



Office of Justice Programs (OJP) Attachment Budget

Job Aid Reference Guide

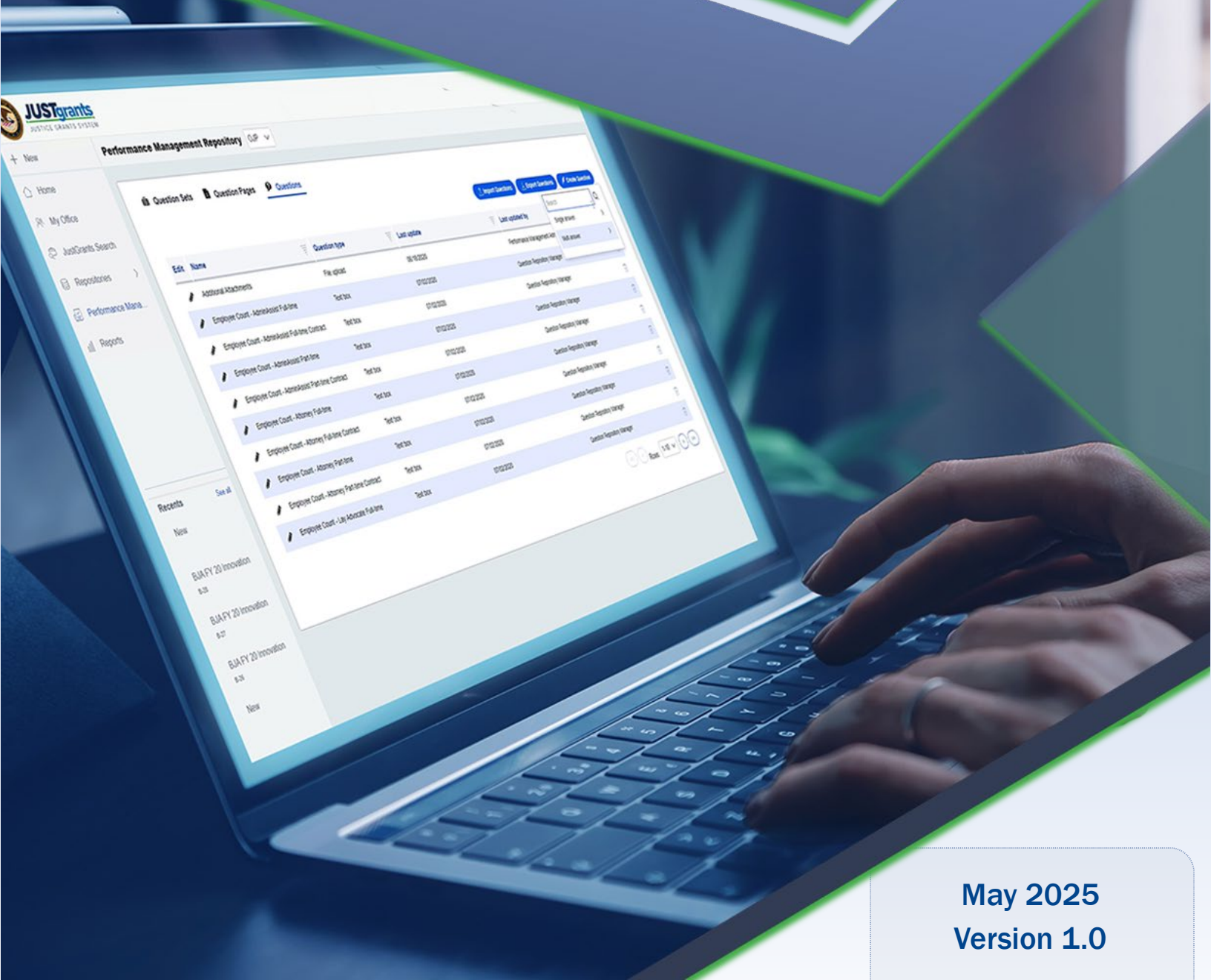


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Introduction and Overview



How to Use this Guide

This JARG utilizes a Table of Contents with links to each chapter. In addition, a link has been included on each page to help the user quickly return to the Table of Contents.



Select the **Home** icon to return to the Table of Contents.

