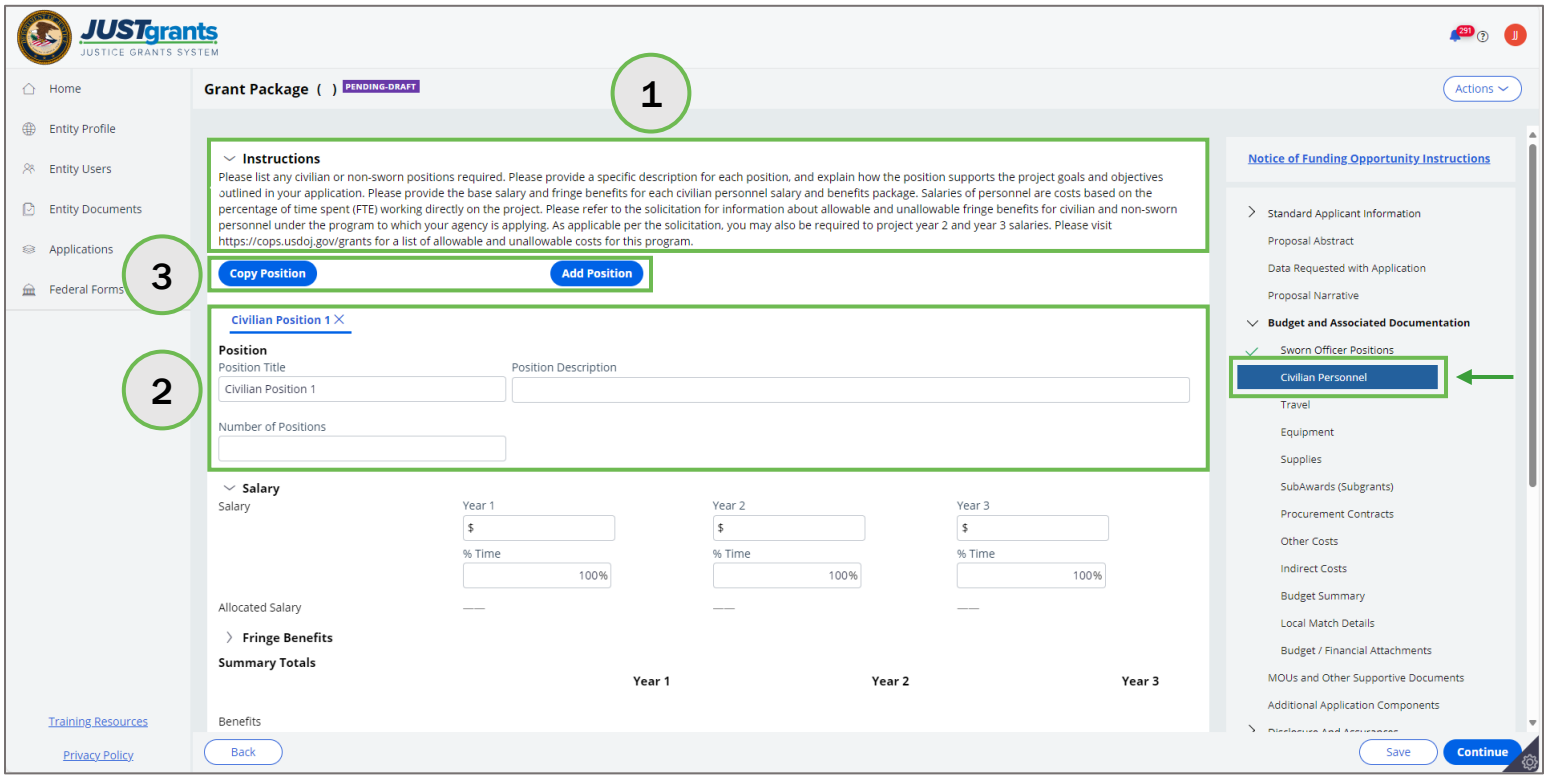
Civilian Positions (Steps 1 – 3)

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.



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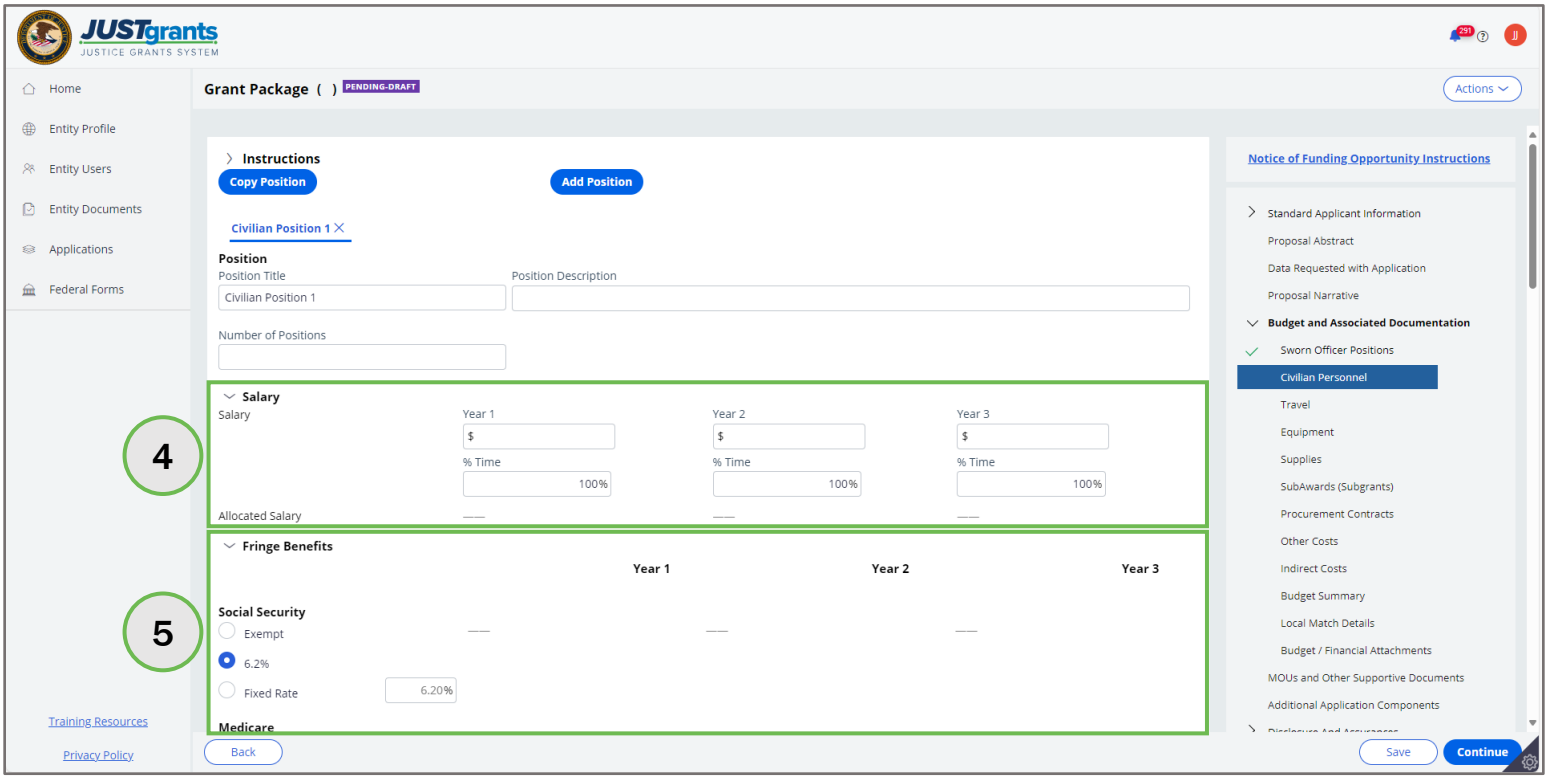
Civilian Positions (Steps 4 – 5)

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.

