

Enter Web-Based Budget

Overview (COPS Office Applications)



In most cases, the COPS Office 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 solicitation requirements. For example, the COPS Hiring Program only allows Sworn Officer costs to be entered. 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 solicitation guidelines regarding allowable costs for the respective programs.

NOTE: Use the **Save** button frequently since JustGrants does not autosave work. Use the **Continue** button to move to the next section. The **Continue** button executes a validation check, which is not performed using the navigation menu.

Home

Entity Profile

Entity Users

Entity Documents

Applications

Federal Forms

Training Resources

Privacy Policy

Grant Package (00804898) PENDING-DRAFT Due November 30, 2024 12:35:00 PM EST

Instructions

Base Salary and Fringe Benefits for Sworn Officer

Sworn Officer

Position

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			
Salary per Officer			
Total per Officer	\$0.00	\$0.00	\$0.00
Total per Officer All Years			
\$0			
Total Salary and Benefits			
\$0			

Back

Save

Continue

Solicitation Instructions

Standard Applicant Information

Proposal Abstract

Proposal Narrative

Budget and Associated Documentation

Sworn Officer Positions

Civilian Personnel

Travel

Equipment

Supplies

SubAwards (Subgrants)

Procurement Contracts

Other Costs

Indirect Costs

Budget Summary

Budget / Financial Attachments

MOUs and Other Supporting Documents

Enter Web-Based Budget

Step 1: Adding Sworn Officer



- 1) Select **Sworn Officer** and enter the position information and number of officers being requested with the application.

NOTE: The salary and fringe benefit information will be entered per officer, and then the system will be multiplied by the number of officers to arrive at the total sworn officer cost.

JUSTgrants
JUSTICE GRANTS SYSTEM

Home

Entity Profile

Entity Users

Entity Documents

Applications

Federal Forms

Training Resources

Privacy Policy

Grant Package (00804898) PENDING-DRAFT Due: November 30, 2024 12:35:00 PM EST

Instructions

Base Salary and Fringe Benefits per Sworn Officer

Sworn Officer

Position

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			
Salary per Officer			
Total per Officer	\$0.00	\$0.00	\$0.00
Total per Officer All Years			
\$0			
Total Salary and Benefits			
\$0			

Solicitation Instructions

Standard Applicant Information

Proposal Abstract

Proposal Narrative

Budget and Associated Documentation

Sworn Officer Positions

Civilian Personnel

Travel

Equipment

Supplies

SubAwards (Subgrants)

Procurement Contracts

Other Costs

Indirect Costs

Budget Summary

Budget / Financial Attachments

MOUs and Other Supportive Documents

Back

Save

Continue

Enter Web-Based Budget

Steps 2 – 3: Adding Sworn Officer

Application Budget



JUSTgrants
JUSTICE GRANTS SYSTEM

- 2) Select the caret for the **Salary per Officer** section. Enter the annual salary per Officer for each of the three years of the program.
- 3) Select the caret for the **Fringe Benefits per Officer** section to enter fringe benefit data. If a particular element listed does not apply to Sworn Officers in your organization, select **Exempt** under the sub-heading. Applicable 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 for each category. Any fringe benefit elements not specifically listed can be entered in the "Other Benefit" sections. The system will auto-calculate the total fringe benefit amounts per officer based on these inputs.

Grant Package (00804898) PENDING-DRAFT Due November 30, 2024 12:35:00 PM EST

Salary per Officer		Year 1	Year 2	Year 3
Salary		\$	\$	\$

Fringe Benefits per Officer		Year 1	Year 2	Year 3
Social Security				
<input type="radio"/> Exempt				
<input checked="" type="radio"/> 6.2%				
<input type="radio"/> Fixed Rate	6.20%			
Medicare				
<input type="radio"/> Exempt				
<input checked="" type="radio"/> 1.45%				
<input type="radio"/> Fixed Rate	1.45%			
Health Insurance				
<input checked="" type="radio"/> Exempt				
<input type="radio"/> Fixed Rate				
<input type="radio"/> Fixed Amount				