IMPORTANT

- The system **does not** auto save work.
- A warning message displays after ten (10) minutes of inactivity (per security requirements).
- Users are automatically logged out if they are inactive for 15 minutes (per security requirements).
- Unsaved work **will not be** saved at logout.step.

Overview

The Office of Justice Programs (OJP) offers funding opportunities each year. One of the critical documents requested in the application is the budget worksheet and narrative.

Procedural Guidance

OJP policy guidance on the budget preparation can be found on the OJP Grant Application Resource website: <https://www.ojp.gov/funding/apply/ojp-grant-application-resource-guide#budget-prep>.

The Notification for Funding Opportunity (NOFO) includes specific policy guidance, so review the NOFO's Budget and Associated Documentation section for specific requirements defined by statute or OJP.



Office of Justice Programs (OJP) Attachment Budget Attachments

OJP Attachment Budget Attachments

OJP Attachments

To determine the necessary attachments, refer to the relevant NOFO guidelines. Below is the list of common budget attachments requested by the application.

Budget Documents to Attach	OJP Resource Guide Links
Budget Worksheet and Budget Narrative	OJP Grant Application Resource Guide Office of Justice
Guidance: Generally, this is a required document for applications submitting a manual budget.	
Pre-agreement Costs	OJP Grant Application Resource Guide Office of Justice Programs
Guidance: If applicable, attach a document requesting pre-agreement cost approval. OJP does not typically approve pre-agreement costs.	
Indirect Cost Rate Agreement (if applicable)	OJP Grant Application Resource Guide Office of Justice Programs
Guidance: If applicable, attach a current approved Indirect Cost Rate.	
Disclosure of Process Related to Executive Compensation	OJP Grant Application Resource Guide Office of Justice Programs
Guidance: If applicable, attach the Disclosure of Process Related to Executive Compensation.	

OJP Attachment Budget Attachments (cont.)

OJP Attachments

Budget Documents to Attach	OJP Resource Guide Links
Consultant Rate	See the DOJ Grants Financial Guide 2024 for information on consultant rates that require prior approval from OJP.
Guidance: If applicable, attach a document requesting prior approval.	
Employee Compensation Waiver	DOJ Grants Financial Guide 2024
Guidance: If applicable, attach a document for the Employee Compensation Wavier requesting prior approval.	
Additional Attachments	OJP Grant Application Resource Guide Office of Justice Programs
Guidance: Attach any additional budget documents in the Additional Attachment section.	
NOTE: It is recommended to select the Additional Attachment caret to see if there are additional requested items within this section.	



Office of Justice Programs (OJP) Attachment Budget



OJP Attachment Budget

Steps 1 – 4

Documentation

- 1) Select the caret to expand and display the **Budget and Associated Documentation** section of the application.
- 2) Select the **Budget/Financial Attachments** caret to expand and display the section. Each category on the page requires a specific document to be uploaded.
- 3) Select the caret to expand and view the corresponding category from which a document is to be uploaded. In this example, the **Budget Worksheet and Budget Narrative** category is expanded and displayed.
- 4) Select **Upload**.

NOTE: This category is defined by the NOFO, so a different listing of budget attachments requested with the application may be seen than what is displayed below. Refer to the NOFO for specific documents that should be or are required to be attached.

The screenshot displays the JUSTgrants application interface. The top navigation bar includes the JUSTgrants logo and a sidebar with links to Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main content area shows the 'Grant Package (00820534)' in a 'PENDING-DRAFT' status, with a warning that the deadline has passed. The 'Budget Worksheet and Budget Narrative' section is expanded, showing a table of attachments. The 'Upload' button is highlighted. The right sidebar shows the 'Budget and Associated Documentation' section, with 'Budget / Financial Attachments' selected. The bottom of the page includes a 'Back' button and a 'Continue' button.

Grant Package (00820534) **PENDING-DRAFT** Comp # (C-BJA-2024-194903-STG) Due: October 31, 2024 12:59:00 PM EDT

⚠ The deadline for this application has passed

This CTAS application is applying for: PA#2.

