

# 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.

The screenshot displays the JUSTgrants web-based budget form for a Sworn Officer position. The interface includes a left sidebar with navigation links (Home, Entity Profile, Entity Users, Entity Documents, Applications, Federal Forms), a top header with the JUSTgrants logo and a 'Grant Package ( )' status indicator, and a right sidebar with a 'Notice of Funding Opportunity Instructions' menu. The main content area is titled 'Instructions' and 'Base Salary and Fringe Benefits for Sworn Officer'. It contains fields for 'Position Title' (Sworn Officer), 'Position Description', and 'Number of Positions'. Below these are sections for 'Salary per Officer' and 'Fringe Benefits per Officer'. The 'Salary per Officer' section includes a table with columns for Year 1, Year 2, and Year 3, each with a '\$' input field. The 'Fringe Benefits per Officer' section includes a table with columns for Year 1, Year 2, and Year 3, each with a '---' input field. At the bottom of the main content area, there are fields for 'Total per Officer All Years' and 'Total Salary and Benefits' (\$0). The right sidebar menu includes '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', and 'Additional Application Components'. The bottom of the form features a 'Back' button and a 'Continue' button.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home Entity Profile Entity Users Entity Documents Applications Federal Forms

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

> 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
	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

> Fringe Benefits 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

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
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  - SubAwards (Subgrants)
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# COPS Office Web-based Budget

## 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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Home Entity Profile Entity Users Entity Documents Applications Federal Forms

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

**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

**Budget and Associated Documentation**  
Sworn Officer Positions

Standard Applicant Information  
Proposal Abstract  
Data Requested with Application  
Proposal Narrative

Civilian Personnel  
Travel  
Equipment  
Supplies  
SubAwards (Subgrants)  
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Other Costs  
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Budget / Financial Attachments  
MOUs and Other Supportive Documents  
Additional Application Components

Training Resources Privacy Policy

Back Save Continue

# COPS Office Web-based Budget

## 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.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home  
Entity Profile  
Entity Users  
Entity Documents  
Applications  
Federal Forms

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:

**3** **Salary per Officer**

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

**4** **Fringe Benefits per Officer**

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

**Notice of Funding Opportunity Instructions**

- Standard Applicant Information
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Back Save Continue

# COPS Office Web-based Budget

## 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.

**JUSTgrants**  
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Home Entity Profile Entity Users Entity Documents Applications Federal Forms

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

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
<b>Total per Officer All Years</b>			
\$0			
<b>Total Salary and Benefits</b>			
\$0			

INITIATE COMPLETE AND SUBMIT REVIEW BUDGET REVIEW AWARD PACKAGE READY

Back Save Continue

# COPS Office Web-based Budget

## 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.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area is titled 'Grant Package ( )' with a status of 'PENDING-DRAFT'. A green box labeled '1' highlights the 'Instructions' section, which provides guidance on listing civilian or non-sworn positions, including details on salary and fringe benefits. Below the instructions, there are two buttons: 'Copy Position' and 'Add Position', highlighted by a green box labeled '3'. The 'Civilian Personnel' section is active, showing a form for 'Civilian Position 1'. A green box labeled '2' highlights the 'Civilian Personnel' section in the right sidebar. The form includes fields for 'Position Title', 'Position Description', and 'Number of Positions'. Below these fields, there is a 'Salary' section with input fields for 'Year 1', 'Year 2', and 'Year 3', including 'Allocated Salary' and 'Fringe Benefits'. The right sidebar contains a list of sections, with 'Civilian Personnel' highlighted by a green box and an arrow. The bottom of the interface has a 'Back' button and a 'Continue' button.