Participants (2)

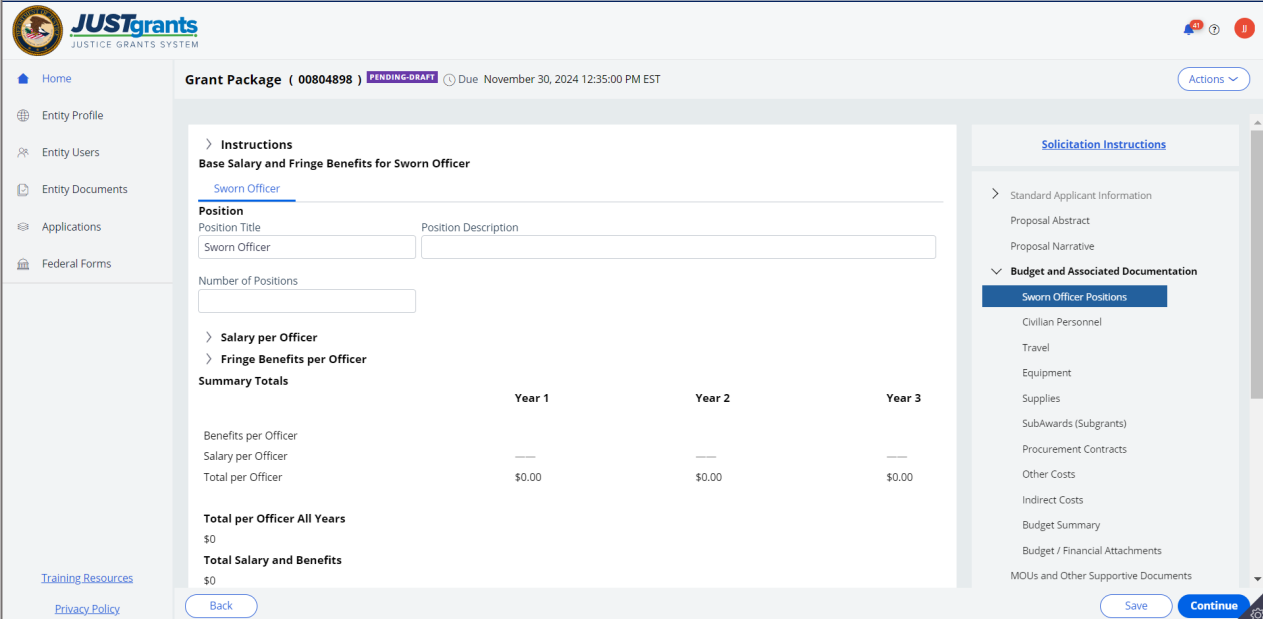
JohnElectronicBusinessPoc Doe

Save Continue

Enter Web-Based Budget

Steps 4 – 5: Adding Sworn Officer

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



The screenshot displays the JUSTgrants web application interface. The top navigation bar includes the JUSTgrants logo and the text 'JUSTICE GRANTS SYSTEM'. The main content area is titled 'Grant Package (00804898)' and shows a 'PENDING-DRAFT' status with a due date of 'November 30, 2024 12:35:00 PM EST'. The left sidebar contains a menu with options: Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main content area is divided into two sections: 'Instructions' and 'Solicitation Instructions'. The 'Instructions' section is currently active and shows the 'Base Salary and Fringe Benefits for Sworn Officer' form. This form includes fields for 'Position Title' (Sworn Officer), 'Position Description', and 'Number of Positions'. Below these fields are links for 'Salary per Officer' and 'Fringe Benefits per Officer'. The 'Summary Totals' section displays a table with columns for 'Year 1', 'Year 2', and 'Year 3'. The table shows the following values:

	Year 1	Year 2	Year 3
Benefits per Officer	—	—	—
Salary per Officer	—	—	—
Total per Officer	\$0.00	\$0.00	\$0.00
Total per Officer All Years	\$0		
Total Salary and Benefits	\$0		

The 'Solicitation Instructions' section on the right lists various categories: Standard Applicant Information, Proposal Abstract, Proposal Narrative, Budget and Associated Documentation, Sworn Officer Positions, Civilian Personnel, Travel, Equipment, Supplies, SubAwards (Subgrants), Procurement Contracts, Other Costs, Indirect Costs, Budget Summary, Budget / Financial Attachments, and MOUs and Other Supportive Documents. The 'Sworn Officer Positions' category is currently selected. At the bottom of the form, there are 'Back' and 'Continue' buttons.

Enter Web-Based Budget

Steps 6 – 9: Adding Civilian Personnel



- 6) In the **Civilian Personnel, Position** section, enter the Position Title and Description for the first position.
- 7) Enter the Number of Positions (i.e., the number of personnel on the project for that position).
- 8) If additional positions are needed, select either the **Copy Position** or **Add Position** buttons. Either option creates another position displayed as a tab at the top of the page. The Copy Position takes all data from the previous position and copies to a new one. This option may be best if the fringe benefits of the new position are the same or similar as the previous. In that case, enter the fringe benefit data first, then select copy.
- 9) After adding a new Position, enter the Position Title, Description, and number of Positions.

Grant Package (00804898) **PENDING DRAFT** Due November 30, 2024 12:35:00 PM EST

Instructions
[Copy Position](#) [Add Position](#)

Civilian Position 1

Position
Position Title
Civilian Position 1
Position Description

Number of Positions

Salary
Salary
Allocated Salary
% Time 100%
Year 2 \$ % Time 100%
Year 3 \$ % Time 100%

Fringe Benefits
Social Security
☐ Exempt
☒ 6.2%
☐ Fixed Rate 6.20%
Medicare
☐ Exempt
☒ 1.45%
☐ Fixed Rate 1.45%
Health Insurance
☒ Exempt
☐ Fixed Rate
☐ Fixed Amount
Life Insurance
☒ Exempt
☐ Fixed Rate

Participants (2)
ID JohnElectronicBusinessPoc Doe Entity Administrator
ID Justgrants026.applicationsubmitte Application Submitter

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

Enter Web-Based Budget

Steps 10 – 11: Adding Civilian Personnel

Application Budget



JUSTgrants
JUSTICE GRANTS SYSTEM

For each Position tab, enter the Salary and Fringe Benefits information as follows:

- 10) Select the caret for the **Salary** section. Enter the annual salary for the position and the percentage of time spent on the program for each year of the award.
- 11) Select the caret for the **Fringe Benefits** section to enter fringe benefit data. If a particular element listed does not apply to the position, select Exempt. Applicable 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" sections. The system will auto-calculate the total fringe benefit amounts per position based on these inputs.

The screenshot displays the JUSTgrants application interface. A sidebar on the left contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main content area is titled 'Civilian Position 1' and includes an 'Add Position' button. A green box highlights the 'Instructions' section, which provides detailed guidance on entering position data and fringe benefits. Below this, the 'Salary' section is highlighted with a green box and labeled '10'. It contains input fields for 'Year 1', 'Year 2', and 'Year 3' salary and percentage of time. The 'Fringe Benefits' section is highlighted with a green box and labeled '11'. It includes a 'Summary Totals' table with columns for 'Year 1', 'Year 2', and 'Year 3'. A right-hand sidebar lists various application components, with 'Civilian Personnel' selected. At the bottom, there are 'Back', 'Save', and 'Continue' buttons.

Instructions

Please list any civilian or non-sworn positions required. Please provide a specific description for each position, and explain how the position supports the project goals and objectives outlined in your application. Please provide the base salary and fringe benefits for each civilian personnel salary and benefits package. Salaries of personnel are costs based on the percentage of time spent (FTE) working directly on the project. Please refer to the solicitation for information about allowable and unallowable fringe benefits for civilian and non-sworn personnel under the program to which your agency is applying. 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.