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Budget Worksheet and Budget Narrative

4

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

Name	Category	Created by	Date Added
Individual_SF424B-V1.1 - Copy \$282\$29.docx	Budget Worksheet	justgrants025.applicationsubmitter jgitstxt	12/09/2024

2

1

Budget and Associated Documentation

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

Back **Save** **Continue**

OJP Attachment Budget

Step 5

Drag and Drop

- 5) Either drag and drop the file into the large text box or use **Select file(s)** to attach the document.

The screenshot displays the JUSTgrants system interface. On the left is a navigation sidebar with links to Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main content area shows a 'Grant Package (00820534)' in 'PENDING-DRAFT' status, with a warning that the deadline has passed. The 'Budget Worksheet and Budget Narrative' section is active, showing a table with columns for Name, Category, and a document icon. A document titled 'Individual_SF424B-V1.1 - Copy \$282\$29.docx' is listed under the 'Budget Worksheet' category. A modal dialog box titled 'Attach file(s)' is open in the center, featuring a large dashed box for dragging files, a paperclip icon, and the text 'Drag and drop files here'. Below this, there is an 'OR' separator and a 'Select file(s)' button. At the bottom of the dialog are 'Cancel' and 'Attach' buttons. The number '5' is circled in green above the dialog box. On the right side of the interface, there is a 'Notice of Funding Opportunity Instructions' section with a checklist of items, and a 'Participants (2)' section listing 'JohnElectronicBusinessPoc Doe' as an 'Entity Administrator'. At the bottom right, there are 'Save' and 'Continue' buttons.

OJP Attachment Budget

Step 6

Drag and Drop

6) Locate the file on the workstation or shared drive.

The screenshot displays the JUSTgrants application interface. The sidebar on the left contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main content area shows a 'Grant Package (00820534)' with a 'PENDING-DRAFT' status and a deadline of 'October 31, 2024 12:59:00 PM EDT'. A red warning message states 'The deadline for this application has passed'. A green circle highlights the number '6' in the top right corner of the main content area. A file explorer window is open, showing the 'Downloads' folder. The file list includes:

Name	Date modified	Type	Size
Today			
EX_AS_QRG_ABM_COPS-Web-Based Budget_2.0_D	12/9/2024 9:22 AM	Microsoft PowerPoint P...	
Last week			
Doc_Issue1_GAA_ISS-85395	12/3/2024 10:42 AM	Microsoft Word Docum...	
Last month			
Financial_Monitoring_1st_Review_20241126T220814.60...	11/26/2024 4:09 PM	Microsoft Excel Worksh...	
Ext App Submission QC Report - AL 26Nov24	11/26/2024 3:58 PM	Microsoft Word Docum...	
Individual_SF424B-V1.1 - Copy (5)	11/25/2024 3:39 PM	Text Document	
Individual_SF424B-V1.1 - Copy (2)	11/25/2024 3:37 PM	Text Document	
Individual_SF424B-V1.1 - Copy (3)	11/25/2024 3:37 PM	Text Document	

The 'Attach' button is visible in the bottom right corner of the file explorer window. The right sidebar contains a 'Notice of Funding Opportunity Instructions' section with a list of items: CTAS Selection, CTAS Standard Applicant Information, Proposal Abstract, Tribal Community & Justice Profile, Data Requested with Application, Proposal Narrative, Budget and Associated Documentation, Budget / Financial Attachments, MOUs and Other Supportive Documents, Additional Application Components, Disclosure And Assurances, Other, and Certify and Submit. The 'Participants (2)' section shows 'JohnElectronicBusinessPoc Doe' as an 'Entity Administrator'.

OJP Attachment Budget

Steps 7 – 8

Update File
Name

- 7) Update the **File Name**, if needed.
- 8) Select **Attach**.
- 9) The uploaded file is displayed in the category from which the upload occurred.

The screenshot displays the JUSTgrants system interface. At the top, the 'Grant Package' details are shown: '00820534' in a 'PENDING-DRAFT' status, with a completion number '(C-BJA-2024-194903-STG)' and a due date of 'October 31, 2024 12:59:00 PM EDT'. A warning message states 'The deadline for this application has passed'. Below this, the application is identified as 'PA#2'.