# COPS Office Web-based Budget

## 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.

The screenshot displays the JUSTgrants web-based budget interface. The main content area shows the 'Civilian Position 1' tab, which is currently selected. The form is divided into two main sections: 'Salary' and 'Fringe Benefits'. The 'Salary' section includes input fields for 'Salary' and '% Time' for each of the three years (Year 1, Year 2, Year 3). The 'Fringe Benefits' section includes a table with columns for 'Year 1', 'Year 2', and 'Year 3'. Under 'Social Security', there are radio buttons for 'Exempt', '6.2%', and 'Fixed Rate'. The '6.2%' option is selected. Under 'Medicare', there is a radio button for 'Fixed Rate' with a value of '6.20%'. The right sidebar contains a list of 'Notice of Funding Opportunity Instructions', 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', and 'Additional Application Components'. The bottom of the interface features a 'Back' button and a 'Continue' button.

# COPS Office Web-based Budget

## Civilian Positions (Steps 6 – 7)

- 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.

The screenshot shows the JUSTgrants Justice Grants System 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 ( )' with a 'PENDING-DRAFT' status. It includes two 'Other Benefit' sections, each with a dropdown menu set to 'None' and radio buttons for 'Fixed Rate' and 'Fixed Amount'. Below these is a 'Summary Totals' table with columns for Year 1, Year 2, and Year 3. The table shows 'Benefits' and 'Salary' as empty fields, and 'Total' as '\$0.00' for each year. Below the table, it says 'Civilian Position 1' and 'Total Salary and Benefits \$0'. At the bottom, there is a progress bar with steps: INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW, and AWARD/PACKAGE READY. The 'Continue' button is highlighted with a green circle and the number 7.

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

Back Save Continue

# COPS Office Web-based Budget

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

**Instructions**  
Itemize travel expenses of staff personnel (e.g., staff to training, field interviews, advisory group meeting, etc.). Describe the purpose of each travel expenditure in reference to the project objectives. Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known; or if unknown, indicate "location/dates to be determined.") 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.

**Travel**  
+ Add item x Delete item

Compute the cost of each type of expense X the number of people traveling.

Purpose of Travel	Location	Type of Expense	Basis	Cost	Quantity	# Of Staff	# Of Trips	Total Cost
No Items								

Travel Total Cost  
\$0

**Additional Narrative**

Font Size [Rich Text Editor]

Back

**Notice of Funding Opportunity Instructions**

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Save Continue

# COPS Office Web-based Budget

## 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.

The screenshot displays the JUSTgrants web-based budget interface. The main content area is titled "Grant Package ( ) PENDING-DRAFT". It contains three main sections: "Instructions", "Equipment", and "Additional Narrative".

**Instructions:** A dropdown menu is expanded, showing instructions for the Equipment category. The text states: "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:** A table is shown with the following columns: "Equipment Item", "# of Items", "Cost", and "Total Cost". The table is currently empty, with a note "No items" below it. Above the table, there are links for "+ Add item" and "X Delete item". A note above the table states: "Compute the cost (e.g., the number of each item to be purchased X the cost per item)".

**Additional Narrative:** A text field with a rich text editor toolbar is provided for entering a narrative description.

**Right Sidebar:** A list of budget categories is shown, including "Standard Applicant Information", "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", and "Additional Application Components". The "Equipment" category is highlighted with a blue bar and a green arrow pointing to it.

**Callouts:** Four numbered callouts are present: 1 points to the "Instructions" dropdown caret, 2 points to the "Equipment" table, 3 points to the "Additional Narrative" text field, and 4 points to the "Continue" button at the bottom right.

# COPS Office Web-based Budget

## 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.

The screenshot displays the JUSTgrants web-based budget interface. The main content area is titled "Grant Package ( )" and "PENDING-DRAFT". It contains the following sections:

- Instructions:** A section with a caret icon and text: "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:** A section with a table for adding items. The table has columns: "Purpose of Supply Items", "# of Items", "Unit Cost", and "Total Cost". There are links for "+ Add Item" and "X Delete Item". Below the table, it says "No Items".
- Supplies Total Cost:** A field showing "\$0".
- Additional Narrative:** A text area with a rich text editor toolbar.

The right sidebar shows a list of budget categories: Standard Applicant Information, Proposal Abstract, Data Requested with Application, Proposal Narrative, Budget and Associated Documentation, Sworn Officer Positions, Civilian Personnel, Travel, Equipment, **Supplies** (highlighted), 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. A "Continue" button is at the bottom right.