Salary

	Year 1	Year 2	Year 3
Salary	\$	\$	\$
% Time	100%	100%	100%

Fringe Benefits

	Year 1	Year 2	Year 3
Allocated Salary	---	---	---

Summary Totals

	Year 1	Year 2	Year 3
Benefits			

Enter Web-Based Budget

Steps 12 – 13: Adding Civilian Personnel

Application Budget



JUSTgrants
JUSTICE GRANTS SYSTEM

12) View the **Summary Totals** section. Verify the total salary and benefits per position per year. Verify the Total per Position for All Years and the Total Salary and Benefits (which is the Total of all Civilian Personnel positions entered).

13) Select Continue to go to the next budget category section.

NOTE: Notice the caret to the left of the word **Instructions**. Select this caret to open specific guidance on what to enter in this budget category.

The screenshot displays the JUSTgrants web-based budget application interface. On the left is a navigation sidebar with links: Home, Entity Profile, Entity Users, Entity Documents, Applications, Federal Forms, Training Resources, and Privacy Policy. The main content area is titled 'Civilian Position 1' and includes a 'Position' section with fields for 'Position Title' (filled with 'Civilian Position 1') and 'Position Description'. Below this is a 'Salary' section with a table for entering salary data for Year 1, Year 2, and Year 3. The table has columns for '\$' (Salary) and '% Time' (FTE). For each year, the '% Time' is set to 100%. Below the salary table is a 'Summary Totals' section with columns for Year 1, Year 2, and Year 3, and a 'Benefits' section. A green box highlights the 'Instructions' section at the top, which provides detailed guidance on entering civilian personnel data. Another green box highlights the 'Salary' table. A third green box highlights the 'Continue' button at the bottom right. A red circle with the number '12' is placed over the 'Salary' table, and another red circle with the number '13' is placed over the 'Continue' button.

Instructions

Please list any civilian or non-sworn positions required. Please provide a specific description for each position, and explain how the position supports the project goals and objectives outlined in your application. Please provide the base salary and fringe benefits for each civilian personnel salary and benefits package. Salaries of personnel are costs based on the percentage of time spent (FTE) working directly on the project. Please refer to the solicitation for information about allowable and unallowable fringe benefits for civilian and non-sworn personnel under the program to which your agency is applying. 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.

Civilian Position 1

Position

Position Title: Civilian Position 1

Position Description:

Number of Positions:

Salary

	Year 1	Year 2	Year 3
Salary	\$	\$	\$
% Time	100%	100%	100%

Allocated Salary: —

Summary Totals

	Year 1	Year 2	Year 3
Benefits			

Instructions

Summary Totals

Back

Save

Continue

Enter Web-Based Budget

Steps 18 – 21: Equipment

Application Budget



JUSTgrants
JUSTICE GRANTS SYSTEM

- 18) Select the **Instructions** caret to view the guidance for the **Equipment Budget Category**.
- 19) Enter each expense line separately as shown in this example.
- 20) Enter the calculations used to reach the budget line items in the **Additional Narrative** text box.
- 21) Select **Continue** to open the next budget category.

18

19

20

Instructions
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 "Contractor" 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
Equipment Item # of Items Cost Total Cost
1 Body Camera System 1 25495.00 \$25,495.00
Equipment Total Cost \$25,495

Additional Narrative
Priced the Titan Body Camera Complete Body Camera System for Public Security, EMS

Participants (2)
JohnElectronicsBusinessPoc.Doe Entry Administrator
justgrants026.applicationsubmitter Ignited Application Submitter

Navigation: INITIATE COMPLETE AND SUBMIT REVIEW BUDGET REVIEW AWARD PACKAGE READY

Buttons: Back Continue Save

Enter Web-Based Budget

Steps 34 – 37: Other Costs

Application Budget



JUSTgrants
JUSTICE GRANTS SYSTEM

- 34) Select the caret for **Instructions** to view the guidance for the **Other Costs Budget Category**.
- 35) Enter each line of expense separately as shown in this basic example.
- 36) Enter the calculations used to reach the budget line items in the **Additional Narrative** text box.
- 37) Select **Continue** to open the next budget category.