The main content area shows a list of categories under 'Budget Worksheet and Budget Narrative'. A modal dialog box titled 'Attach file(s)' is open, allowing file uploads. The dialog includes a 'Drag and drop files here' area, a 'Select file(s)' button, and a table for managing attachments. The table has three columns: 'Name*', 'File', and 'Category'. The first row shows the file 'Individual_SF424B-V1.1 - Copy \$282\$29.docx' with the file name 'Individual_SF424B-V1.1 - Copy (3).txt' and the category 'Budget Worksheet'. The 'Attach' button is highlighted with a green box.


On the right side, the 'Notice of Funding Opportunity Instructions' are listed, including 'CTAS Selection', 'CTAS Standard Applicant Information', 'Proposal Abstract', 'Tribal Community & Justice Profile', 'Data Requested with Application', 'Proposal Narrative', 'Budget and Associated Documentation', 'Budget / Financial Attachments', 'MOUs and Other Supportive Documents', 'Additional Application Components', 'Disclosure And Assurances', 'Other', and 'Certify and Submit'. The 'Participants (2)' section shows 'JohnElectronicBusinessPoc Doe' as the 'Entity Administrator'.

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Step 9

Upload

9) The uploaded file is displayed in the category from which the upload occurred.



Home

Entity Profile

Entity Users

Entity Documents

Applications

Federal Forms

Grant Package (00820534) PENDING-DRAFT Comp # (C-BJA-2024-194903-STG) Due: October 31, 2024 12:59:00 PM EDT





The deadline for this application has passed

This CTAS application is applying for: PA#2.

Budget Worksheet and Budget Narrative

Upload

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

	Name Individual_SF424B-V1.1 - Copy \$283\$29.docx	Category Budget Worksheet	Created by justgrants025.applicationsubmitter jgitsext	Date Added 12/09/2024	
	Name Individual_SF424B-V1.1 - Copy \$282\$29.docx	Category Budget Worksheet	Created by justgrants025.applicationsubmitter jgitsext	Date Added 12/09/2024	

Pre-Agreement Cost

Non-competitive Justification

Indirect Cost Rate Agreement

Consultant Rate Justification

Employee Compensation Waiver

Notice of Funding Opportunity Instructions

CTAS Selection

CTAS Standard Applicant Information

Proposal Abstract

Tribal Community & Justice Profile

Data Requested with Application

Proposal Narrative

Budget and Associated Documentation

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

Training Resources

Privacy Policy

Back

Save

Continue

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Home

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Step 10

Linking Existing Documents

Some documents are stored in JustGrants by the **Entity Administrator**. These are documents that are shared by multiple applications and awards such as an Indirect Cost Agreement.

10) Select **Profile** to link an existing entity document from the **Entity Documents** page in JustGrants.

The screenshot shows the JustGrants application interface. The top navigation bar includes the JustGrants logo and a user profile icon. The left sidebar contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main content area displays the 'Grant Package (00820534)' page, which is in a 'PENDING-DRAFT' state. A red banner at the top indicates that the deadline for this application has passed. Below this, a message states that the CTAS application is applying for PA#2. The main content area is divided into two sections: 'Budget Worksheet and Budget Narrative' and 'Pre-Agreement Cost'. The 'Pre-Agreement Cost' section is expanded, showing a list of documents to be uploaded. A green circle with the number 10 highlights the 'Profile' button in the 'Upload' section. The right sidebar contains 'Notice of Funding Opportunity Instructions' and 'Participants (2)'. The bottom of the page features a progress bar with steps: INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW, and AWARDPACKAGEREADY. The 'COMPLETE AND SUBMIT' step is currently active.

OJP Attachment Budget

Steps 11 - 12

Linking
Documents

11) Select the document(s) to link by selecting the box to the left of the **Name** column. Select the top box which will select all boxes.

12) Select **Attach**.

Grant Package (00820534) **PENDING-DRAFT** Comp # (C-BJA-2024-194903-STG) Due: October 31, 2024 12:59:00 PM EDT

⚠ The deadline for this application has passed

This CTAS application is applying for: PA#2.

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	Budget Indirect Cost Rate Agreement			2024		9/26/24	JohnElectr
<input type="checkbox"/>	PRCR_Test.docx	Budget Indirect Cost Rate Agreement					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

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Participants (2)

JD JohnElectronicBusinessPoc Doe Entity Administrator

INITIATE COMPLETE AND SUBMIT REVIEW BUDGET REVIEW AWARDPACKAGEREADY

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Step 13

Linking Documents

13) The file is displayed in the correct category from which the linking occurred.

