

# OJP Web-based Budget

## Overview

### OJP Budget Overview

When a funding opportunity requires a web-based budget, Application Submitters will be prompted to enter amounts and descriptions by budget category in JustGrants. This Guide demonstrates the web-based budget process step-by-step.

### Additional Resources

Three additional resources may be helpful when creating a budget:

- The **Notice of Funding Opportunity (NOFO)** will include information about program-specific allowable costs and activities.
- The [OJP Grant Application Resource Guide](#) provides additional budget-related guidance.
- The [DOJ Grants Financial Guide](#) provides overarching financial and administrative guidance.

#### NOTES:

Use the **Save** button to ensure work is saved. Always save and logout before taking a break.

Use the **Continue** button to proceed to the next section. Continue executes a validation check, which is not performed when using the navigation menu.

# OJP Web-based Budget

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# OJP Web-based Budget Documentation

When a notice of funding opportunity (NOFO) requires a web-based budget, the system displays a list of budget categories in the right navigation menu.

Prompts guide the applicant through the required information. Only enter costs in allowable categories (i.e., described in the NOFO).

Use the additional narrative text field to provide more information about the proposed expenses.

**NOTE:** This is a sample budget. Budget categories may vary based on the NOFO.

The screenshot displays the OJP Web-based Budget system interface. The top navigation bar includes the JUSTgrants logo and a 'Grant Package ( )' status indicator. The left sidebar contains navigation links for Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main content area is titled 'Grant Package ( )' and features a 'PENDING-DRAFT' status. The 'Conference Costs' section is highlighted with a green border. It contains a question: 'Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities?' with a 'Yes' radio button selected. Below this is a 'Rich Text Editor' with a toolbar and a text area for providing a brief description of the conference. The right sidebar shows a 'Notice of Funding Opportunity Instructions' section with a list of budget categories: Personnel, Fringe Benefits, Travel, Equipment, Supplies, Construction, SubAwards (Subgrants), Procurement Contracts, Other Costs, Indirect Costs, Consolidated Category Summary, Budget / Financial Attachments, and MOUs and Other Supportive Documents. The bottom of the interface includes a progress bar with steps: INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW, and AWARDPACKAGEREADY. The 'COMPLETE AND SUBMIT' step is currently active. At the bottom right, there are 'Save' and 'Continue' buttons.

# OJP Web-based Budget

## Conference Costs (Steps 1 – 3)

- 1) Select the **Budget and Associated Documentation** caret to expand and view the categories.
- 2) Select **Conference Costs**.
- 3) Select **Yes** or **No** in response to the **Conference Costs** question.

The screenshot displays the OJP Web-based Budget system 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 is titled "Grant Package ( ) PENDING-DRAFT". It features a "Conference Costs" section with a question: "Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities?" and a link to "(DOJ Financial Guide, Section 3.10)". Below the question are three radio buttons: "Conference Costs", "Yes", and "No". A green box highlights the "Yes" and "No" options, with a green circle labeled "3" next to it. Below the question is a progress bar with five steps: INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW, and AWARD PACKAGE READY. A green circle labeled "1" is next to the "BUDGET REVIEW" step. Below the progress bar is a table with three columns: OpportunityID, NOFO ID, and Funding Opportunity Title. The table contains the following data: OpportunityID: O-BJA-2024-195045-STG, NOFO ID: SI-195045, Funding Opportunity Title: FY24FormulaTemplate. Below the table is a "Back" button. On the right side of the interface is a "Notice of Funding Opportunity Instructions" section. It contains a list of categories: Standard Applicant Information, Proposal Abstract, Data Requested with Application, Proposal Narrative, Budget and Associated Documentation, Conference Costs, Personnel, Fringe Benefits, Travel, Equipment, Supplies, Construction, SubAwards (Subgrants), Procurement Contracts, Other Costs, Indirect Costs, Consolidated Category Summary, Budget / Financial Attachments, MOUs and Other Supportive Documents, and Additional Applicant Comments. A green circle labeled "2" is next to the "Conference Costs" category, and a green circle labeled "1" is next to the "Budget and Associated Documentation" category.

**Grant Package ( ) PENDING-DRAFT**

**Conference Costs**  
Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities?  
[\(DOJ Financial Guide, Section 3.10\)](#)

Conference Costs  
☐ Yes  
☐ No

**1**

**2**

**3**

OpportunityID	NOFO ID	Funding Opportunity Title
O-BJA-2024-195045-STG	SI-195045	FY24FormulaTemplate
Application Case ID A-616411	Application Group Case ID AG-147345	SF424_2_1

[Training Resources](#)  
[Privacy Policy](#)

[Back](#)

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

# OJP Web-based Budget

## Conference Costs (Steps 4 – 5)

If **Yes** is selected:

- 4) Enter a brief description of the conference-related activities in the text field.
- 5) Select **Continue** to proceed to the next category.

**NOTE:** Guidance on conference costs is found in the [DOJ Grants Financial Guide 2024](#). A link to the **DOJ Financial Guide** is located at the top of the page for quick reference.

The screenshot displays the OJP Web-based Budget interface. On the left is a navigation sidebar with 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 "Conference Costs" section with the question: "Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities?". Below this question is a link to "(DOJ Financial Guide, Section 3.10)". To the right of the question are radio buttons for "Yes" (selected) and "No". Below the question is a "Rich Text Editor" with a toolbar and a text area containing the instruction: "Enter a brief description of the conference, including purpose, duration, location, and number of attendees." A green circle with the number "4" is placed next to the Rich Text Editor. On the right side of the interface is a sidebar with a "Notice of Funding Opportunity Instructions" link and a list of categories: Standard Applicant Information, Proposal Abstract, Data Requested with Application, Proposal Narrative, Budget and Associated Documentation (highlighted), Conference Costs (highlighted), Personnel, Fringe Benefits, Travel, Equipment, Supplies, Construction, SubAwards (Subgrants), Procurement Contracts, Other Costs, Indirect Costs, Consolidated Category Summary, Budget / Financial Attachments, MOUs and Other Supportive Documents, and Additional Applicant Comments. At the bottom of the interface is a progress bar with steps: INITIATE, COMPLETE AND SUBMIT (current step), REVIEW, BUDGET REVIEW, and AWARD/PACKAGE READY. Below the progress bar are tabs for Information, Grant Package, and Application Versions. At the bottom right are "Save" and "Continue" buttons. A green circle with the number "5" is placed next to the "Continue" button.

# OJP Web-based Budget

## Multi-year Budgets (Steps 1 - 3)

When a project spans multiple years, costs will be broken down by year. The system will display Year 1. Applicants are encouraged to follow this process to add and delete years.

- 1) Complete all budget category entries for Year 1.
- 2) Select **Add Year**. The action will create a new year and offer the option to copy content from the previous year into the new year. Once copied, the content can be edited.
- 3) If needed, select **Delete Year** to delete a selected year.

**NOTE:** Adding a year in any budget category will add a year to all categories. Deleting a year in any category will delete the year in all categories.