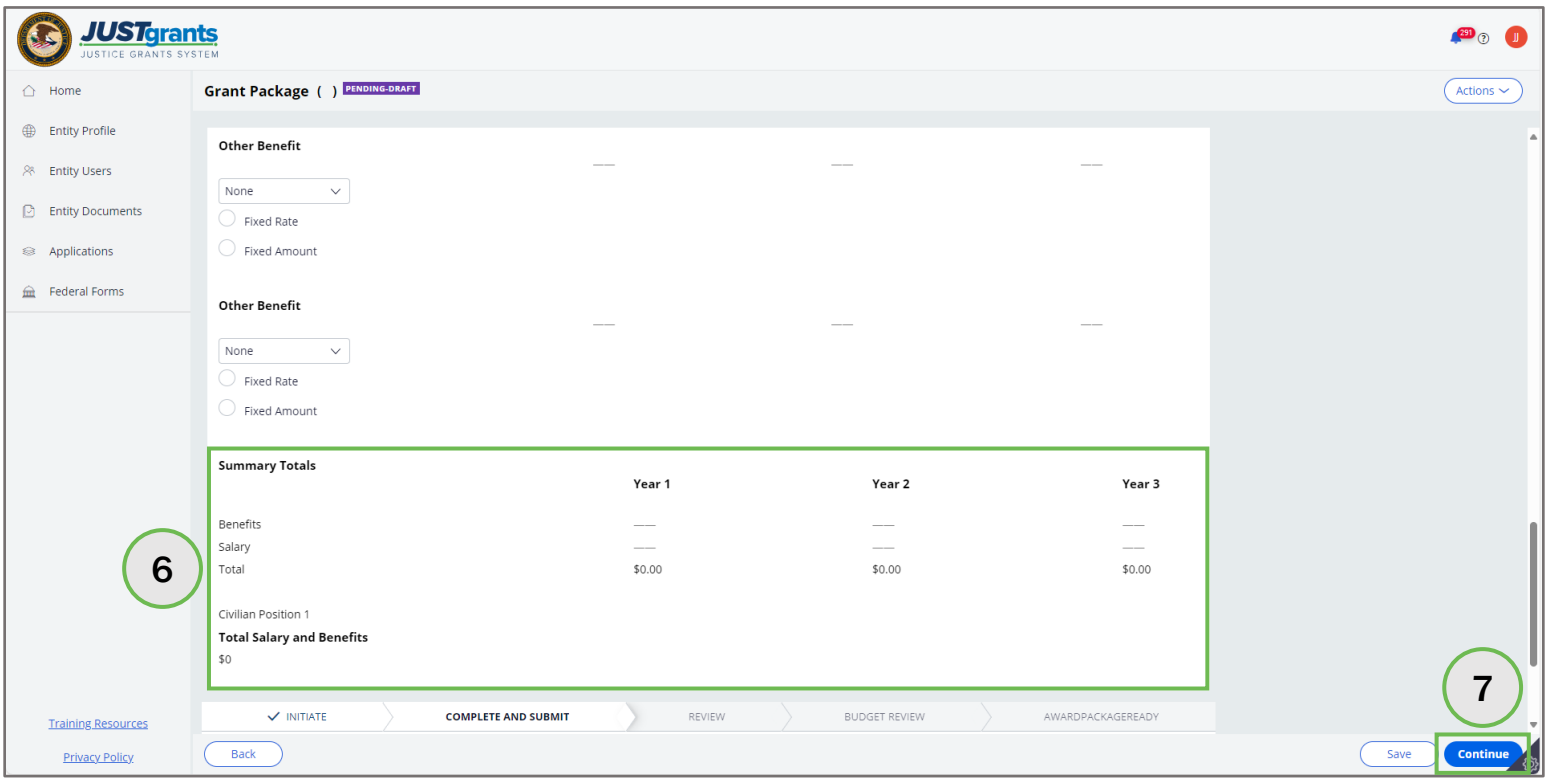
5) Select the **Fringe Benefits** caret to expand the section and enter fringe benefit data. If a particular element listed does not apply to the position, select **Exempt**.

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.



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.



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Travel (Steps 1 – 5)

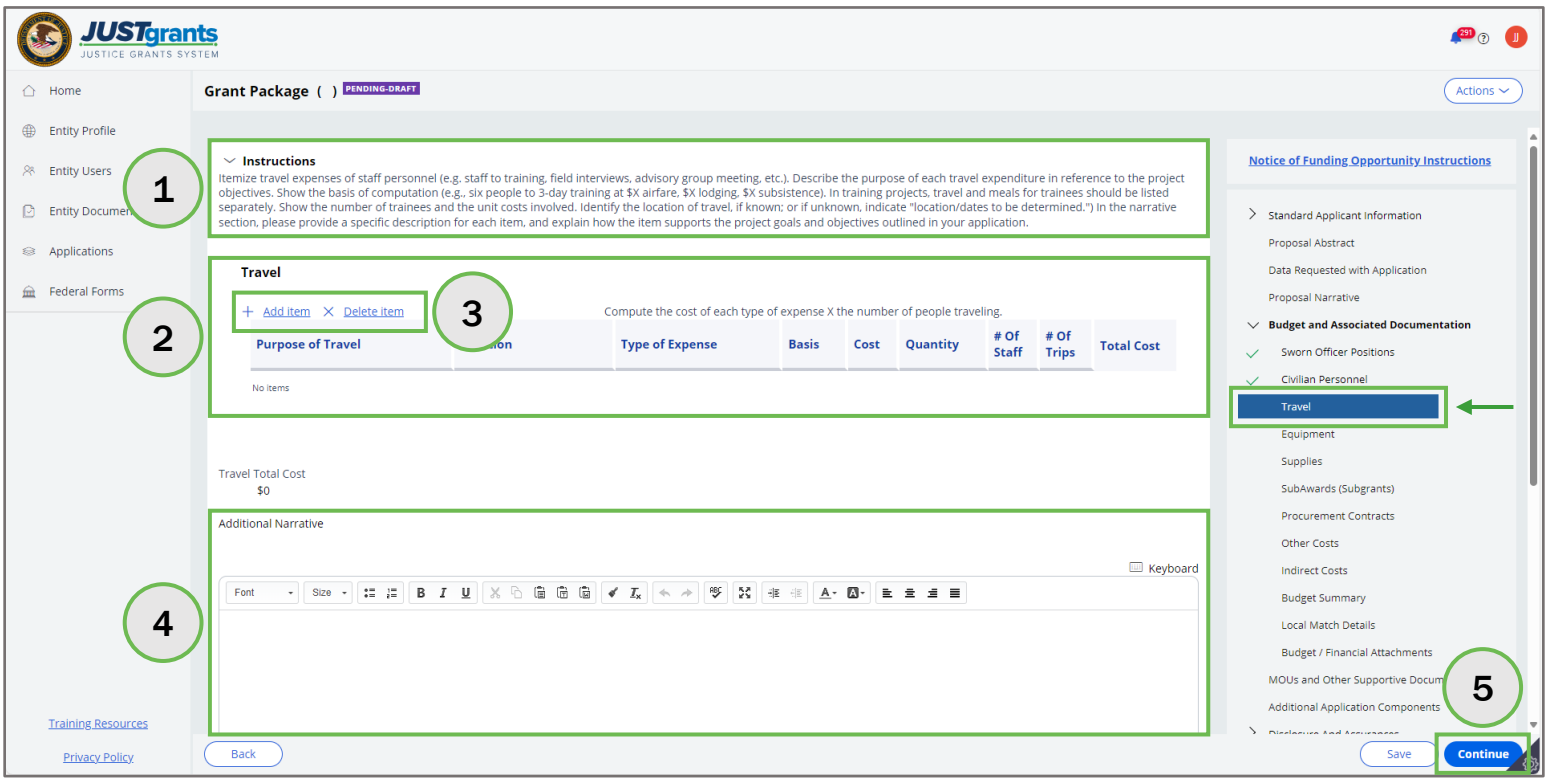
1) Select the **Instructions** caret to expand and view guidance on completing the **Travel** budget category.

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.



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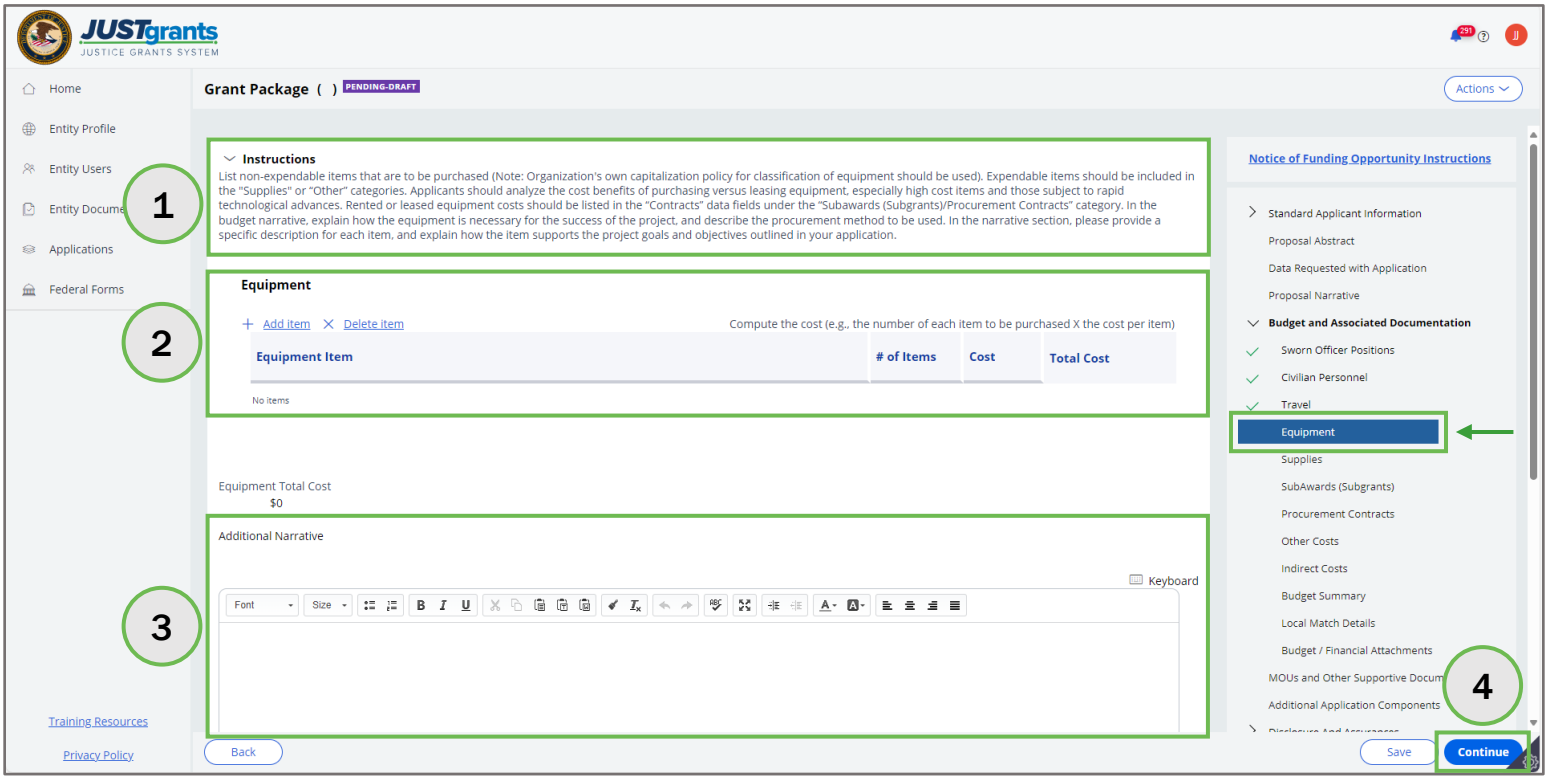
Equipment (Steps 1 – 4)

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.