Grant Package (00820534) PENDING-DRAFT Comp # (C-BJA-2024-194903-STG) Due October 31, 2024 12:59:00 PM EDT

⚠ The deadline for this application has passed

This CTAS application is applying for: PA#2.

> Budget Worksheet and Budget Narrative

> Pre-Agreement Cost

> Non-competitive Justification

> Indirect Cost Rate Agreement

Upload

Profile

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

Name	Category	Created by	Date Added
PRCR_Test.docx	Budget Indirect Cost Rate Agreement	JohnElectronicBusinessPoc Doe	05/31/2023

> Consultant Rate Justification

> Employee Compensation Waiver

> Financial Management Questionnaire (Including applicant disclosure of high-risk status)

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Notice of Funding Opportunity Instructions

- ✓ CTAS Selection
- > CTAS Standard Applicant Information
 - Proposal Abstract
 - Tribal Community & Justice Profile
 - Data Requested with Application
 - Proposal Narrative
- ✓ **Budget and Associated Documentation**
 - 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

Back **Save** **Continue**

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Step 14

Additional Attachments

A NOFO could include additional sections within the **Additional Attachment** section.

14) Select the **Additional Attachment** caret to expand and display additional documents requested by the application.

NOTE: The red asterisk is an indication that the information is required to submit the application. This also applies when a red asterisk appears next to an attachment category. If an attachment is not uploaded, the submission button will remain grayed out (inactive).

The screenshot displays the JUSTgrants application interface. The sidebar on the left contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main content area shows the 'Grant Package (00820534)' with a 'PENDING-DRAFT' status and a due date of October 31, 2024. A red banner indicates that the deadline for this application has passed. The application is for PA#2. The 'Additional Attachments' section is highlighted with a green box, and the number '14' is circled in green next to the 'Additional Attachments' category. The 'Additional Attachments' section includes three categories: 'Financial Management Questionnaire (Including applicant disclosure of)', 'Disclosure of Process Related to Executive Compensation', and 'Additional Attachments'. The 'Additional Attachments' category is expanded, showing three upload sections: 'Budget custom 1', 'Budget custom 2', and 'Budget custom 3'. Each section has an 'Upload' button and a note: 'The recommended files to upload are PDF, Microsoft Word and Excel.' The right sidebar shows the 'Participants (2)' section with two participants: JohnElectronicBusinessPoc Doe (Entity Administrator) and justgrants025.applicationssubmitte (Application Submitter).

OJP Attachment Budget

Steps 15 – 16

Finishing
Attachments

- 15) Continue attaching files until all the required files have been included in the budget.
- 16) Select **Continue** to finish the **Budget/Finance Attachments** section and move on to the next application section.

NOTE: Refer to the [Application Submission Job Aid Reference Guide](#) for continued guidance on entering data into the application.

JUSTgrants
JUSTICE GRANTS SYSTEM

Home Entity Profile Entity Users Entity Documents Applications Federal Forms

Grant Package (00820534) **PENDING-DRAFT** Comp # (C-BJA-2024-194903-STG) Due October 31, 2024 12:59:00 PM EDT Actions

The deadline for this application has passed

This CTAS application is applying for: PA#2.

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Budget Worksheet and Budget Narrative

Upload

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

Name	Category	Created by	Date Added	
Individual_SF424B-V1.1 - Copy \$282\$29.docx	Budget Worksheet	justgrants025.applicationsubmitter jgltstxt	12/09/2024	

- > Pre-Agreement Cost
- > Non-competitive Justification
- > Indirect Cost Rate Agreement
- > Consultant Rate Justification
- > Employee Compensation Waiver
- > Financial Management Questionnaire (Including applicant disclosure of high-risk status)
- > Disclosure of Process Related to Executive Compensation

Notice of Funding Opportunity Instructions

- ✓ CTAS Selection
- > CTAS Standard Applicant Information
 - Proposal Abstract
 - Tribal Community & Justice Profile
 - Data Requested with Application
 - Proposal Narrative
- > **Budget and Associated Documentation**
 - 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

Back Save **Continue**

Training Resources Privacy Policy

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May 2025
Version 1.0



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JUSTICE GRANTS SYSTEM