The screenshot displays the OJP Web-based Budget 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 is titled 'Grant Package (00800799) PENDING-DRAFT' and shows the 'Personnel' category selected. A table with columns for Name, Position, Salary, Rate, Time Worked, Percentage of Time (%), Total Cost, Non-Federal Amt (Match or Prog Inc), Federal Amount, and Errors is visible. The table is currently empty. To the right of the table, there are buttons for 'Add Year' and 'Delete Year'. A sidebar on the right lists various budget categories, with 'Personnel' highlighted. The bottom of the interface includes a 'Back' button and a 'Continue' button.

Grant Package (00800799) PENDING-DRAFT Comp # (C-BJA-2023-00190-STG) Due December 31, 2025 10:30:00 AM EST

Actions

2 Add Year 3 Delete Year

Year 1

Instructions

Personnel

+ Add Item X Delete Item

Computation - Show annual salary & amount of time devoted to the project for each name/position

Name	Position	Salary	Rate	Time Worked	Percentage of Time (%)	Total Cost	Non-Federal Amt (Match or Prog Inc)	Federal Amount	Errors
No Items									

Personnel Total Cost \$0 Total Non-Federal Amt (Match or Prog Inc) \$0 Total Federal Amount \$0

Additional Narrative

Font Size B I U X Copy Paste Undo Redo Bold Italic Underline Strikethrough Text Color Background Color Link Unlink Table Insert Table Row Column

Keyboard

Provide a specific description of the responsibilities and duties for each position, and explain how the responsibilities and duties support the project goals and objectives outlined in your application.

Training Resources Privacy Policy Back Save Continue

Notice of Funding Opportunity Instructions

- Standard Applicant Information
  - Proposal Abstract
  - Data Requested with Application
  - Proposal Narrative
- Budget and Associated Documentation
  - Conference Costs
  - Personnel
  - Fringe Benefits
  - Travel
  - Equipment
  - Supplies
  - Construction
  - SubAwards (Subgrants)
  - Procurement Contracts
  - Other Costs
  - Indirect Costs
  - Consolidated Category Summary
  - Budget / Financial Attachments
  - MOUs and Other Supportive Documents

# OJP Web-based Budget

## Personnel (Steps 1 – 6)

- 1) Select the **Personnel** category.
- 2) Select the **Instructions** caret to expand and view instructions for this category.
- 3) Select **+ Add Item** and create a new line.
- 4) Enter all information that applies to the proposed expense.
  - Name
  - Position
  - Salary
  - Rate
  - Time Worked
  - Percentage of Time
  - Total Cost (System Calculated)
  - Non-Federal Amount
  - Federal Amount (System Calculated)
- 5) Use the **Additional Narrative** text field to provide additional information about the proposed expense.
- 6) Select **Continue** to proceed to the next category.

**Grant Package ( 00800799 )** **PENDING-DRAFT** Comp # (C-BJA-2023-00190-STG) Due: December 31, 2025 10:30:00 AM EST

**Year 1**

**Instructions**  
List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. In the narrative section, please provide a specific description of the responsibilities and duties for each position, and explain how the responsibilities and duties support the project goals and objectives outlined in your application.

**Personnel**

**+ Add Item** **X Delete Item**

Computation - Show annual salary & amount of time devoted to the project for each name/position

Name	Position	Salary	Rate	Time Worked	Percentage of Time (%)	Total Cost	Non-Federal Amt (Match or Prog Inc)	Federal Amount	Errors
1 Jane Doe	Financial Manager	\$ 5,769.23	Hourly	240	1.00 %	\$13,846.15	\$ 0.00	\$13,846.15	
2 John Smith	Project Manager	\$ 50,000.00	Yearly	1	100.00 %	\$50,000.00	\$ 0.00	\$50,000.00	

Personnel Total Cost: \$63,846  
Total Non-Federal Amt (Match or Prog Inc): \$0  
Total Federal Amount: \$63,846

**Additional Narrative**

Provide a specific description of the responsibilities and duties for each position, and explain how the responsibilities and duties support the project goals and objectives outlined in your application.

Example:  
John Smith will be the full time Project Manager. He will manage all programmatic aspects of the project, including assuring adherence to the timeline, collecting performance measures, submitting reports, coordinating with consultant/contract resources, and ensuring services are delivered to the target population.  
Jane Doe's annual salary is \$50,000 and she will spend 20 hours per month supporting the financial aspects of the project. She will work with John to ensure the approved budget is followed, that procedures align to the entity's established financial policies, that expenses are submitted and paid, and that the project is on financial track. Jane will also drawdown project funds in ASAP and submit quarterly financial reports.

**Notice of Funding Opportunity Instructions**

- Standard Applicant Information
- Proposal Abstract
- Data Requested with Application
- Proposal Narrative
- Budget and Associated Documentation
  - Conference Costs
  - Personnel
  - Fringe Benefits
  - Travel
  - Equipment
  - Supplies
  - Construction
  - SubAwards (Subgrants)
  - Procurement Contracts
  - Other Costs
  - Indirect Costs
  - Consolidated Category Summary
  - Budget / Financial Attachments
  - MOUs and Other Supportive Documents
  - Additional Application Components
- Disclosure And Assurances
- Other
- Certify and Submit

**Participants (4)**

JohnElectronicBusinessPoc Doe

**Back** **Save** **Continue**

# OJP Web-based Budget

## Fringe Benefits (Steps 1 – 6)

- 1) Select the **Fringe Benefits** category.
- 2) Select the **Instructions** caret to expand and view instructions for this category.
- 3) Select **+ Add Item** to create a new line.
- 4) Enter all information that applies to the proposed expense.
  - Name
  - Base
  - Rate
  - Total Cost (System Calculated)
  - Non-Federal Amount
  - Federal Amount (System Calculated)
- 5) Use the **Additional Narrative** text field to provide additional information about the proposed expense.
- 6) Select **Continue** to proceed to the next category .

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Grant Package ( 00800799 ) **PENDING-DRAFT** Comp # (C-BJA-2023-00190-STG) Due: December 31, 2025 10:30:00 AM EST

Home Entity Profile Entity Users Entity Documents Applications Federal Forms

**2**

**3**

**4**

**5**

**1**

**6**

**Back** **Save** **Continue**

Name	Base	Rate (%)	Total Cost	Non-Federal Amt (Match or Prog Inc)	Federal Amount	Errors
1 Jane Doe	\$ 5,769.23	20	\$ 1,153.85	\$ 0.00	\$ 1,153.85	
2 John Smith	\$ 50,000.00	20	\$ 10,000.00	\$ 0.00	\$ 10,000.00	

Fringe Benefits Total Cost \$11,154 Total Non-Federal Amt (Match or Prog Inc) \$0 Total Federal Amount \$11,154

Additional Narrative

Provide a specific description for each item.  
Example:  
The entity's established fringe rate is 20%, defined in policy. The rate supports employer contributions for: worker's compensation insurance, unemployment insurance, FICA, health insurance (medical, dental, life) and retirement.  
The established rate will apply to the amount of time spent on this project (John Smith 100%, Jane Doe 240 hours).