Numbered callouts indicate the steps:

- 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.

# COPS Office Web-based Budget

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

**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 X 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 Bold Italic Underline Link Unlink Bulleted List Numbered List Indent Outdent Decrease Indent Increase Indent Text Color Background Color Keyboard

**Notice of Funding Opportunity Instructions**

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- > Performance and Reporting

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# COPS Office Web-based Budget

## 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.

**JUSTgrants**  
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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 Link Image Video Audio Embed Keyboard

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**Notice of Funding Opportunity Instructions**

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- Disclosure And Assurances
  - Other
  - Certify and Submit

# COPS Office Web-based Budget

## 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.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home Entity Profile Entity Users Entity Documents Applications Federal Forms

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

**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 Bold Italic Underline Link Unlink Bulleted List Numbered List Indent Outdent Decrease Indent Increase Indent Text Color Background Color Table Border

Notice of Funding Opportunity Instructions

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- > Performance Management

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# COPS Office Web-based Budget

## 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.

The screenshot displays the JUSTgrants web-based budget interface. The sidebar on the left 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 section for "Indirect Costs" with a table for entering items. The table has columns for "Description", "Base", "Indirect Cost Rate", and "Total Cost". Below the table is a text field for "Additional Narrative". The right-hand sidebar lists various budget categories, with "Indirect Costs" highlighted. Numbered callouts 1 through 4 indicate the steps for completing the Indirect Costs section: 1 points to the "Instructions" caret, 2 points to the "Indirect Costs" table, 3 points to the "Additional Narrative" text field, and 4 points to the "Continue" button.

**Instructions**

Indirect costs are allowed only if: a) the applicant has a current, federally approved indirect cost rate; or b) the applicant is eligible to use and elects to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f). (See paragraph D.1.b. in Appendix VII to 2 C.F.R. Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals for a description of entities that may not elect to use the "de minimis" rate.) An applicant with a current, federally approved indirect cost rate must attach a copy of the rate approval (a fully-executed, negotiated agreement). If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories. (Applicant Indian tribal governments, in particular, should review Appendix VII to 2 C.F.R. Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals regarding submission and documentation of indirect cost proposals.) In order to use the "de minimis" indirect rate an applicant would need to attach written documentation to the application that advises DOJ of both the applicant's eligibility (to use the "de minimis" rate) and its election. If the applicant elects the de minimis method, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. In addition, if this method is chosen, then it must be used consistently for all federal awards until such time as the applicant entity chooses to negotiate a federally approved indirect cost rate.

**Indirect Costs**

+ Add Item X Delete Item

Compute the indirect costs for those portions of the program which allow such costs.

Description	Base	Indirect Cost Rate	Total Cost
No Items			

Indirect Costs Total Cost  
\$0

Additional Narrative

Font Size [Rich Text Editor]

Back

**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

Save Continue

# COPS Office Web-based Budget

## 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.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home Entity Profile Entity Users Entity Documents Applications Federal Forms

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

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%

**1**  
**2**

Training Resources Privacy Policy

Budget Detail Summary View Back

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
- > Performance and Reporting

Save Continue

# COPS Office Web-based Budget

## Budget Summary (Steps 3 – 4)

- 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**.

The screenshot displays the 'Inconsistent Budget Summary and Standard Application Information' dialog box. The dialog contains a table comparing values from the Budget Summary and Standard Applicant Information sections. The table shows discrepancies for Total Project Cost, Federal Funds, Match Amount, and Program Income. Below the table, a question asks if the user wants to update the Standard Applicant Information with the Budget Summary values. Two buttons, 'No' and 'Yes', are provided for selection. A red-alert indicator (a red triangle) is visible on the 'Match Amount' row in the Budget Summary section of the background interface. A callout box points to this indicator, stating: 'MatchAmount: The values in the Budget Summary and Standard Applicant Information sections are not consistent. Click for more details.'

	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?