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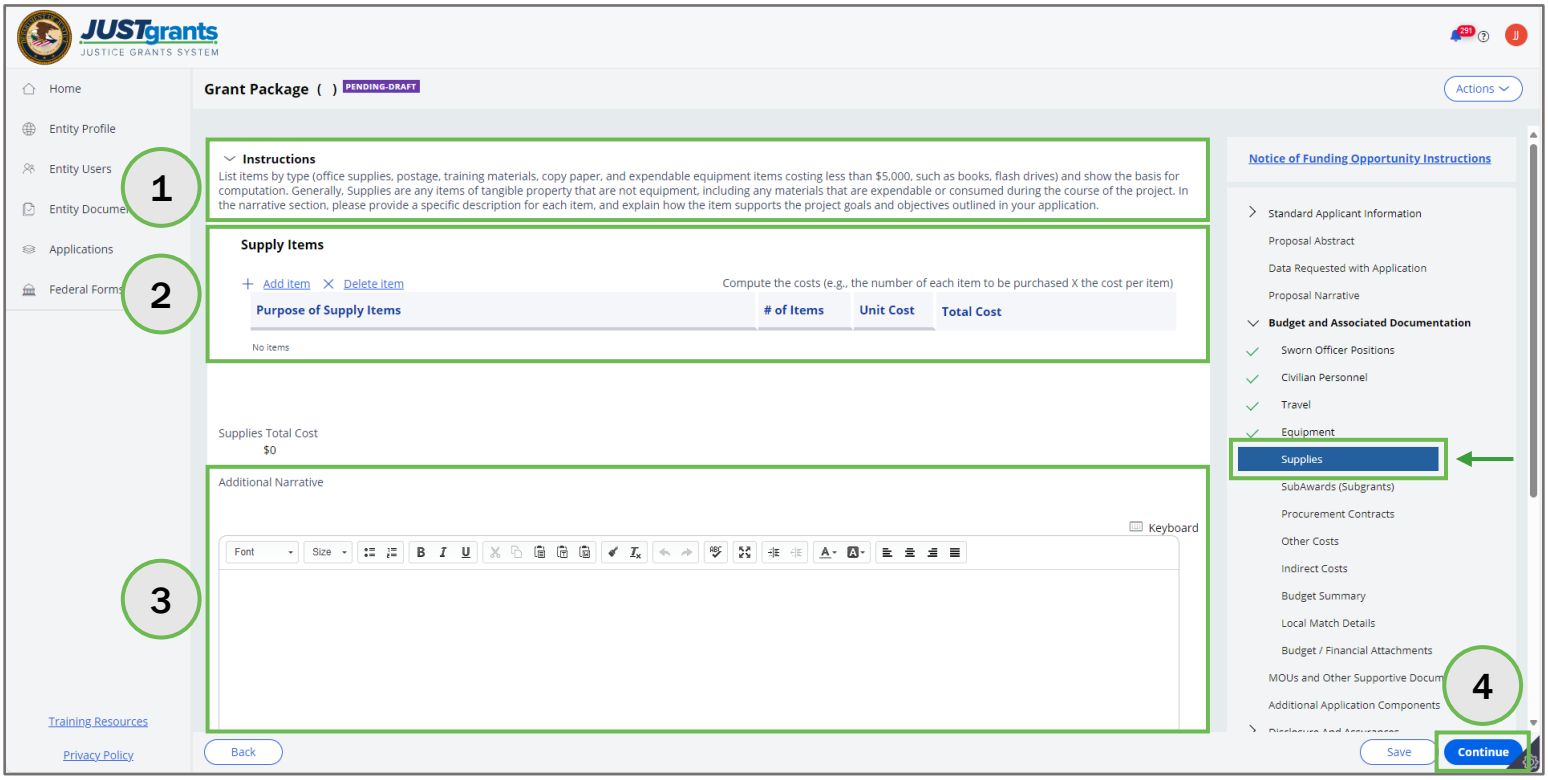
Supplies (Steps 1 – 4)

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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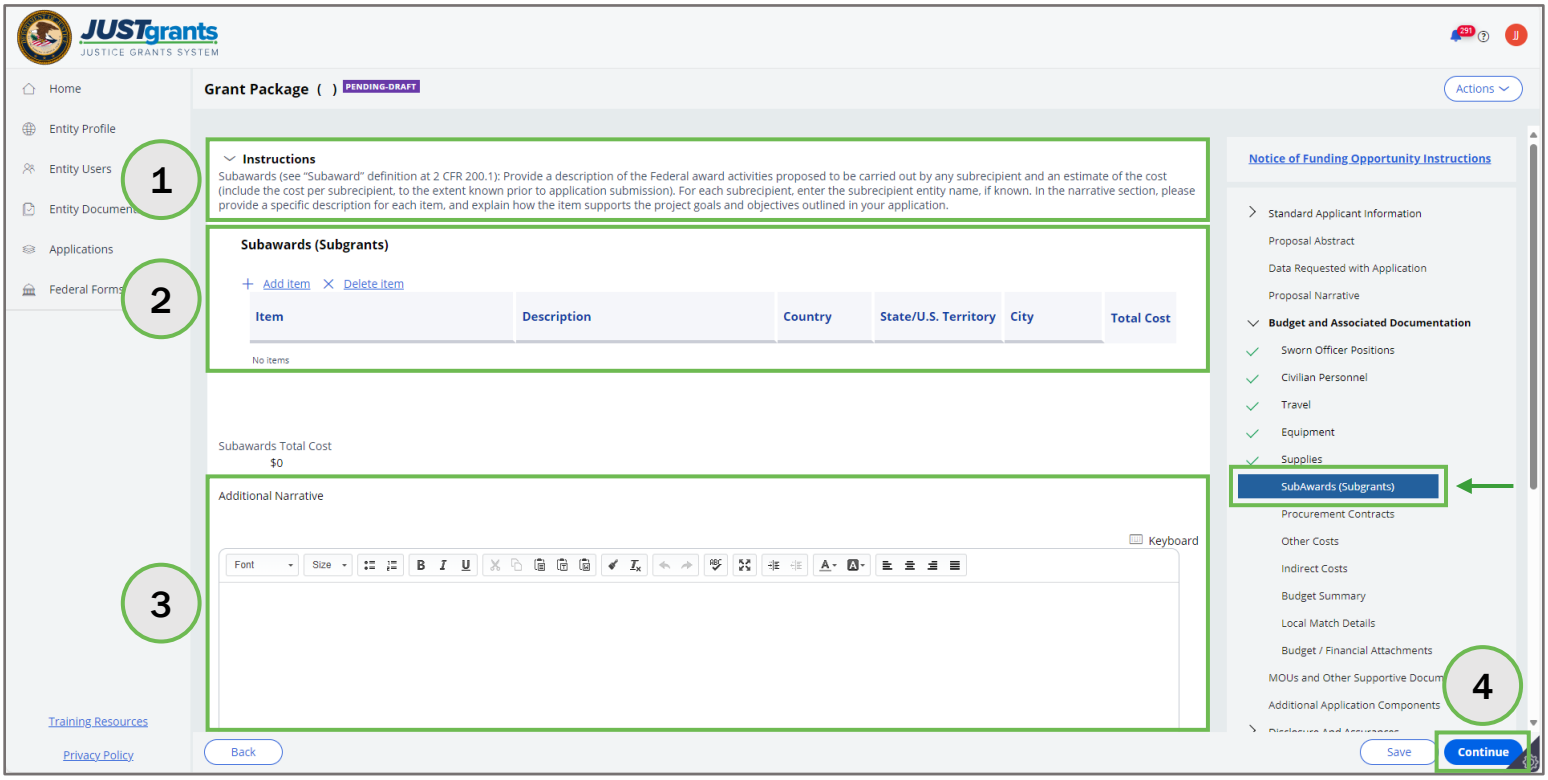
SubAwards (Steps 1 – 4)

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.



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Procurement Contracts (Steps 1 – 5)