Standard Applicant Information  
Proposal Abstract  
Data Requested with Application  
Proposal Narrative  
Budget and Associated Documentation  
Conference Costs  
Personnel  
Fringe Benefits  
Travel  
Equipment  
Supplies  
Construction  
SubAwards (Subgrants)  
Procurement Contracts  
Other Costs  
Indirect Costs  
Consolidated Category Summary  
Budget / Financial Attachments  
MOUs and Other Supportive Documents  
Additional Application Components  
Disclosure And Assurances  
Other



# OJP Web-based Budget

## Travel (Steps 1 – 6)

- 1) Select the **Travel** category.
- 2) Select the **Instructions** caret to expand and view instructions for this category.
- 3) Select **+ Add Item** to create a new line.
- 4) Enter all information that applies to the proposed expense.
  - Purpose of Travel
  - Location
  - Type of Expense
  - Basis
  - Cost
  - Quantity
  - Number of Staff
  - Number of Trips
  - Total Cost (System Calculated)
  - Non-Federal Amount
  - Federal Amount (System Calculated)
- 5) Use the **Additional Narrative** text field to provide additional information about the proposed expense.
- 6) Select **Continue** to proceed to the next category.

**Grant Package ( 00800799 )** **FUNDING-DRAFT** Comp # (C-BJA-2023-00190-STG) Due December 31, 2025 10:30:00 AM EST

**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**

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	Non-Federal Amt (Match or Prog Inc)	Federal Amount	Errors
1	DOJ Financial Manager	Washington D.C.	Meals	Day	\$ 92.00	2	2.00	1.00	\$368.00	\$ 0.00	\$368.00	
2	DOJ Financial Manager	Washington D.C.	Meals	Day	\$ 69.00	2	2.00	1.00	\$276.00	\$ 0.00	\$276.00	
3	DOJ Financial Manager	Washington D.C.	Lodging	Night	\$ 275.00	3	2.00	1.00	\$1,650.00	\$ 0.00	\$1,650.00	
4	DOJ Financial Manager	Washington D.C.	Transportation	Round-Trip	\$ 500.00	1	2.00	1.00	\$1,000.00	\$ 0.00	\$1,000.00	

Travel Total Cost: \$3,294    Total Non-Federal Amt (Match or Prog Inc): \$0    Total Federal Amount: \$3,294

**Additional Narrative**

Provide a specific description for each item, and explain how the item supports the project goals and objectives outlined in your application.

Example:  
Our entity follows the GSA Per Diem guidance.  
Two people will attend the 2-day in-person DOJ Financial Management Training in DC at a total cost of \$3,294. Basis of computation: Estimated airfare \$500/each = \$1,000. Lodging (per person) 3 nights at \$275/night, \$825 each, \$1650 total. Meals and Incidentals per person: 69 (first day travel), 92, 92, 69 (last day travel) = \$322 per person, \$644 total.

**Participants (4)**

**Continue**

# OJP Web-based Budget

## Equipment (Steps 1 – 6)

- 1) Select the **Equipment** category.
- 2) Select the **Instructions** caret to expand and view instructions for this category.
- 3) Select **+ Add Item** to create a new line.
- 4) Enter all information that applies to the proposed expense.
  - Equipment Item
  - Number of Items
  - Cost
  - Total Cost (System Calculated)
  - Non-Federal Amount
  - Federal Amount (System Calculated)
- 5) Use the **Additional Narrative** text field to provide additional information about the proposed expense.
- 6) Select **Continue** to proceed to the next category.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Grant Package ( 00800799 ) **PENDING-DRAFT** Comp # (C-BJA-2023-00190-STG) Due: December 31, 2025 10:30:00 AM EST

Home Entity Profile Entity Users Entity Documents Applications Federal Forms

**Equipment**

**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 "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**

+ Add Item X Delete Item

Compute the cost (e.g., the number of each item to be purchased X the cost per item)

Equipment Item	# of Items	Cost	Total Cost	Non-Federal Amt (Match or Prog Inc)	Federal Amount	Errors
1 Enter Equipment Item	Enter # of Items	\$ Enter Cost		\$ Enter Non-Federal Amount		

Equipment Total Cost \$0 Total Non-Federal Amt (Match or Prog Inc) \$0 Total Federal Amount \$0

**Additional Narrative**

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Back Save Continue

**Notice of Funding Opportunity Instructions**

- > Standard Applicant Information
  - Proposal Abstract
  - ✓ Data Requested with Application
  - Proposal Narrative
- > **Budget and Associated Documentation**
  - ✓ Conference Costs
  - ✓ Personnel
  - ✓ Fringe Benefits
  - ✓ Travel
  - Equipment**
  - Supplies
  - Construction
  - SubAwards (Subgrants)
  - Procurement Contracts
  - Other Costs
  - Indirect Costs
  - Consolidated Category Summary
  - Budget / Financial Attachments
  - MOUs and Other Supportive Documents
  - Additional Application Components
  - > Disclosure And Assurances
  - Other

# OJP Web-based Budget

## Supplies (Steps 1 – 6)

- 1) Select the **Supplies** category.
- 2) Select the **Instructions** caret to expand and view instructions for this category.
- 3) Select **+ Add Item** to create a new line.
- 4) Enter all information that applies to the proposed expense.
  - Purpose of Supply Items
  - Total Cost (System Calculated)
  - Number of Items
  - Non-Federal Amount
  - Unit Cost
  - Federal Amount (System Calculated)
- 5) Use the **Additional Narrative** text field to provide additional information about the proposed expense.
- 6) Select **Continue** to proceed to the next category.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Grant Package ( 00800799 ) **PENDING DRAFT** Comp # (C-BJA-2023-00190-STG) Due: December 31, 2025 10:30:00 AM EST

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

**Supplies**

**Instructions**  
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**

+ Add Item X Delete Item

Compute the costs (e.g., the number of each item to be purchased X the cost per item)

	Purpose of Supply Items	# of Items	Unit Cost	Total Cost	Non-Federal Amt (Match or Prog Inc)	Federal Amount	Errors
1	Office Supplies	12.00	\$ 100.00	\$1,200.00	\$ 0.00	\$1,200.00	
2	Printer for Project Manage	1.00	\$ 1,500.00	\$1,500.00	\$ 0.00	\$1,500.00	
3	Laptop for Project Manage	1.00	\$ 1,200.00	\$1,200.00	\$ 0.00	\$1,200.00	

Supplies Total Cost \$3,900 Total Non-Federal Amt (Match or Prog Inc) \$0 Total Federal Amount \$3,900

**Additional Narrative**

Provide a specific description for each item, and explain how the item supports the project goals and objectives outlined in your application.  
Example:  
One new laptop computer is needed for the full-time project manager position. One printer is needed for the full time project manager and will be used to print program flyers and project intake information. Per entity policy, the full time project manager will receive \$100 worth of office supplies per month. Supplies include: paper, pens, markers, disposable whiteboards, post its, and ink.