Grant Package (00804898) **PENDING GRANT** Due: November 30, 2024 12:35:00 PM EST

Instructions
Procurement contracts (see "Contract" definition at 2 CFR 200.11) 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 days), 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

Item	Description	Consultant	Country	State/U.S. Territory	City	Total Cost
1		Nov	United States	Test		

Procurement Cost: \$0
Consultant Travel Required: No

Additional Narrative

Participants (2)

- john@electronicbusinesspoc.doe Entry Administrator
- justgrants@25.applicationsubmitter.gov Application Submitter

Continue

Enter Web-Based Budget

Steps 38 – 41: Indirect Cost Category

Application Budget



JUSTgrants
JUSTICE GRANTS SYSTEM

- 38) Select the **Instructions** caret to view the guidance for the **Indirect Costs** Budget Category.
- 39) Enter each expense line separately as shown in this basic example.
- 40) Enter the calculations used to reach the budget line items in the **Additional Narrative** text box.
- 41) 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.

- 1) Questions regarding specific instructions on a category should be addressed by reviewing the solicitation guidance, or by consulting the [DOJ Grants Financial Guide](#).
- 2) If the Entity Administrator has added the indirect cost rate agreement to the entity library, use the upload feature to search the library for the agreement.

Grant Package (00804898) ENDING SOON Due: November 30, 2024 12:35:00 PM EST

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 cognate 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" rates 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

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

Description	Base	Indirect Cost Rate	Total Cost
1			\$0.00

Indirect Costs Total Cost

Additional Narrative

Post

Back

INITIATE COMPLETE AND SUBMIT REVIEW BUDGET REVIEW AWARD PACKAGE READY

Continue

Budget Summary

Steps 42 – 43: Match and Program Income

Application Budget



JUSTgrants
JUSTICE GRANTS SYSTEM

- 42) Enter the local Match portion of the total project cost if requested or required. **The Federal Funds portion will automatically recalculate to reduce by the Match Amount entered.**
- 43) Enter the projected Program Income portion of the total project cost, if requested or required (this is rare for COPS Office programs). **The Federal Funds portion will automatically recalculate to reduce by the Match Amount entered.**

NOTE: Some COPS solicitations 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.

Grant Package (00804898) PENDING DRAFT Due: November 30, 2024 12:35:00 PM EST

Budget Category	Total Cost
Sworn Officer Positions:	\$0
Civilian or Non-Sworn Personnel:	\$372,470
Travel:	\$2,220
Equipment:	\$25,495
Supplies:	\$258
SubAwards:	\$0
Procurement Contracts:	\$0
Other Costs:	\$0
Total Direct Costs:	\$400,443
Indirect Costs:	\$0
Total Project Costs:	\$400,443 ▲
Federal Funds:	\$400,443 ▲ 100.00%
Match Amount:	\$ 0 0.00%
Program Income:	\$ 0 0.00%

Budget Detail Summary View

Budget Category
Sworn Officer
Civilian Personnel
Travel
Equipment
Supplies
SubAwards
Procurement Contracts

Solicitation Instructions

- Standard Applicant Information
- Proposal Abstract
- Proposal Narrative
- Budget and Associated Documentation**
- Sworn Officer Positions
- Civilian Personnel
- Travel
- Equipment
- Supplies
- SubAwards (Subgrants)
- Procurement Contracts
- Other Costs
- Indirect Costs
- Budget Summary**
- 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
- JB Justgrants026.applicationsubmitter jgibext Application Submitter