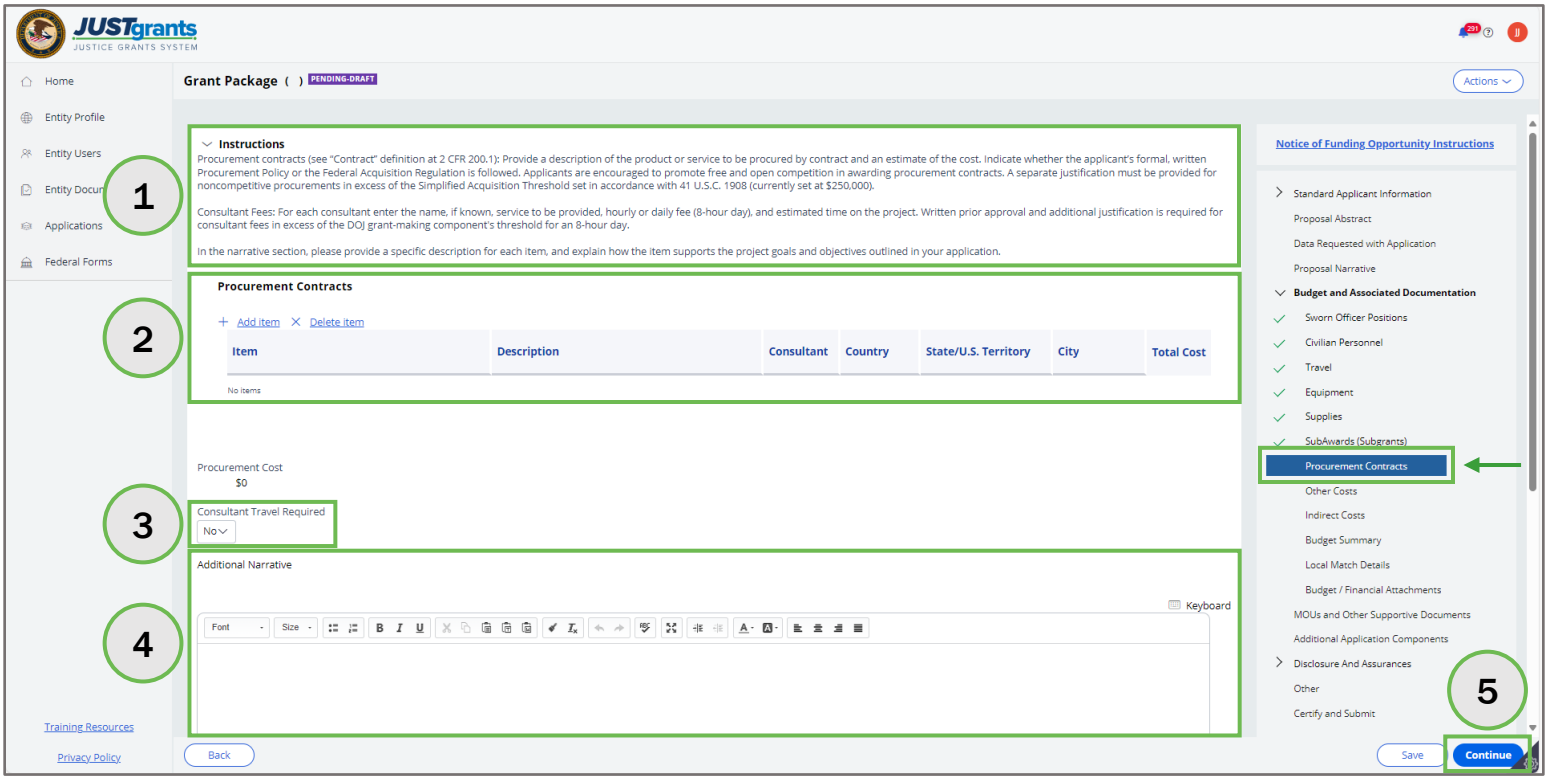
1) Select the **Instructions** caret to expand and view guidance on completing the **Procurement Contracts** budget category.

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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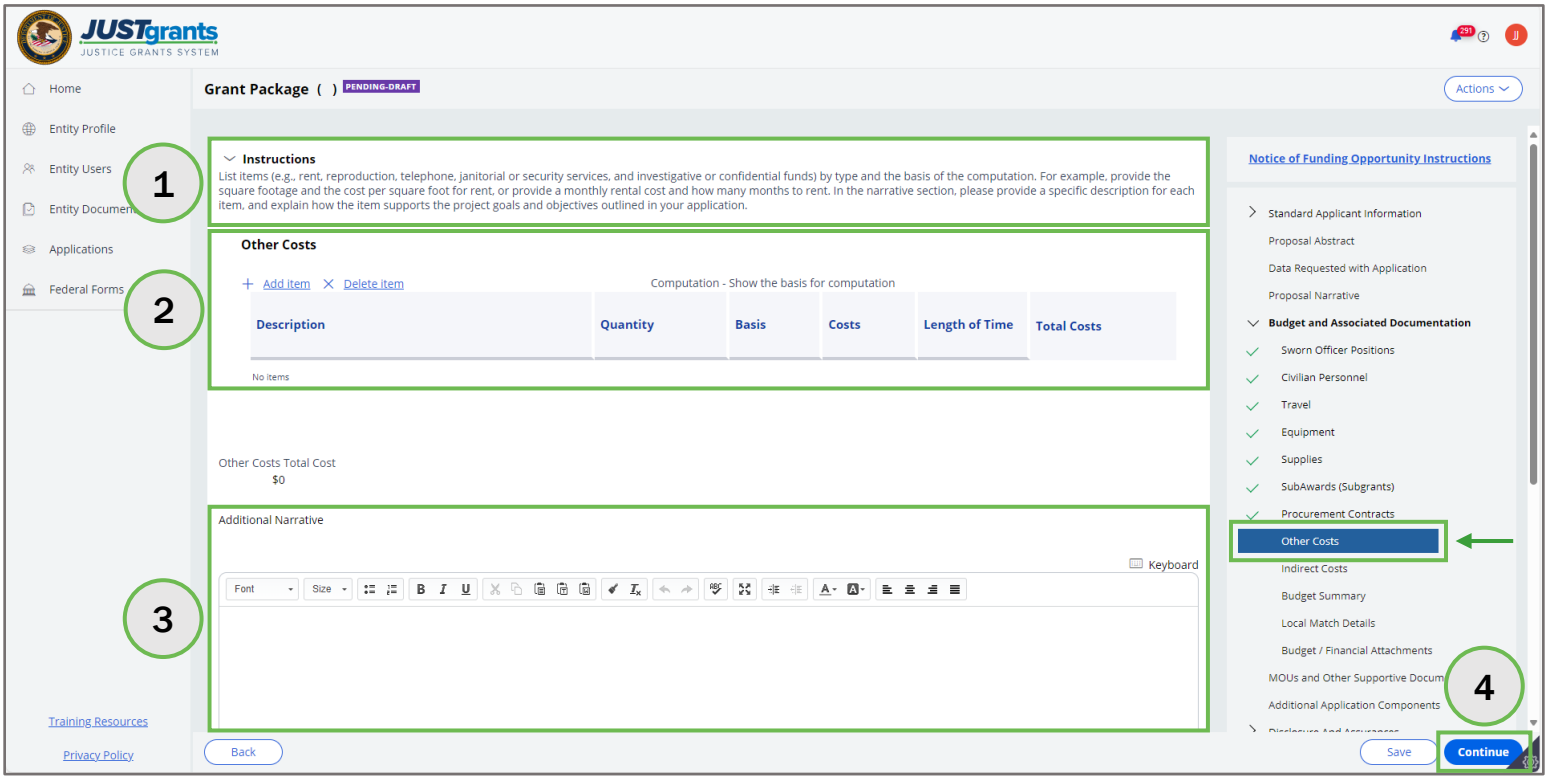
Other Costs (Steps 1 – 4)

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.



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Indirect Costs (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.

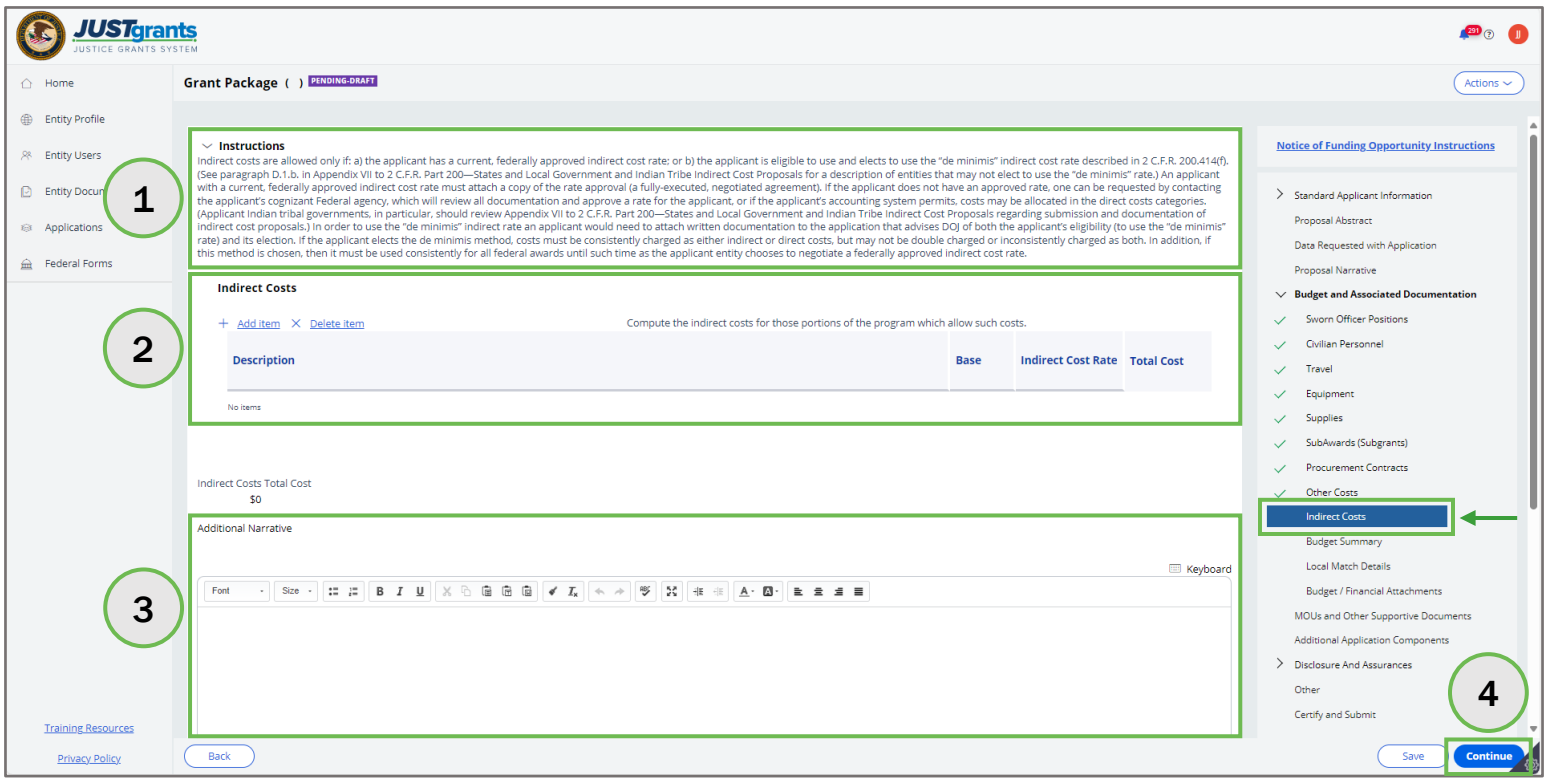
4) Select **Continue** to open the next budget category.