Standard Applicant Information  
Proposal Abstract  
Data Requested with Application  
Proposal Narrative  
Budget and Associated Documentation  
Conference Costs  
Personnel  
Fringe Benefits  
Travel  
Equipment  
**Supplies**  
Construction  
SubAwards (Subgrants)  
Procurement Contracts  
Other Costs  
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Consolidated Category Summary  
Budget / Financial Attachments  
MODs and Other Supportive Documents  
Additional Application Components  
Disclosure And Assurances  
Other

Back Save Continue

# OJP Web-based Budget

## Construction (Steps 1 – 6)

- 1) Select the **Construction** category.
- 2) Select the **Instructions** caret to expand and view instructions for this category.
- 3) Select **+ Add Item** to create a new line.
- 4) Enter all information that applies to the proposed expense.
  - Purpose of Construction
  - Description of Work
  - Number of Items
  - Cost
  - Total Cost (System Calculated)
  - Non-Federal Amount
  - Federal Amount (System Calculated)
- 5) Use the **Additional Narrative** text field to provide additional information about the proposed expense.
- 6) Select **Continue** to proceed to the next category.

The screenshot shows the 'Grant Package ( 00800799 )' page in the JUSTgrants system. The page is titled 'Grant Package ( 00800799 )' and includes a 'PENDING-DRAFT' status. The page is divided into several sections:

- Left Sidebar:** Contains navigation links for Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms.
- Main Content Area:**
  - Top:** Includes 'Add Year' and 'Delete Year' buttons.
  - Instructions:** A section with a green border and a green circle '2' next to it. It contains the text: 'Instructions. As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with the DOJ grant-making component before budgeting funds in this category. 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.'
  - Construction Table:** A table with columns: Purpose of Construction, Description of Work, # of Items, Cost, Total Cost, Non-Federal Amt (Match or Prog Inc), Federal Amount, and Errors. It has a green border and a green circle '3' next to the '+ Add Item' button. Below the table, there is a green circle '4' next to the '1' in the first row.
  - Summary:** A section with a green border and a green circle '5' next to it. It displays 'Construction Total Cost \$0', 'Total Non-Federal Amt (Match or Prog Inc) \$0', and 'Total Federal Amount \$0'. Below this is the 'Additional Narrative' text field.
- Right Sidebar:** Contains a 'Notice of Funding Opportunity Instructions' section with a green circle '1' next to the 'Construction' link. Below this is a list of categories: Standard Applicant Information, Proposal Abstract, Data Requested with Application, Proposal Narrative, Budget and Associated Documentation, Conference Costs, Personnel, Fringe Benefits, Travel, Equipment, Supplies, Construction (highlighted with a green circle '1'), SubAwards (Subgrants), Procurement Contracts, Other Costs, Indirect Costs, Consolidated Category Summary, Budget / Financial Attachments, MOUs and Other Supportive Documents, Additional Application Components, Disclosure And Assurances, and Other.
- Bottom:** Includes a 'Back' button, a 'Save' button, and a 'Continue' button (highlighted with a green circle '6').

## Subawards and Procurement Contracts (Steps 1 – 7)

- Home

Entity Profile

Entity Users

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Applications

Federal Forms

Grant Package ( 00800799 ) PENDING-DRAFT Comp # (C-BJA)-2023-00190-STG Due December 31, 2025 10:30:00 AM EST

Add YearDelete Year

Year 1

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	Non-Federal Amt (Match or Prog Inc)	Federal Amount	Errors
1	<input type="text" value="Enter Item"/>	<input type="text" value="Enter Description"/>	No	United States	Alabama	<input type="text" value="Enter City"/>	\$ Enter Total Cost	\$ Enter Non-Federal Amount	\$0.00

Procurement Cost

Total Non-Federal Amt (Match or Prog Inc)

Total Federal Amount

\$0

\$0

\$0

Consultant Travel Required

No

Additional Narrative

Font Size [Rich Text Editor]

Notice of Funding Opportunity Instructions

Standard Applicant Information

Proposal Abstract

Data Requested with Application

Proposal Narrative

Budget and Associated Documentation

Conference Costs

Personnel

Fringe Benefits

Travel

Equipment

Supplies

Construction

Sub-Awards (Subgrants)

Procurement Contracts

Other Costs

Indirect Costs

Consolidated Category Summary

Budget / Financial Attachments

MOUs and Other Supportive Document

Additional Application Components

Disclosure And Assurances

Other

Certify and Submit

Participants (4)

John Electronic Business Entity Administrator

Iustarants026.authorize

Back

SaveContinue

2

3

4

1

5

6

7

# OJP Web-based Budget

## Other Costs (Steps 1 – 6)

- 1) Select the **Other Costs** category.
- 2) Select the **Instructions** caret to expand and view instructions for this category.
- 3) Select **+ Add Item** to create a new line.
- 4) Enter all information that applies to the proposed expense.
  - Description
  - Quantity
  - Basis
  - Costs
  - Length of Time
  - Total Cost (System Calculated)
  - Non-Federal Amount
  - Federal Amount (System Calculated)
- 5) Use the **Additional Narrative** text field to provide additional information about the proposed expense.
- 6) Select **Continue** to proceed to the next category.

**Grant Package ( 00800799 )** **PENDING-DRAFT** Comp # (C-BJA-2023-00190-STG) Due December 31, 2025 10:30:00 AM EST

**Year 1**

**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	Non-Federal Amt (Match or Prog Inc)	Federal Amount	Errors
1 Conference Registration F	1.00	One Time Expense	\$ 500.00	1.00	\$500.00	\$ 0.00	\$500.00	

Other Costs Total Cost \$500  
Total Non-Federal Amt (Match or Prog Inc) \$0  
Total Federal Amount \$500

**Additional Narrative**

Provide a specific description for each item, and explain how the item supports the project goals and objectives outlined in your application.  
Example:  
This is a one-time conference registration fee for John Smith, full-time project manager, to attend a project topic-specific conference.

**Notice of Funding Opportunity Instructions**

- Standard Applicant Information
- Proposal Abstract
- Data Requested with Application
- Proposal Narrative
- Budget and Associated Documentation**
- Conference Costs
- Personnel
- Fringe Benefits
- Travel
- Equipment
- Supplies
- Construction
- SubAwards (Subgrants)
- Procurement Contracts
- Other Costs**
- Indirect Costs
- Consolidated Category Summary
- Budget / Financial Attachments
- MOUs and Other Supportive Documents
- Additional Application Components
- Disclosure And Assurances
- Other
- Certify and Submit

**Participants (4)**

- JD JohnElectronicBusinessPoc Doe  
Entity Administrator

**Back** **Continue**

# OJP Web-based Budget

## Indirect Costs (Steps 1 – 6)

- 1) Select the **Indirect Costs** category.
- 2) Select the **Instructions** caret to expand and view instructions for this category.
- 3) Select **+ Add Item** to create a new line.
- 4) Enter all information that applies to the proposed expense.
  - Description
  - Base
  - Indirect Cost Rate
  - Total Costs (System Calculated)
  - Non-Federal Amount
  - Federal Amount (System Calculated)
- 5) Use the **Additional Narrative** text field to provide additional information about the proposed expense.
- 6) Select **Continue** to proceed to the next category.