# COPS Office Web-based Budget

## 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.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Grant Package ( ) **PENDING-DRAFT**

**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
<b>Total per Officer All Years</b>			
\$0			
<b>Total Salary and Benefits</b>			
\$0			

Civilian Personnel  
Travel  
Equipment

Participants (2)

- JohnElectronicBusinessPoc Doe  
Entity Administrator
- justgrants025.applicationsubmitte  
jgitsext  
Application Submitter

**Continue**

# COPS Office Web-based Budget

## 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.

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 is titled "Grant Package ( ) PENDING-DRAFT". It features two sections: "Local Match Progression Table" and "Waiver of Local Match".

**Local Match Progression Table:** This table requires forecasting the recipient's share of grant costs over a three-year period. It includes columns for Year 1, Year 2, Year 3, Total, and Total from Budget. The rows are Local Match, Federal Share, and Total. The Total from Budget is \$0.00.

	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:** This section allows the recipient to request a waiver of the local match requirement. It includes a dropdown menu to select "Yes" or "No", a text field to enter the maximum local match contribution, and a dropdown menu to select "Yes" or "No" for whether to continue to consider the application if the waiver request is not granted.

The right sidebar contains a list of budget categories: 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, and Certify and Submit. The "Local Match Details" category is highlighted with a green box and a green arrow pointing to it.

At the bottom, there is a progress bar with steps: INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW, and AWARDPACKAGEREADY. The "COMPLETE AND SUBMIT" step is currently active. There are "Back", "Save", and "Continue" buttons at the bottom right.

# COPS Office Web-based Budget

## 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.

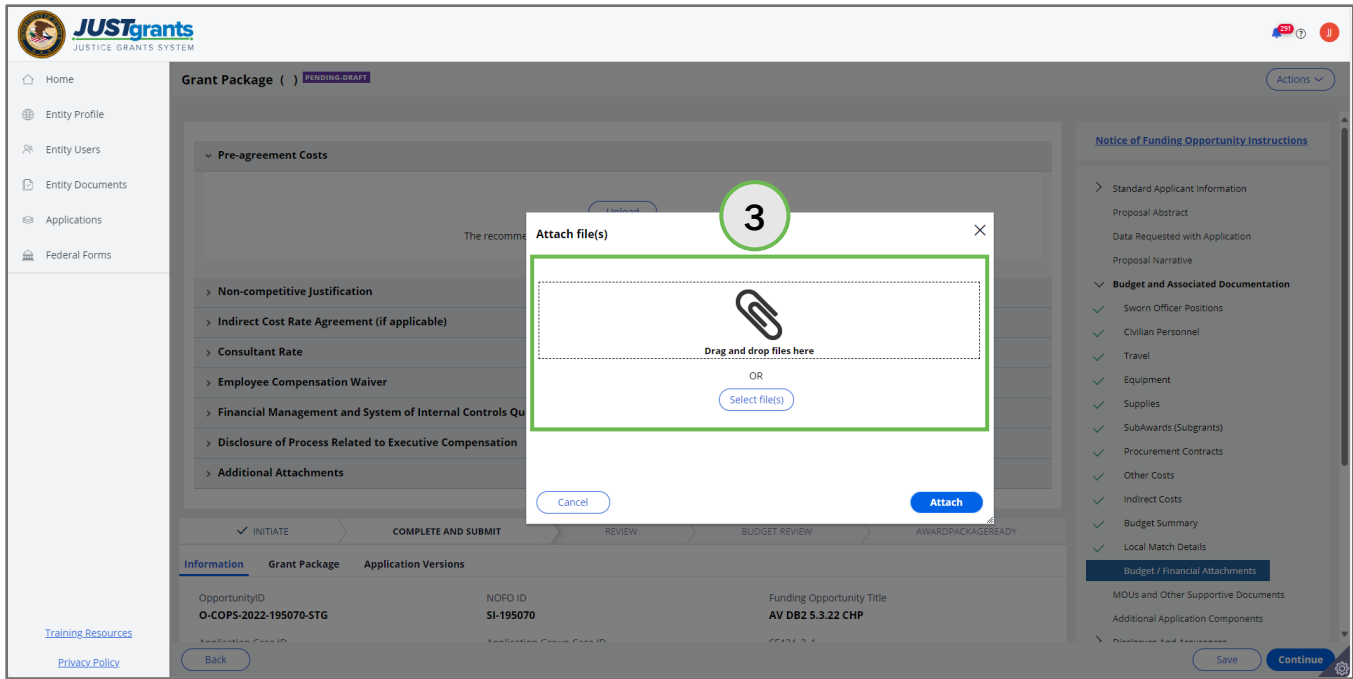
- 1) Select the **Section Title** caret to expand the section and display the **Upload** button.
- 2) Select **Upload** to locate a file on the workstation to attach to the corresponding section. Files that can be uploaded include PDF, Microsoft Word, and Excel.