NOTES:

An Indirect Cost Rate Agreement with the Department of Justice (DOJ) is typically a requirement for entering line items in this budget category.

Questions for specific instructions on a category should be addressed by reviewing the NOFO guidance or by consulting the DOJ Grants Financial Guide.

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.



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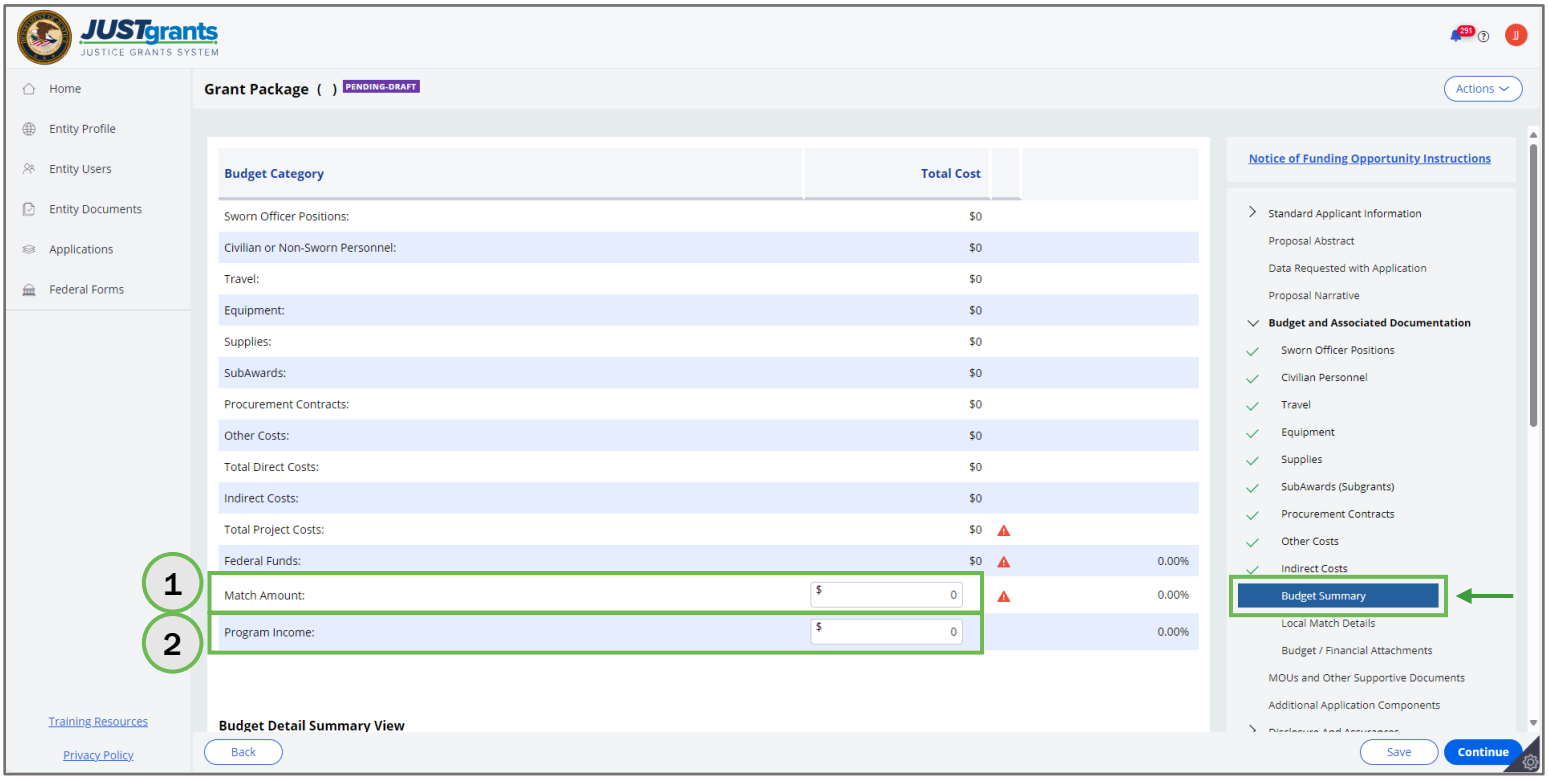
Budget Summary (Steps 1 – 2)

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.

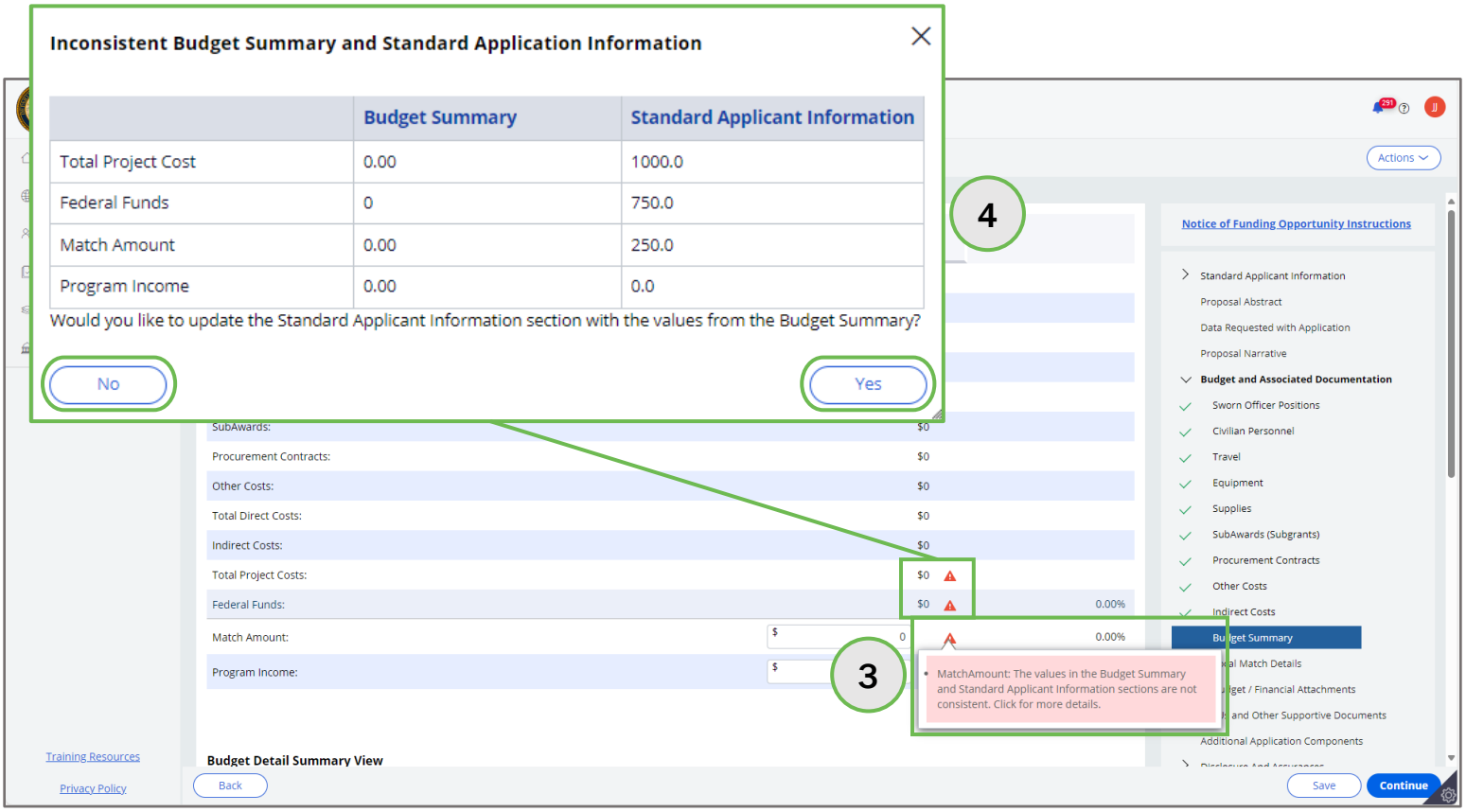
NOTE: Some COPS NOFOs such as the COPS Hiring Program (CHP) and School Violence Prevention Program (SVPP) automatically calculate the match amount, and if so, the field cannot be edited by applicants.