**NOTE:** Attach the approved Indirect Cost Rate Agreement into the Budget/Financial Attachments section.

**Grant Package ( 00800799 )** **PENDING-DRAFT** Comp # (C-BJA-2023-00190-STG) Due December 31, 2025 10:30:00 AM EST

**Year 1**

**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	Non-Federal Amt (Match or Prog Inc)	Federal Amount	Errors
1 De Minimis cost rate	\$ 82,694.00	15.00 %	\$12,404.10	\$ 0.00	\$12,404.10	

Indirect Costs Total Cost \$12,404 Total Non-Federal Amt (Match or Prog Inc) \$0 Total Federal Amount \$12,404

**Additional Narrative**

Example:  
We elect to use the minimum de minimis rate of 15%. We do not have an active federally negotiated rate and receive less than \$35 million per year.

**Notice of Funding Opportunity Instructions**

- Standard Applicant Information
  - Proposal Abstract
  - Data Requested with Application
  - Proposal Narrative
- Budget and Associated Documentation
  - Conference Costs
  - Personnel
  - Fringe Benefits
  - Travel
  - Equipment
  - Supplies
  - Construction
  - SubAwards (Subgrants)
  - Procurement Contracts
  - Other Costs
  - Indirect Costs**
  - Consolidated Category Summary
  - Budget/ Financial Attachments
  - MOUs and Other Supportive Documents
  - Additional Application Components
- Disclosure And Assurances
  - Other
  - Certify and Submit

Participants (4)  
JohnElectronicBusinessPoc Doe

Back Continue

# OJP Web-based Budget

## Multi-year Consolidated Category Summary (Steps 1 - 2)

- 1) Select the **Consolidated Category Summary**.
- 2) When reviewing a typical multi-year consolidated budget, first review the **Total Project Costs**.

**Grant Package ( 00800799 )** **PENDING-DRAFT** Comp # (C-BJA-2023-00190-STG) Due December 31, 2025 10:30:00 AM EST

Budget Category	Year 1	Total
Personnel	\$63,846	\$63,846
Fringe Benefits	\$11,154	\$11,154
Travel	\$3,294	\$3,294
Equipment	\$0	\$0
Supplies	\$3,900	\$3,900
Construction	\$0	\$0
SubAwards	\$0	\$0
Procurement Contracts	\$0	\$0
Other Costs	\$500	\$500
Total Direct Costs	\$82,694	\$82,694
Indirect Costs	\$12,404	\$12,404
<b>Total Project Costs</b>	<b>\$95,098</b>	<b>\$95,098</b>

**Notice of Funding Opportunity Instructions**

- > Standard Applicant Information
  - Proposal Abstract
- ✓ Data Requested with Application
  - Proposal Narrative
- ✓ **Budget and Associated Documentation**
  - ✓ Conference Costs
  - ✓ Personnel
  - ✓ Fringe Benefits
  - ✓ Travel
  - ✓ Equipment
  - ✓ Supplies
  - ✓ Construction
  - ✓ SubAwards (Subgrants)
  - ✓ Procurement Contracts
  - ✓ Other Costs
  - ✓ Indirect Costs
  - Consolidated Category Summary**
  - Budget / Financial Attachments
  - MOUs and Other Supportive Documents

**2**

**1**

Back Save Continue



# OJP Web-based Budget

## Multi-year Consolidated Category Summary (Steps 3 – 5)

- 3) Scroll to the **Budget Detail Summary View**.
- 4) Select the carets to expand and view **Budget Categories**.
- 5) Select **Continue**.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home Entity Profile Entity Users Entity Documents Applications Federal Forms

Grant Package ( 00800799 ) **PENDING-DRAFT** Comp # (C-BJA-2023-00190-STG) Due December 31, 2025 10:30:00 AM EST

**Budget Detail Summary View**

**Budget Category**

Personnel

**Budget Year**

Year 1

	Name	Position	Salary	Rate	Time Worked	Percentage of Time (%)	Total Cost	Non-Federal Amt (Match or Prog Inc)	Federal Amount
1	Jane Doe	Financial Manager	\$5,769.23	H	240.00	1.00%	\$13,846.15	\$0.00	\$13,846.15
2	John Smith	Project Manager	\$50,000.00	Y	1.00	100.00%	\$50,000.00	\$0.00	\$50,000.00

Personnel Total Cost \$63,846 Total Non-Federal Amt (Match or Prog Inc) \$0 Total Federal Amount \$63,846

Additional Narrative

Provide a specific description of the responsibilities and duties for each position, and explain how the responsibilities and duties support the project goals and objectives outlined in your application:

Example:

John Smith will be the full time Project Manager. He will manage all programmatic aspects of the project, including assuring adherence to the timeline, collecting performance measures, submitting reports, coordinating with consultant/contract resources, and ensuring services are delivered to the target population.

Jane Doe's annual salary is \$50,000 and she will spend 20 hours per month supporting the financial aspects of the project. She will work with John to ensure the approved budget is followed, that procedures align to the entity's established financial policies, that expenses are submitted and paid, and that the project is on financial track. Jane will also drawdown project funds in ASAP and submit quarterly financial reports.

Fringe Benefits

Travel

Equipment

Supplies

Construction

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Save Continue

# OJP Web-based Budget

## Multi-year Consolidated Category Summary (Steps 6 – 7)

When the **Continue** button is selected, the system checks for budget errors. Budget errors are displayed in a banner at the top of the page. Additionally, corresponding red-alert indicators are displayed within the page. If red-alert indicators appear next to value(s), hover over the indicator to review further instructions.

6) Correct all errors.

7) Select **Continue** to proceed.

**NOTE:** Red-alerts appearing next to values in the **Budget Category** section indicate a data entry mismatch. Hover over the red-alert indicator to reveal the specific error.

The screenshot displays the 'JUSTgrants' web-based budget system 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 is titled 'Grant Package ( 00800799 )' and shows a 'PENDING-DRAFT' status. The 'Budget Totals' section is highlighted with a green circle and the number '6'. It contains a table with columns 'Total' and 'Percentage'. The 'Total Project Cost' is \$95,098. The 'Federal Funds' section shows a red alert icon next to the value '\$95,098' and a tooltip message: 'FederalFunds: The values in the Budget Summary and Standard Applicant Information sections are not consistent. Click for more details.' The 'Non-Federal Amount' is \$0, and the 'Match Amount' is \$0. The 'Program Income' is \$0. A 'Please note' section provides instructions for confirming final values. At the bottom, there is a table comparing 'Standard Applicant Information' with 'Budget Summary' values. The 'Continue' button is highlighted with a green circle and the number '7'.