The screenshot displays the JUSTgrants Justice Grants System 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 list of sections with expandable/collapsible icons (1) and an "Upload" button (2). The sections include: Pre-agreement Costs\*, 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. Below the sections is a progress bar with steps: INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW, and AWARD/PACKAGE READY. The "BUDGET REVIEW" step is currently active. The bottom section displays application details: Opportunity ID O-COPS-2022-195070-STG, NOFO ID SI-195070, and Funding Opportunity Title AV DB2 5.3.22 CHP. The right sidebar shows a list of required attachments under "Notice of Funding Opportunity Instructions", 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), and MOUs and Other Supportive Documents. The "Budget / Financial Attachments" link is highlighted with a green box and an arrow. The bottom of the interface includes a "Back" button, a "Save" button, and a "Continue" button.

# COPS Office Web-based Budget

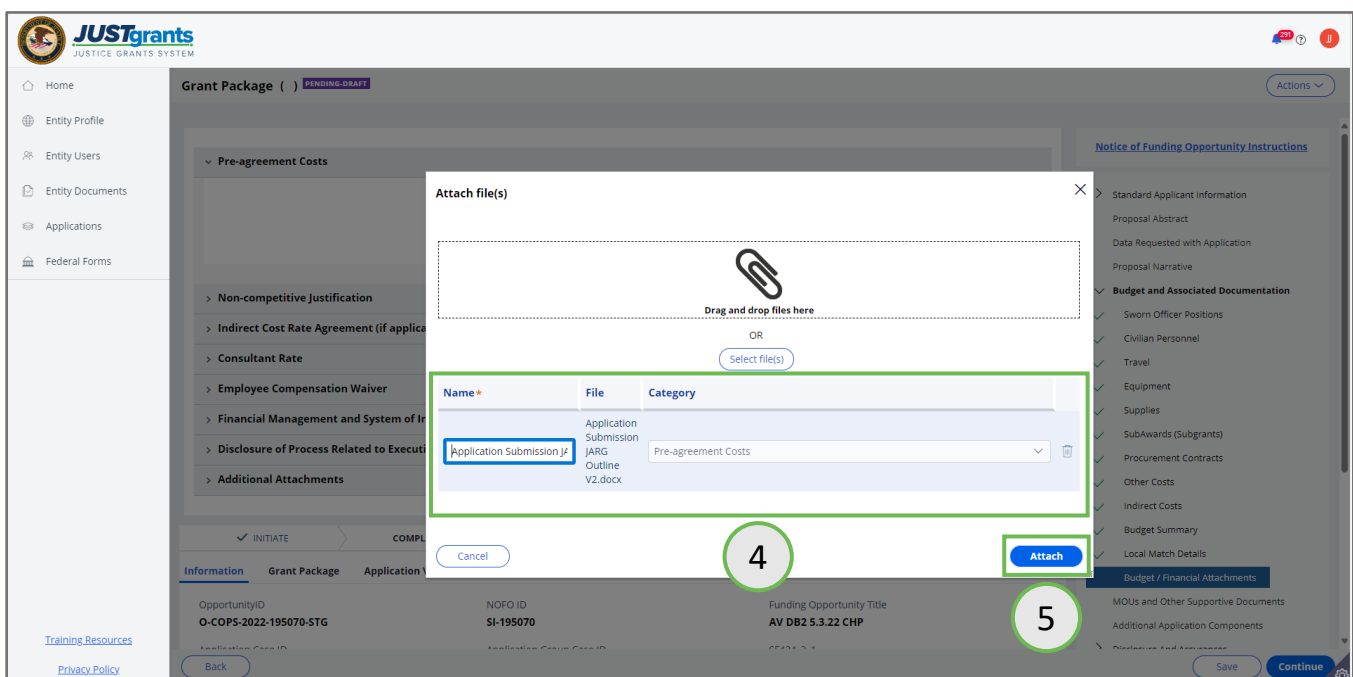
## Budget/Financial Attachments (Steps 3 – 5)