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 **Standard Applicant Information.**



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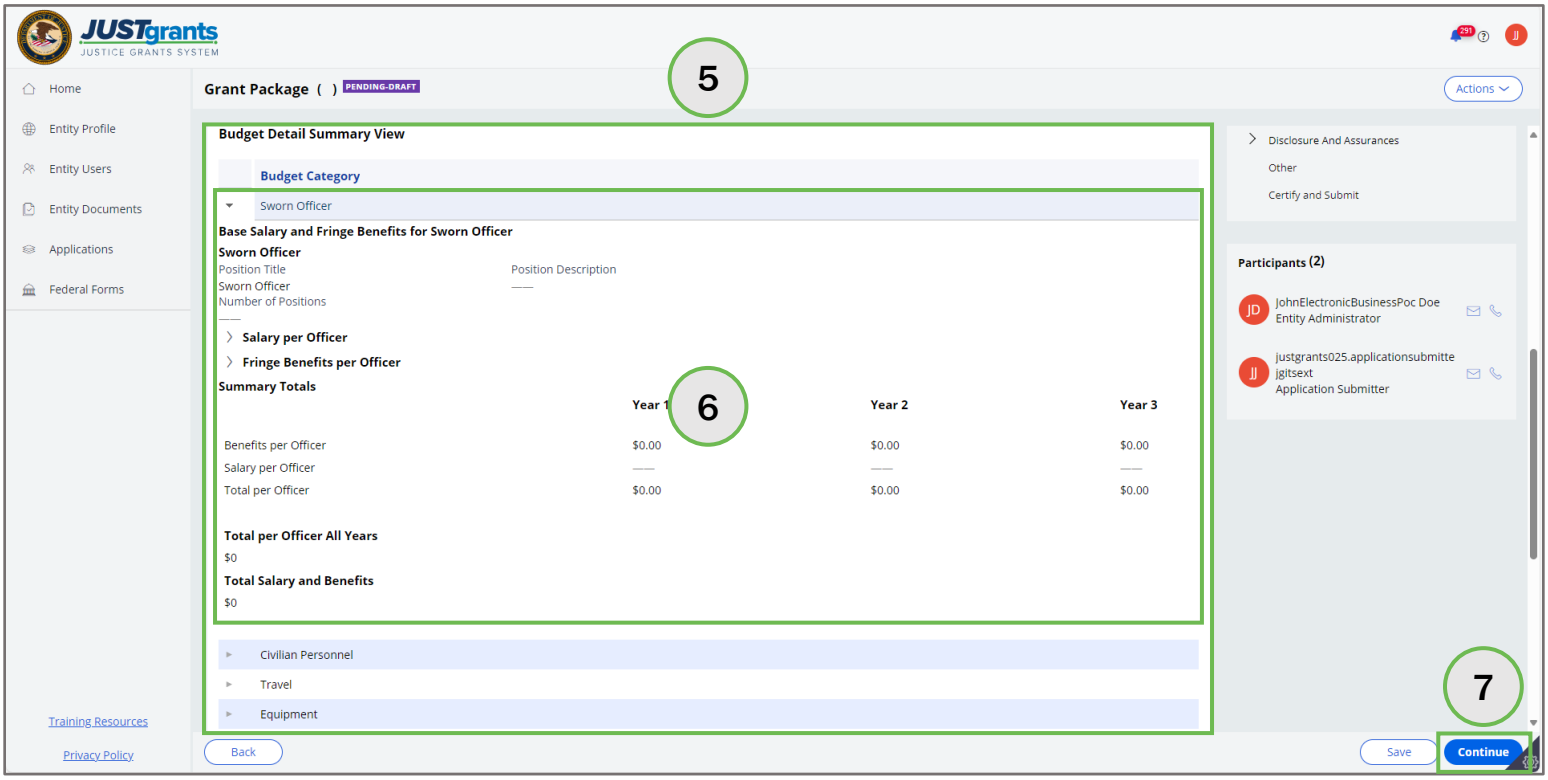
Budget Summary (Steps 5 – 7)

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.



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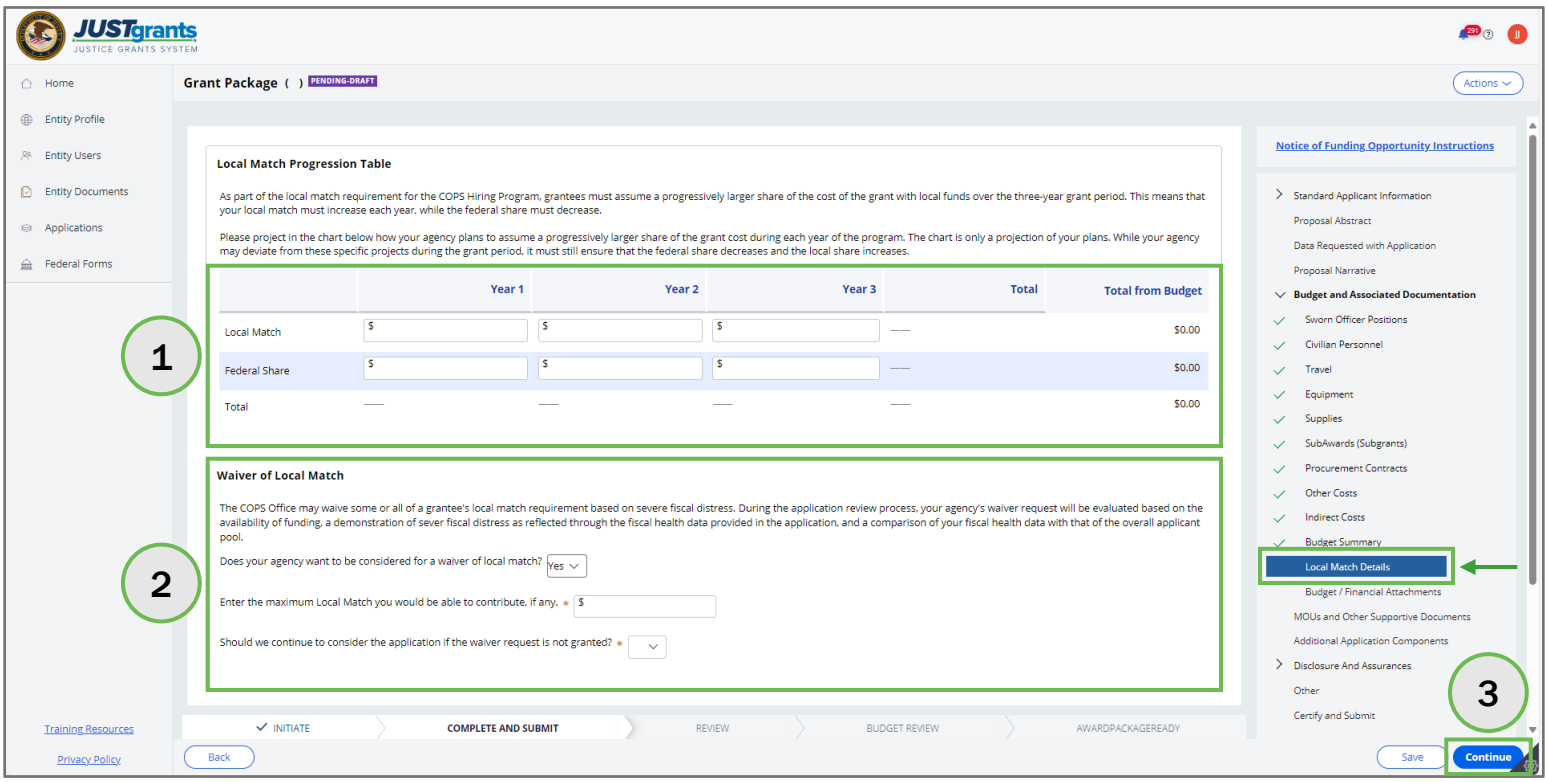
Local Match Details (Steps 1 – 3)

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.



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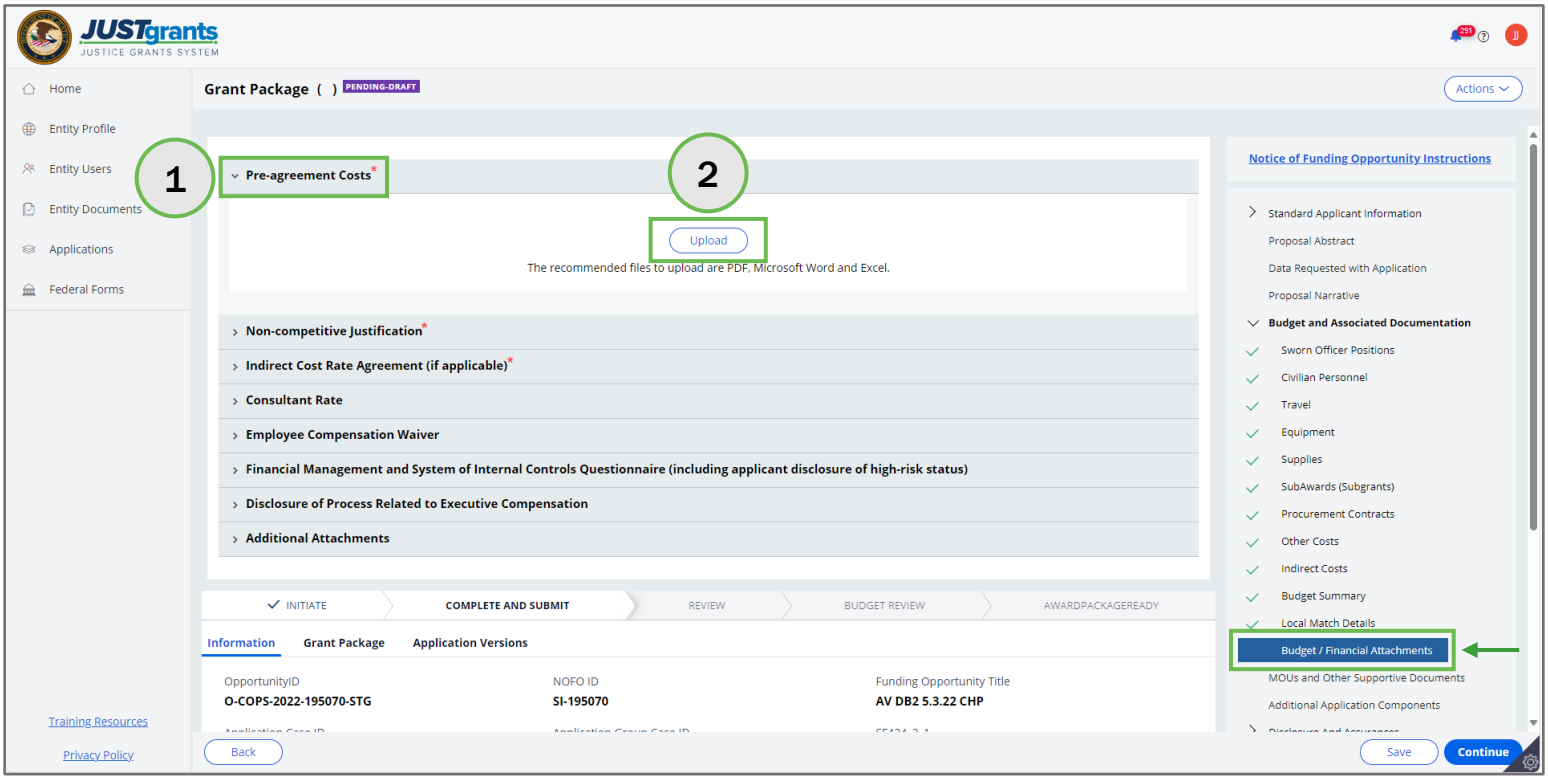
Budget/Financial Attachments (Steps 1 – 2)