	Total	Percentage
Total Project Cost	\$95,098	
Federal Funds	\$95,098	100.00%
Non-Federal Amount	\$0	
Match Amount	\$0	
Program Income	\$0	0.00%

Standard Applicant Information	Equals	Budget Summary
Total Estimated Funding	=	Total Project Costs
Federal Estimated Funding (federal share)	=	Federal Funds
Applicant Estimated Funding (non-federal share)	=	Match Amount
Program Income Estimated Funding	=	Program Income Amount

# OJP Web-based Budget

## Multi-year Consolidated Category Summary (Step 8)

- 8) Select the red-alert indicator to open a new window displaying the **Inconsistent Budget Summary And Standard Application Information** table.
- Select **Yes** to automatically update the **Standard Applicant Information** section to match the **Budget Summary**, or
  - Select **No** to locate the Budget Category Line Item(s) that must be corrected to match the **Standard Applicant Information**.

The screenshot displays the OJP Web-based Budget interface. A modal window titled "Inconsistent Budget Summary and Standard Application Information" is open, showing a comparison between the Budget Summary and Standard Applicant Information. The modal includes a table with the following data:

	Budget Summary	Standard Applicant Information
Total Project Cost	95098.00	100.0
Federal Funds	95098.00	100.0
Match Amount	0.00	0.0
Program Income	0.00	0.0

Below the table, a question asks: "Would you like to update the Standard Applicant Information section with the values from the Budget Summary?". Two buttons, "No" and "Yes", are provided for selection. A green circle with the number "8" is placed over the "Yes" button, and green arrows point from the "No" and "Yes" buttons to this circle. The background shows the "Budget Totals" section with a table of funding amounts and percentages, and a sidebar with navigation links.

**Budget Totals**

	Total	Percentage
Total Project Cost	\$95,098	
Federal Funds	\$95,098	100.00%
Non-Federal Amount	\$0	
Match Amount	\$0	
Program Income	\$0	

**Standard Applicant Information**

Standard Applicant Information	Equals	
Total Estimated Funding	=	Total Project Costs
Federal Estimated Funding (federal share)	=	Federal Funds
Applicant Estimated Funding (non-federal share)	=	Match Amount
Program Income Estimated Funding	=	Program Income Amount

# OJP Budget Summary

## Budget/Financial Attachments (Steps 1 - 2)

Some applications require additional financial attachments. Notice there are various categories for attachments and an **Upload** button within each section.

- 1) Open the **Budget/Financial Attachments** section.
- 2) Select **Upload** to locate a file to attach in the indicated file category.

**NOTE:** Refer to the notice of funding opportunity (NOFO) for information on required budget/financial attachments.

The screenshot displays the JUSTgrants Justice Grants System interface. The top navigation bar includes the JUSTgrants logo and a 'PENDING-DRAFT' status for the 'Grant Package'. The left sidebar lists navigation options: Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main content area shows the 'Pre-agreement Costs (also known as Pre-award Costs)' section, which is highlighted with a green circle and the number '2'. Below this section is an 'Upload' button, also highlighted with a green circle. The right sidebar contains the 'Notice of Funding Opportunity Instructions' section, which lists various categories for attachments. The 'Budget and Associated Documentation' category is expanded, showing a list of items: Conference Costs, Personnel, Fringe Benefits, Travel, Equipment, Supplies, Construction, SubAwards (Subgrants), Procurement Contracts, Other Costs, Indirect Costs, and Consolidated Category Summary. The 'Budget / Financial Attachments' link is highlighted with a green circle and the number '1'. The bottom of the interface shows a progress bar with steps: INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW, and AWARD/PACKAGE READY. The 'COMPLETE AND SUBMIT' step is currently active. Below the progress bar, there is a table with columns for Opportunity ID, NOFO ID, and Funding Opportunity Title. The table contains the following data:

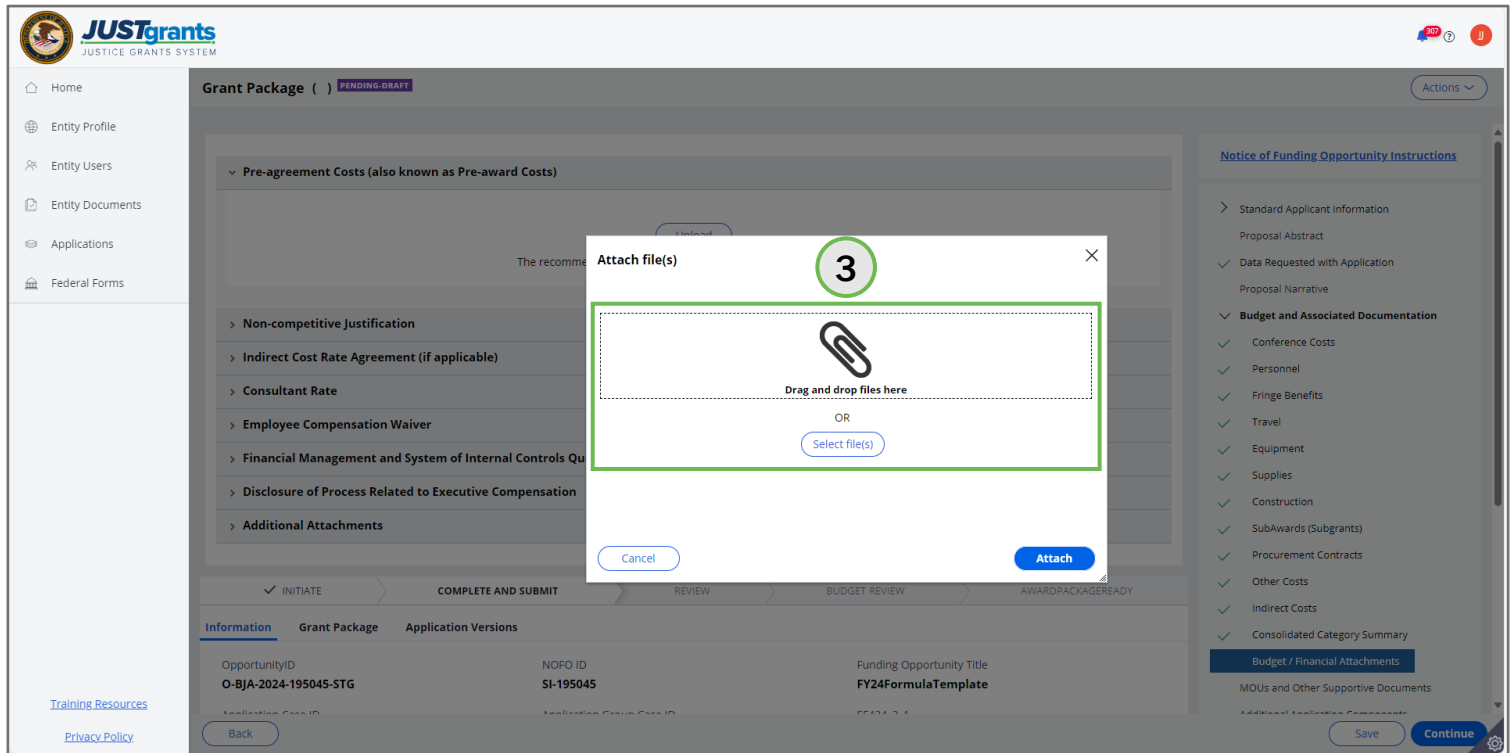
Opportunity ID	NOFO ID	Funding Opportunity Title
O-BJA-2024-195045-STG	SI-195045	FY24FormulaTemplate

The bottom of the interface includes a 'Back' button and a 'Continue' button.