- 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**.



# COPS Office Web-based Budget

## Budget/Financial Attachments (Step 6)

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

The screenshot displays the JUSTgrants web application interface. On the left is a navigation sidebar with links for Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main content area is titled 'Grant Package ( )' with a 'PENDING-DRAFT' status. It contains a list of sections for uploading documents: Pre-agreement Costs, 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. In the center of the upload area, there are two buttons: 'Upload' and 'Profile'. The 'Profile' button is highlighted with a green circle and the number '6'. Below the buttons, a text prompt states: 'The recommended files to upload are PDF, Microsoft Word and Excel.' On the right side, there is a 'Notice of Funding Opportunity Instructions' panel with a checklist of required documents, including 'Budget and Associated Documentation' which is expanded to show items like Sworn Officer Positions, Civilian Personnel, Travel, Equipment, Supplies, SubAwards (Subgrants), Procurement Contracts, Other Costs, Indirect Costs, Budget Summary, Local Match Details, Budget / Financial Attachments (highlighted in blue), MOUs and Other Supportive Documents, and Additional Application Components. At the bottom, there is a progress bar with steps: INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW, and AWARDPACKAGEREADY. Below the progress bar is a table with columns for OpportunityID, NOFO ID, and Funding Opportunity Title. The table contains one row with the following data: OpportunityID: COPS 2023 105070, NOFO ID: 21 105070, and Funding Opportunity Title: BUDGET 2023 CUP. At the bottom right, there are 'Save' and 'Continue' buttons.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home Entity Profile Entity Users Entity Documents Applications Federal Forms

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

> Pre-agreement Costs  
> Non-competitive Justification  
v Indirect Cost Rate Agreement (if applicable)  
The recommended files to upload are PDF, Microsoft Word and Excel.  
> 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

Upload  
Profile

6

Notice of Funding Opportunity Instructions

> Standard Applicant Information  
Proposal Abstract  
Data Requested with Application  
Proposal Narrative  
v 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

INITIATE COMPLETE AND SUBMIT REVIEW BUDGET REVIEW AWARDPACKAGEREADY

Information Grant Package Application Versions

OpportunityID	NOFO ID	Funding Opportunity Title
COPS 2023 105070	21 105070	BUDGET 2023 CUP

Back

Save Continue

# COPS Office Web-based Budget

## 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**.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home  
Entity Profile  
Entity Users  
Entity Documents  
Applications  
Federal Forms

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

> 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	Uploaded
<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  
COPS 3033 48570 ETC 61 48570 SUPP E 3 33 CUP

Back Save Continue

Training Resources  
Privacy Policy

Budget / Financial Attachments  
MOUs and Other Supportive Documents  
Additional Application Components  
Release and Release

# COPS Office Web-based Budget

## 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.

The screenshot displays the JUSTgrants Justice Grants System interface. The top navigation bar includes the JUSTgrants logo and a 'Grant Package ( )' status indicator. The left sidebar contains links for Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main content area shows a list of attachments to 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, with a note stating: 'The recommended files to upload are PDF, Microsoft Word and Excel.' The right-hand panel displays a checklist of required documents, 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 (highlighted with a green circle and the number 9), MOUs and Other Supportive Documents, and Additional Application Components. At the bottom, a progress bar shows the current step as 'BUDGET REVIEW'.