Back Save Continue

Budget Summary

Steps 44 – 45: Inconsistent Budget Summary and Standard Application Information



- 44) If there is a red triangle on the **Budget Category** section of the **Budget Summary**, this indicates a data entry mis-match. Hover over the red triangle to reveal the specific error.
- 45) Select the triangle 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:
- 1) Select **Yes** to automatically update the **Standard Applicant Information** section to match the **Budget Summary**, or
 - 2) 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 JUSTgrants application interface. A modal window titled "Inconsistent Budget Summary and Standard Application Information" is open, showing a comparison table between the Budget Summary and Standard Applicant Information. The table highlights discrepancies in 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 values from the Budget Summary, with "No" and "Yes" buttons.

	Budget Summary	Standard Applicant Information
Total Project Cost	400443.00	1000.0
Federal Funds	400443.00	1000.0
Match Amount	0.00	0.0
Program Income	0.00	0.0

Would you like to update the Standard Applicant Information section with the values from the Budget Summary?

The background interface shows the "Budget Summary" section with a table of budget items. A red triangle icon is visible next to the "Total Project Cost" value of \$400,443. A green circle with the number "45" is overlaid on the interface, pointing to the red triangle icon.

Budget Summary

Steps 46 – 49: Budget Detail Summary View

Application Budget



JUSTgrants
JUSTICE GRANTS SYSTEM

- 46) Navigate to the **Budget Detail Summary View**.
- 47) Select the caret for each **Budget Category** to view individual line items.
- 48) 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.
- 49) Select **Continue** to open the next budget category.

Grant Package (00804898) PENDING DRAFT Due: November 30, 2024 12:35:00 PM EST

Budget Detail Summary View

Budget Categories

- Sworn Officer
 - Base Salary and Fringe Benefits for Sworn Officer**
 - Sworn Officer**
 - Position Title
 - Sworn Officer
 - Number of Positions
 - Salary per Officer
 - Fringe Benefits per Officer

Summary Totals	Year 1	Year 2	Year 3
Benefits per Officer	\$4,207.50	\$4,437.00	\$4,590.00
Salary per Officer	\$55,000.00	\$58,000.00	\$60,000.00
Total per Officer	\$59,207.50	\$62,437.00	\$64,590.00
Total per Officer All Years			
\$186,235			
Total Salary and Benefits			
\$0			

- Civilian Personnel
- Travel
- Equipment
- Supplies
- SubAwards
- Procurement Contracts
- Other Costs
- Indirect Costs

Participants (2)

- JohnElectronicBusinessPoc.Doe Entity Administrator
- justgrants026.applicationsubmitter Jigbert Application Submitter

Progress Bar: INITIATE → **COMPLETE AND SUBMIT** → REVIEW → BUDGET REVIEW → AWARD PACKAGE READY

Buttons: Back, Save, Continue

Budget Summary

Steps 50 – 52: Budget/Financial Attachments

Application Budget



JUSTgrants
JUSTICE GRANTS SYSTEM

- 50) Review the required budget attachments. All required attachments are indicated by a red asterisk in the attachment title field.
- 51) Use the **Upload** button to locate a file on the workstation to attach in the indicated section.

The screenshot displays the JUSTgrants application interface. The top navigation bar includes the JUSTgrants logo and the text "JUSTICE GRANTS SYSTEM". The left sidebar contains a menu with options: Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main content area is titled "Grant Package (00804898) PENDING DRAFT" and shows a due date of "November 30, 2024 12:35:00 PM EST". The central section lists various attachments, including "Pre-agreement Costs (also known as Pre-award 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". A green circle highlights the number "51" and a green rectangle highlights the "Upload" button. The right sidebar contains "Solicitation Instructions" and "Participants (2)". The bottom section shows a progress bar with steps: INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW, and AWARD PACKAGE READY. Below the progress bar, a table displays application details:


Information	Grant Package	Application Versions
OpportunityID O-COPS-2023-186419-STG	SolicitationID SI-186419	Solicitation Title Ash Test COPS
Application Case ID A-453675	Application Group Case ID AG-138098	SF434_2_1
Grant Manager		

At the bottom left, there are links for "Training Resources" and "Privacy Policy". At the bottom right, there are buttons for "Back", "Save", and "Continue".