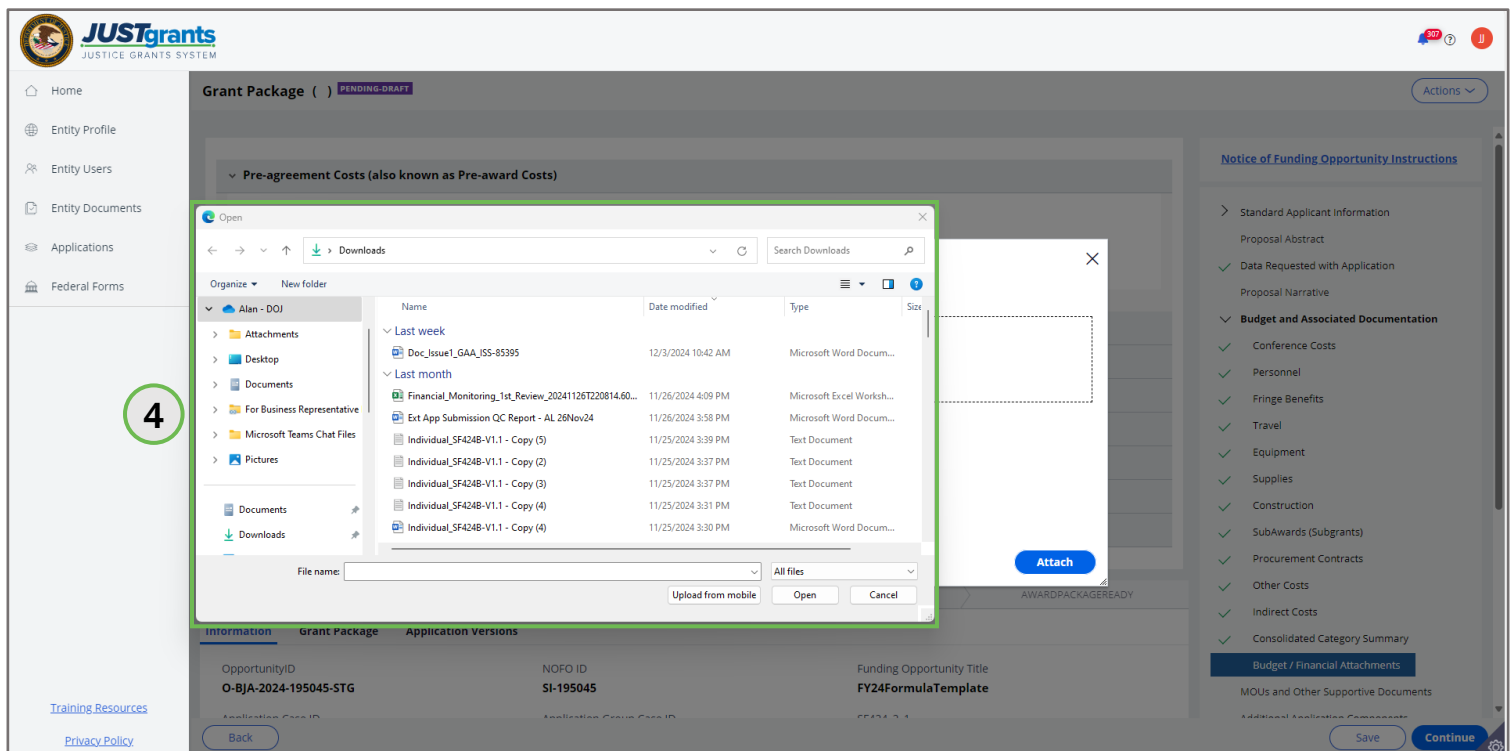
# OJP Budget Summary

## Budget/Financial Attachments (Steps 3 – 4)

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



- 4) Locate the file on the user's workstation or shared drive.



# OJP Budget Summary

## Budget/Financial Attachments (Steps 5 – 7)

5) Update the Name, if needed.

6) Select Attach.

JUSTgrants  
JUSTICE GRANTS SYSTEM

Home  
Entity Profile  
Entity Users  
Entity Documents  
Applications  
Federal Forms

Grant Package ( ) PENDING-DRAFT

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

INITIATE

Information Grant Package Application Versions

OpportunityID: O-BJA-2024-195045-STG  
NOFO ID: SI-195045  
Funding Opportunity Title: FY24FormulaTemplate

Training Resources  
Privacy Policy

Back

Attach file(s)

Drag and drop files here

OR  
Select file(s)

Name\* File Category

Individual\_SF424B-V1.1 - Copy Individual\_SF424B-V1.1 - Copy (2).docx Pre-agreement Costs (also known as Pre-award Costs)

Cancel Attach

Notice of Funding Opportunity Instructions

Standard Applicant Information  
Proposal Abstract  
Data Requested with Application  
Proposal Narrative  
Budget and Associated Documentation  
Conference Costs  
Personnel  
Fringe Benefits  
Travel  
Equipment  
Supplies  
Construction  
SubAwards (Subgrants)  
Procurement Contracts  
Other Costs  
Indirect Costs  
Consolidated Category Summary  
Budget / Financial Attachments  
MOUs and Other Supportive Documents

Save Continue

7) Once uploaded, files will be displayed within the category.

JUSTgrants  
JUSTICE GRANTS SYSTEM

Home  
Entity Profile  
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Applications  
Federal Forms

Grant Package ( ) PENDING-DRAFT

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

Upload

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

Name	Category	Created by	Date Added
Individual_SF424B-V1.1 - Copy 282529.docx	Pre-agreement Costs (also known as Pre-award Costs)	justgrants025.applicationssubmitter jgitsext	12/12/2024

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

INITIATE COMPLETE AND SUBMIT REVIEW BUDGET REVIEW AWARDPACKAGEREADY

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Notice of Funding Opportunity Instructions

Standard Applicant Information  
Proposal Abstract  
Data Requested with Application  
Proposal Narrative  
Budget and Associated Documentation  
Conference Costs  
Personnel  
Fringe Benefits  
Travel  
Equipment  
Supplies  
Construction  
SubAwards (Subgrants)  
Procurement Contracts  
Other Costs  
Indirect Costs  
Consolidated Category Summary  
Budget / Financial Attachments  
MOUs and Other Supportive Documents

Save Continue

# OJP Budget Summary

## Budget/Financial Attachments (Step 8)

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

- 8) Select **Profile** to upload a document from the **Entity Documents** section in JustGrants.