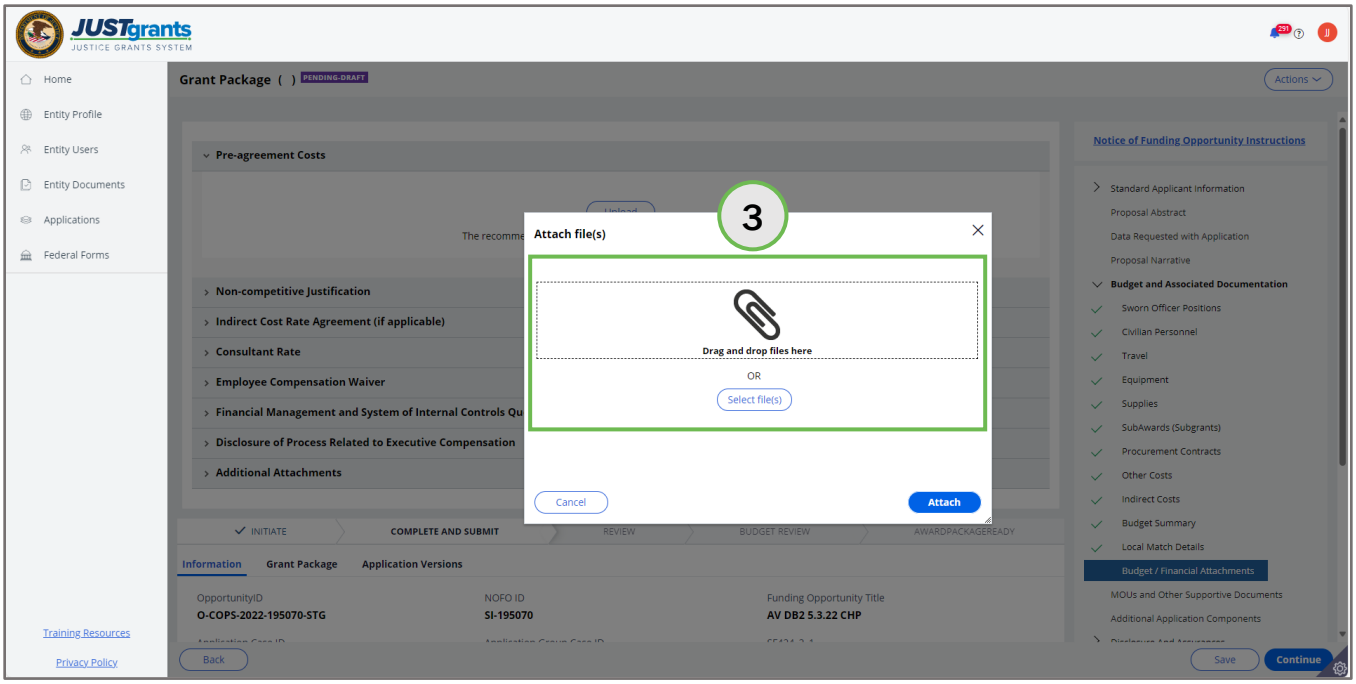
Review the **Budget/Financial Attachment** section for required attachments. All sections with required attachments are indicated by a red asterisk at the end of the attachment title field.

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.

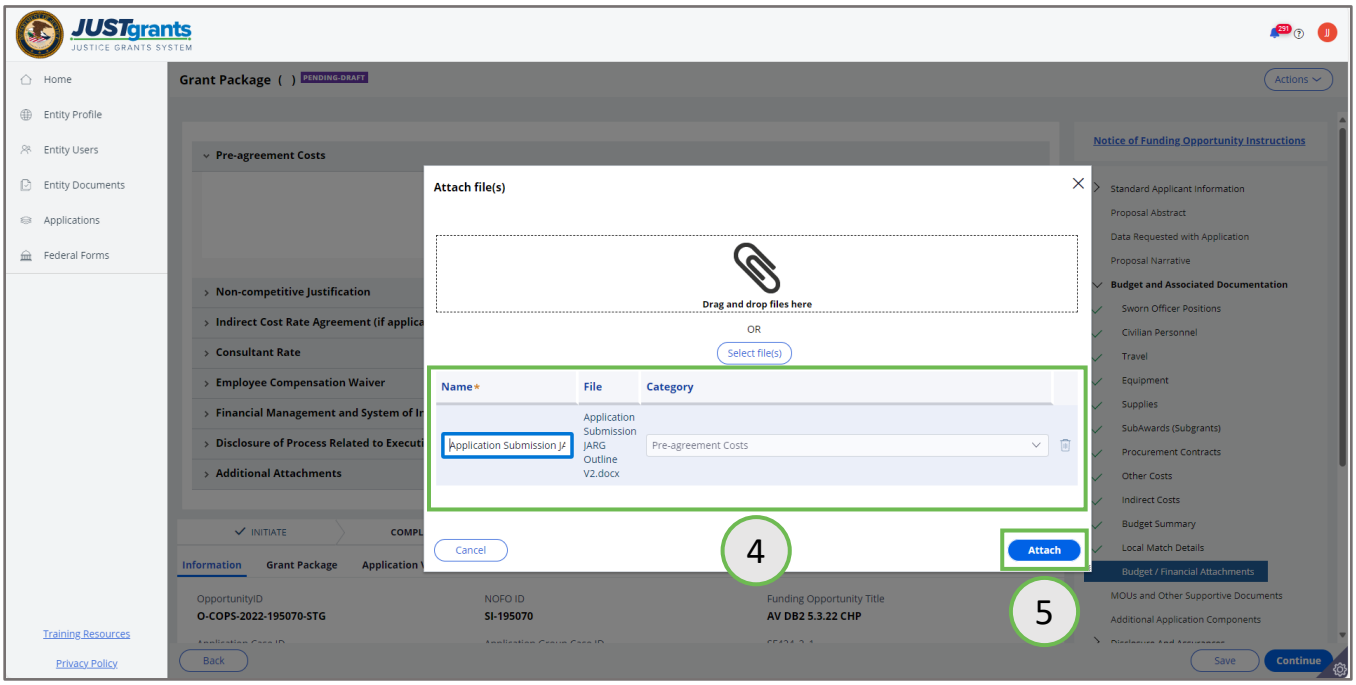


3) Attach file(s) within the pop-up window. Either drag and drop the file into the text field or use **Select file(s)**.

