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.
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.
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.
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.
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.
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.

**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.
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.
14) Select the **Instructions** caret to view the guidance for the **Travel Budget Category**.

15) Enter each expense line separately as shown in this example.

16) Enter the calculations used to reach the budget line items in the **Additional Narrative** text box.

17) Select **Continue** to open the next budget category.
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.
22) Select the **Instructions** caret to view the guidance for the **Supplies** Budget Category.

23) Enter each expense line separately as shown in this example.

24) Enter the calculations used to reach the budget line items in the **Additional Narrative** text box.

25) Select **Continue** to open the next budget category.
26) Select the **Instructions** caret to view the guidance for the **SubAwards (Subgrants)** Budget Category.

27) Enter each expense line separately as shown in this example.

28) Enter the calculations used to reach the budget line items in the **Additional Narrative** text box.

29) Select **Continue** to open the next budget category.
30) Select the **Instructions** caret to view the guidance for the **Procurement Contracts** Budget Category.

31) Enter each expense line separately as shown in this example.

32) Enter the calculations used to reach the budget line items in the **Additional Narrative** text box.

33) Select **Continue** to open the next budget category.
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.
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.
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.
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.
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.
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.
52) Update the name of the file as needed.
53) To attach a file from the JustGrants Entity Documents library, select the **Profile** button.
54) Select the document(s) to attach by checking the appropriate box.

55) Select the **Attach** button.
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.