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: Pre-agreement Costs, Non-competitive Justification, Indirect Cost Rate Agreement (expanded), Consultant Rate, Employee Compensation Waiver, Financial Management and System of Internal Controls Questionnaire, Disclosure of Process Related to Executive Compensation, and Additional Attachments. The 'Indirect Cost Rate Agreement' section is expanded, showing a large empty box with an 'Upload' button and a 'Profile' button. The 'Profile' button is highlighted with a green circle and the number 8. Below this is a progress bar with steps: INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW, and AWARD/PACKAGE READY. At the bottom, there is a table with columns for Opportunity ID, NOFO ID, and Funding Opportunity Title. The 'Budget / Financial Attachments' link in the right sidebar is highlighted with a green box.

# OJP Budget Summary

## Budget/Financial Attachments (Steps 9 – 11)

9) Select the checkbox(es) to the left of the **Name** column to select the document(s) to upload. Select the top box to select all boxes.

10) Select **Attach**.

**Grant Package ( ) PENDING-DRAFT**

> Pre-agreement Costs (also known as Pre-award 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 type="checkbox"/>	Findings For ADO 282860.docx	Disclosure of Process Related to Executive Compensation			2020		11/7/24	JohnElect
<input checked="" type="checkbox"/>	Callaghan (003) signed.pdf	Indirect Cost Rate Agreement (if applicable)			2024		9/26/24	JohnElect
<input checked="" type="checkbox"/>	PRCR_Test.docx	Indirect Cost Rate Agreement (if applicable)					5/31/23	JohnElect
<input type="checkbox"/>	DCM Account approval Form(Data Migration) 07.28.20.pdf	Budget Financial Management Questionnaire			2021		2/4/21	JohnElect
<input type="checkbox"/>	EO-SS-Temporary-Stay-at-Home-Order-Due-to-Novel-Coronavirus-(COVID-19).pdf	Budget Indirect Cost Rate Agreement			2021		2/4/21	JohnElect
<input type="checkbox"/>	AwardPackage Creation.docx	Disclosure of Process Related to Executive Compensation			2019		11/4/20	JohnElect
<input type="checkbox"/>	OJP AWS Secure Cloud Account Request Form_JenkinsOJPSC.pdf	Budget Financial Management Questionnaire			2021		11/4/20	JohnElect

Cancel Attach

INITIATE COMPLETE AND SUBMIT REVIEW BUDGET REVIEW AWARDPACKAGEREADY

Information Grant Package Application Versions

OpportunityID NOFO ID Funding Opportunity Title

Back Save Continue

11) Once uploaded, files will be displayed within the category.

**Grant Package ( ) PENDING-DRAFT**

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

> Non-competitive Justification

> Indirect Cost Rate Agreement (if applicable)

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
Callaghan (003) signed.pdf	Budget Indirect Cost Rate Agreement	JohnElectronicBusinessPoc Doe	09/26/2024

> 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

Back

Standard Applicant Information

Proposal Abstract

✓ Data Requested with Application

Proposal Narrative

> Budget and Associated Documentation

✓ Conference Costs

✓ Personnel

✓ Fringe Benefits

✓ Travel

✓ Equipment

✓ Supplies

✓ Construction

✓ SubAwards (Subgrants)

✓ Procurement Contracts

✓ Other Costs

✓ Indirect Costs

✓ Consolidated Category Summary

Budget / Financial Attachments

MOUs and Other Supportive Documents

Save Continue



# OJP Budget Summary

## Budget/Financial Attachments (Steps 12 – 13)

- 12) Continue attaching files until all required files have been included in the budget.
- 13) Select **Continue** to proceed to the next application section.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Grant Package ( ) **PENDING-DRAFT**

**12**

**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 applicant disclosure of high-risk status)
- > Disclosure of Process Related to Executive Compensation
- > Additional Attachments

[Notice of Funding Opportunity Instructions](#)

- > Standard Applicant Information
  - Proposal Abstract
- ✓ Data Requested with Application
  - Proposal Narrative
- ✓ Budget and Associated Documentation
  - ✓ Conference Costs
  - ✓ Personnel
  - ✓ Fringe Benefits
  - ✓ Travel
  - ✓ Equipment
  - ✓ Supplies
  - ✓ Construction
  - ✓ SubAwards (Subgrants)
  - ✓ Procurement Contracts
  - ✓ Other Costs
  - ✓ Indirect Costs
  - ✓ Consolidated Category Summary

**Budget / Financial Attachments**

MOUs and Other Supportive Documents

Additional Applicant Comments

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

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OpportunityID: O-BJA-2024-195045-STG  
NOFO ID: SI-195045  
Funding Opportunity Title: FY24FormulaTemplate

Application Case ID: Application Group Case ID: 65134 3 1

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# OJP Budget Summary

## Supplemental Budget – OJP Only

For supplemental applications, the Application Submitter must first select a year.

The screenshot displays the JUSTgrants Justice Grants System interface. The top navigation bar includes the JUSTgrants logo and a 'PENDING-DRAFT' status indicator. The main content area is titled 'Grant Package ( )' and features a dropdown menu for selecting the year to start the supplemental budget, currently set to 'Year 3'. Below this, a progress bar shows the stages: INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW, and AWARDPACKAGEREADY. The 'COMPLETE AND SUBMIT' stage is active. The main content area is divided into three tabs: Information, Grant Package, and Application Versions. The 'Information' tab is selected, displaying details for the Opportunity ID (O-BJA-2024-195045-STG), NOFO ID (SI-195045), Funding Opportunity Title (FY24FormulaTemplate), Application Case ID (A-616411), Application Group Case ID (AG-147345), and SF424\_2\_1. A sidebar on the right contains a 'Notice of Funding Opportunity Instructions' section with a list of items: Standard Applicant Information, Proposal Abstract, Data Requested with Application, Proposal Narrative, Budget and Associated Documentation (highlighted with a green box and arrow), Conference Costs, Personnel, Fringe Benefits, Travel, Equipment, Supplies, Construction, SubAwards (Subgrants), Procurement Contracts, Other Costs, Indirect Costs, Consolidated Category Summary, and Budget / Financial Attachments. The bottom of the interface includes a 'Back' button and a 'Continue' button.

**Grant Package ( )** PENDING-DRAFT

Select the year to start your supplemental budget \*

Year 3

INITIATE COMPLETE AND SUBMIT REVIEW BUDGET REVIEW AWARDPACKAGEREADY

**Information** Grant Package Application Versions

OpportunityID  
**O-BJA-2024-195045-STG**

NOFO ID  
**SI-195045**

Funding Opportunity Title  
**FY24FormulaTemplate**

Application Case ID  
**A-616411**

Application Group Case ID  
**AG-147345**

SF424\_2\_1

**Budget and Associated Documentation**

- Conference Costs
- Personnel
- Fringe Benefits
- Travel
- Equipment
- Supplies
- Construction
- SubAwards (Subgrants)
- Procurement Contracts
- Other Costs
- Indirect Costs
- Consolidated Category Summary
- Budget / Financial Attachments

Back Continue