Budget Summary

Step 52: Budget/Financial Attachments

52) Update the name of the file as needed.



Home

Entity Profile

Entity Users

Entity Documents

Applications

Federal Forms

Grant Package (00804898) PENDING DRAFT Due: November 30, 2024 12:35:00 PM EST

Pre-agreement Costs (also known as Pre-award Costs)

Upload

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

Non-competitive Justification

Indirect Cost Rate Agreement (if applicable)

Consultant Rate

Employee Compensation Waiver

Financial Management and System of Internal Controls Questionnaire (including the System of Internal Controls Questionnaire)

Disclosure of Process Related to Executive Compensation

Additional Attachments

Attach file(s)

Drag and drop files here

or

Select file(s)

Name	File	Category
Supporting Documentat	Supporting Documentation.docx	

Cancel

Attach

INITIATE

COMPLETE AND SUBMIT

REVIEW

BUDGET REVIEW

AWARD PACKAGE READY

Information

Grant Package

Application Versions

OpportunityID
O-COPS-2023-186419-STG

SolicitationID
SI-186419

Solicitation Title
Ash Test COPS

Application Case ID
A-453675

Application Group Case ID
AG-138098

SF424.2.1

Grant Manager

Back

Solicitation Instructions

Standard Applicant Information

Proposal Abstract

Proposal Narrative

Budget and Associated Documentation

Sworn Officer Positions

Civilian Personnel

Travel

Equipment

Supplies

SubAwards (Subgrants)

Procurement Contracts

Other Costs

Indirect Costs

Budget Summary

Budget / Financial Attachments

MOUs and Other Supportive Documents

Additional Application Components

Disclosure And Assurances

Other

Certify and Submit

Participants (2)

JohnElectronicBusinessPoc Doe
Entity Administrator

justgrants026applicationsubmitte
jgboxent
Application Submitter


Save

Continue

Budget Summary

Step 53: Budget/Financial Attachments

53) To attach a file from the JustGrants Entity Documents library, select the **Profile** button.



Home

Entity Profile

Entity Users

Entity Documents

Applications

Federal Forms

Grant Package (00804898) PENDING DRAFT Due: November 30, 2024 12:35:00 PM EST

> Pre-agreement Costs (also known as Pre-award 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*

> Additional Attachments

53

Upload

Profile

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

INITIATE

COMPLETE AND SUBMIT

REVIEW

BUDGET REVIEW

AWARD PACKAGE READY

Information

Grant Package

Application Versions

OpportunityID
O-COPS-2023-186419-STG

SolicitationID
SI-186419

Solicitation Title
Ash Test COPS

Application Case ID
A-453675

Application Group Case ID
AG-138098

SF424.2.1

Solicitation Instructions

> Standard Applicant Information

Proposal Abstract

Proposal Narrative

> Budget and Associated Documentation

> Sworn Officer Positions

Civilian Personnel

Travel

Equipment

Supplies

SubAwards (Subgrants)

Procurement Contracts

Other Costs

Indirect Costs

Budget Summary

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

JB

Justgrants026.applicationsubmitte

jgloext Application Submitter

Save

Continue

Training Resources

Privacy Policy

Budget Summary

Steps 54 – 55: Budget/Financial Attachments

Application Budget



JUSTgrants
JUSTICE GRANTS SYSTEM

54) Select the document(s) to attach by checking the appropriate box.

55) Select the **Attach** button.