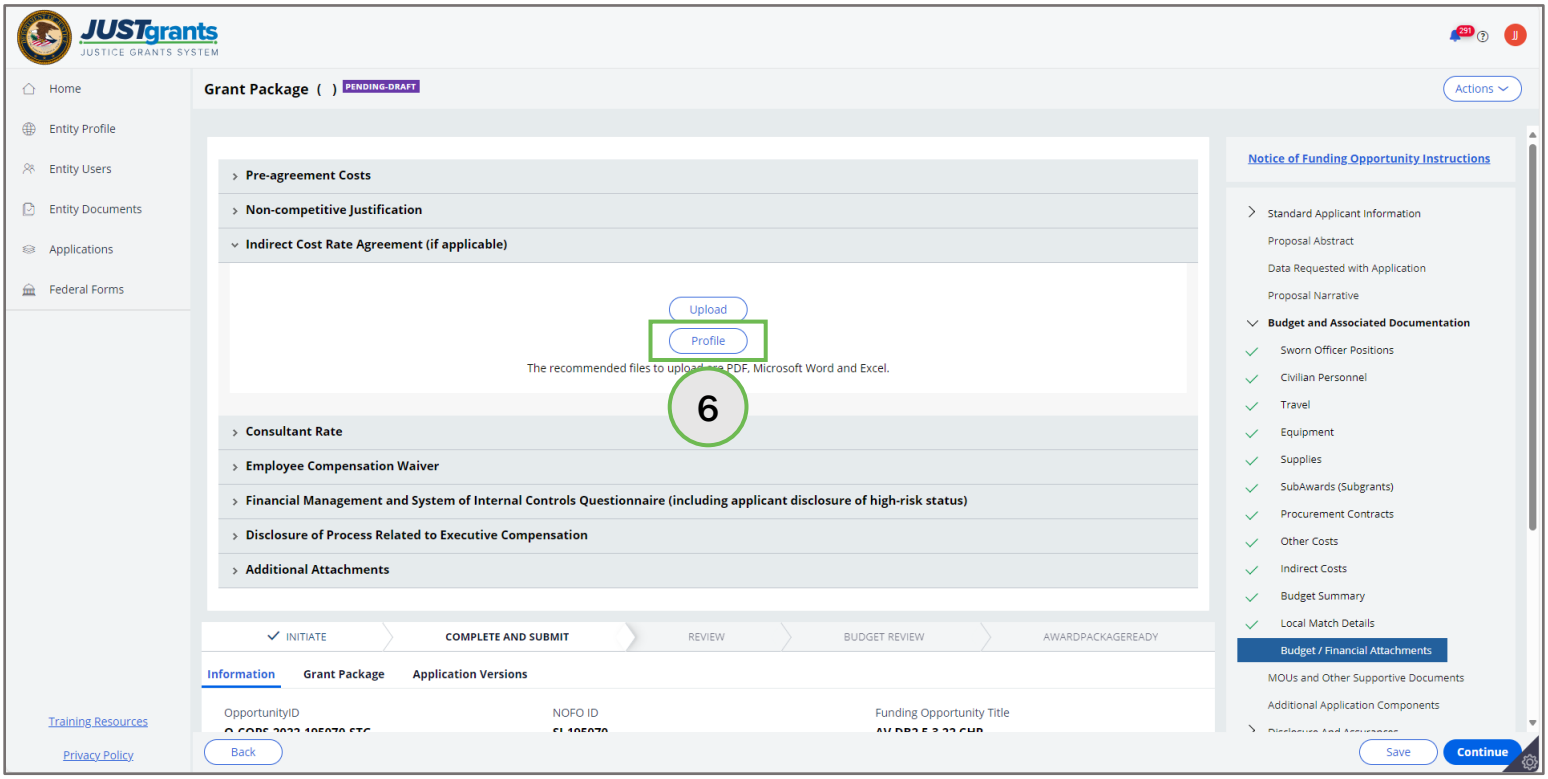


4) Verify and update the file name in the pop-up window as needed.

5) Select **Attach**.



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



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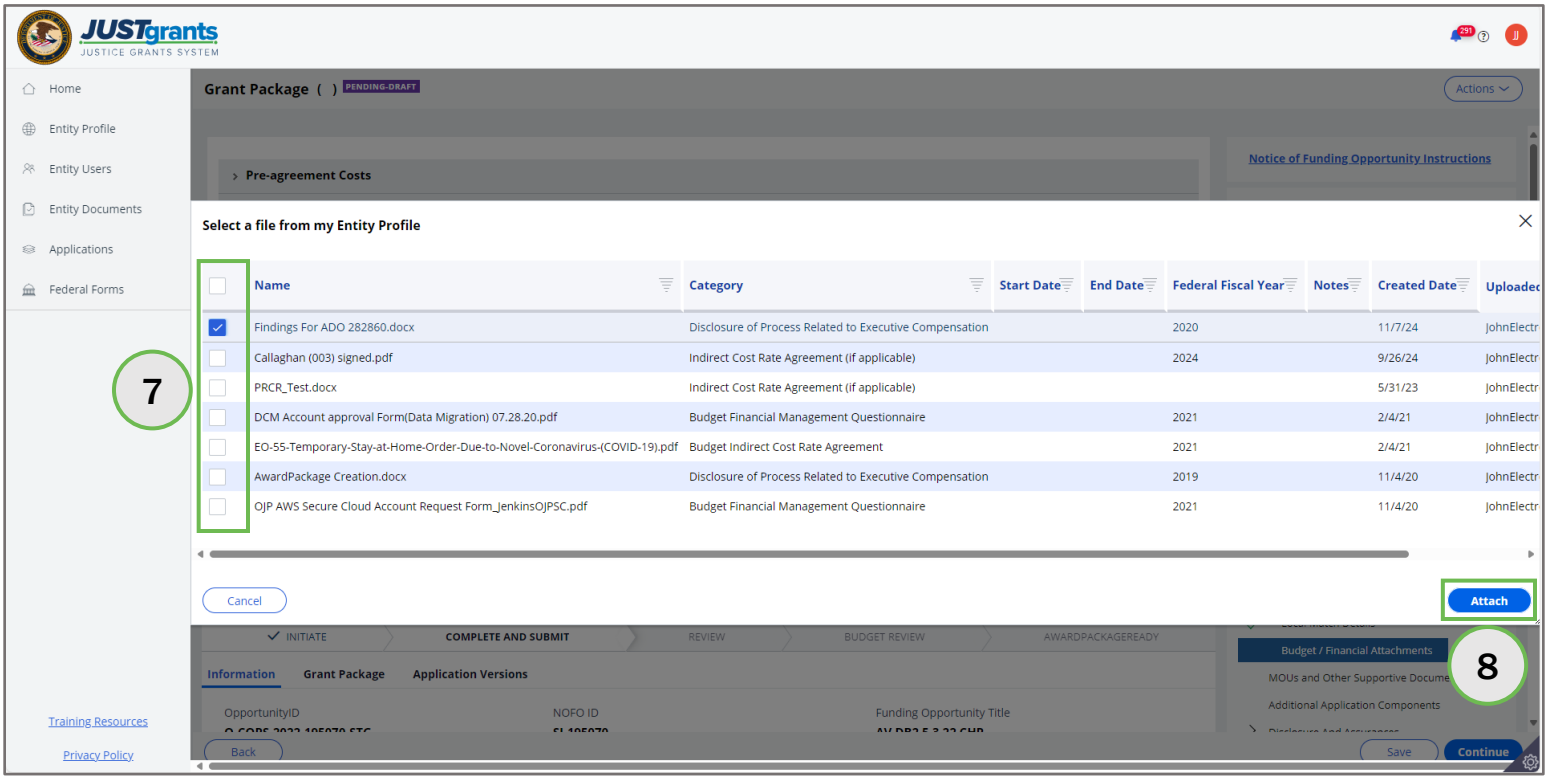
Budget/Financial Attachments (Steps 7 – 8)

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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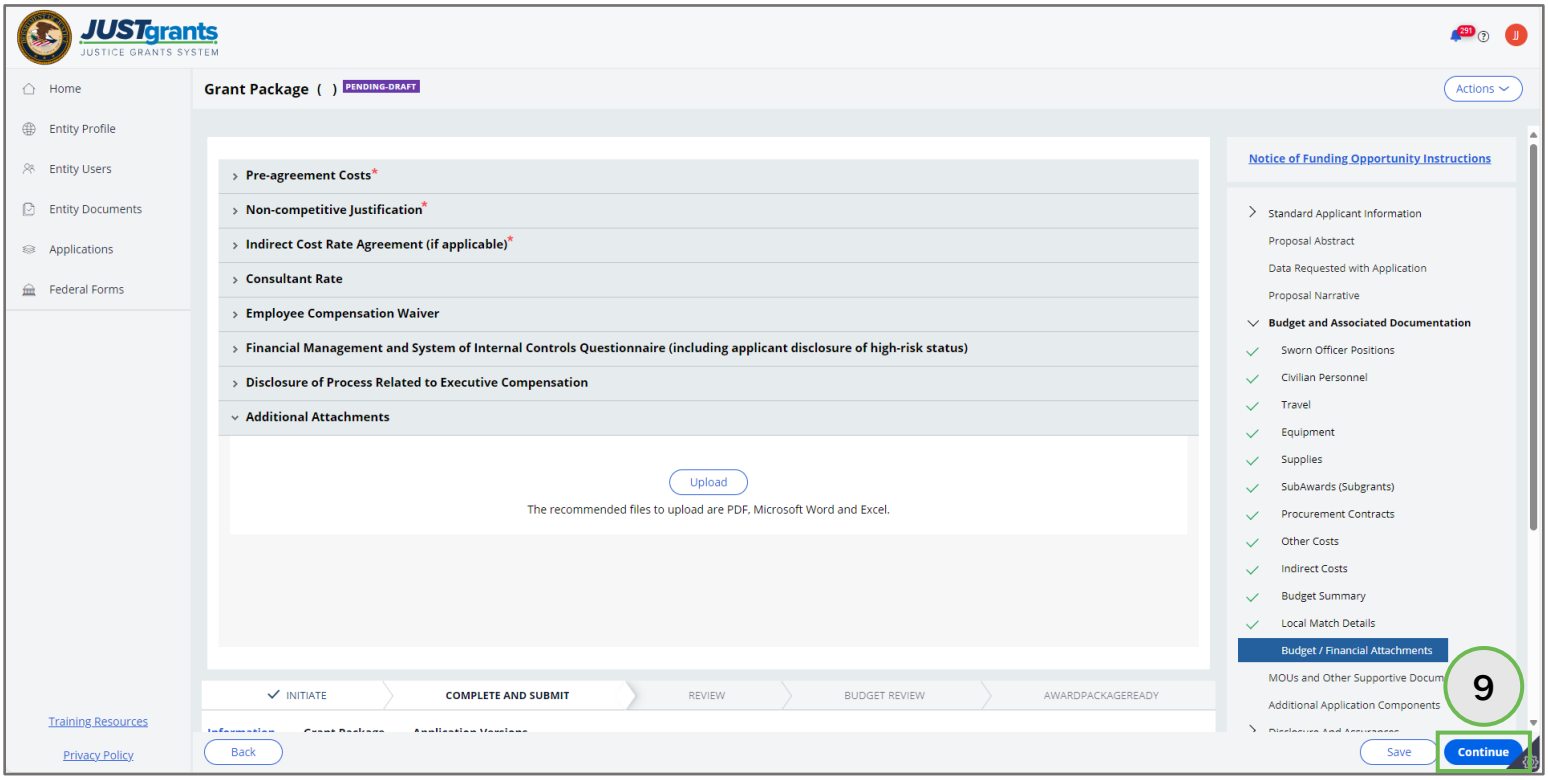
Budget/Financial Attachments (Step 9)

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.

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