Grant Package (00804898) PENDING DRAFT Due: November 30, 2024 12:35:00 PM EST

> Pre-agreement Costs (also known as Pre-award Costs)^{*}

> Non-competitive Justification^{*}

> Indirect Cost Rate Agreement (if applicable)^{*}

54

Select a file from my Entity Profile

<input type="checkbox"/>	Name	Category	Start Date	End Date	Federal Fiscal Year	Notes	Created Date	Uploaded by
<input type="checkbox"/>	Procedural Improvements to Updating JARG.docx	Indirect Cost Rate Agreement (if applicable)					11/28/23	JohnElectronicBusinessPoc Doe
<input type="checkbox"/>	Stage-228583 (1).docx	Indirect Cost Rate Agreement (if applicable)					10/12/23	JohnElectronicBusinessPoc Doe
<input type="checkbox"/>	CWC_OS_241812.docx	Indirect Cost Rate Agreement (if applicable)					10/12/23	JohnElectronicBusinessPoc Doe
<input checked="" type="checkbox"/>	CWC_OS_241812.docx	Indirect Cost Rate Agreement (if applicable)					10/12/23	JohnElectronicBusinessPoc Doe
<input type="checkbox"/>	UTR_232401 (1).docx	Indirect Cost Rate Agreement (if applicable)					10/12/23	JohnElectronicBusinessPoc Doe
<input type="checkbox"/>	CWC_OS_241812.docx	Indirect Cost Rate Agreement (if applicable)					10/12/23	JohnElectronicBusinessPoc Doe
<input type="checkbox"/>	Data Creation_updated (1).docx	Indirect Cost Rate Agreement (if applicable)					10/12/23	JohnElectronicBusinessPoc Doe
<input type="checkbox"/>	QA-236487 (1).docx	Indirect Cost Rate Agreement (if applicable)					10/12/23	JohnElectronicBusinessPoc Doe
<input type="checkbox"/>	CWC_OS_241812.docx	Indirect Cost Rate Agreement (if applicable)					10/12/23	JohnElectronicBusinessPoc Doe
<input type="checkbox"/>	QA-237295 (1).docx	Indirect Cost Rate Agreement (if applicable)					10/12/23	JohnElectronicBusinessPoc Doe

55

Grant Package **Application Versions**

OpportunityID
O-COPS-2023-186419-STG

Application Case ID
A-453675

SolicitationID
SI-186419

Application Group Case ID
AG-138098

Solicitation Title
Ash Test COPS

SF424.2.1

Budget Summary

Step 56: Budget/Financial Attachments

Application Budget



JUSTgrants
JUSTICE GRANTS SYSTEM

- 56) Continue attaching files until all the required files have been included in the budget.
- 57) Select the **Continue** button to continue entering data in the application.
- 58) Return to the [Application Submission Job Aid Reference Guide](#) for continued guidance on entering data into the application.

The screenshot displays the JUSTgrants application interface. The top header shows the JUSTgrants logo and the text "JUSTICE GRANTS SYSTEM". 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 (00804898) PENDING DRAFT" with a due date of "November 30, 2024 12:35:00 PM EST". Below this, there are several sections for uploading documents, each with an "Upload" button and a note: "The recommended files to upload are PDF, Microsoft Word and Excel." The sections are: Pre-agreement Costs (also known as Pre-award 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. The bottom of the main content area shows a progress bar with steps: INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW, and AWARD PACKAGE READY. The right sidebar contains "Solicitation Instructions" and a list of required documents: Standard Applicant Information, Proposal Abstract, Proposal Narrative, Budget and Associated Documentation, Sworn Officer Positions, Civilian Personnel, Travel, Equipment, Supplies, SubAwards (Subgrants), Procurement Contracts, Other Costs, Indirect Costs, Budget Summary, and Budget / Financial Attachments. The "Budget / Financial Attachments" section is highlighted. Below this, there are links for "Participants (2)", "MOUs and Other Supportive Documents", "Additional Application Components", "Disclosure And Assurances", "Other", and "Certify and Submit". A large green circle with the number "57" is overlaid on the "Continue" button in the bottom right corner.