The Office of Justice Programs (OJP) offers funding opportunities each year. When applying to the funding opportunity, you may be asked to complete a Web-Based Budget within the JustGrants System.

OJP Procedures

OJP policy guidance on the budget preparation can be found on the OJP Grant Application Resource website:


Note that solicitations will include specific policy guidance, so review the solicitation's Budget and Associated Documentation section for specific requirements defined by statute or OJP.
In most cases, JustGrants requires a budget to be entered using the application’s Web-based forms. The categories in the application vary based on the solicitation requirements.

**NOTE:** Use the **Save** button frequently since JustGrants does not autosave work. Use the **Continue** button to proceed to the next section. The **Continue** button executes a validation check, which is not performed when using the navigation menu.
Enter OJP Web-Based Budget
Steps 1 – 3: Conference Costs

1) Navigate to the **Budget and Associated Documentation** section.
2) Select **Conference Costs**.
3) Select **Yes** or **No** if the budget contains conference costs.

**NOTE:** This is not the conference cost reporting form submission.
4) If Yes is selected for Conference Costs, a Rich Text Editor opens
   a) Enter a brief description of the conference including the purpose, duration, location and number of attendees.

5) Select the Continue button to proceed to the next section.

**NOTE:** In the application, please provide a brief description of the conference event in the Narrative field. Guidance on entering conference costs is found in the DOJ Grants Financial Guide 2022 | III. Post award Requirements | Office of Justice Programs (ojp.gov)

Cooperative agreements recipients whose conference actual costs are $20,000 or more must report those actual costs to OJP using the JMD established conference submission and reporting form.

**NOTE:** A link to the DOJ Financial Guide is located at the top of the page which can be referenced when working within the Budget Detail Form.
For OJP only, when entering budgets for supplemental applications submitting a web-based budget, it is necessary to select the year.
6) Use the **Add Year** or **Delete Year** buttons to modify the budget detail form.

- **Add Years:** If a year is added to *one* section of a budget, it will automatically add years to *all* sections. If data is entered into categories before adding the next year, JustGrants offers the option to copy all costs forward to additional years as needed. Therefore, complete all line-item entries in all budget categories before adding a year if all line items should be copied into the added year.

- **Delete years:** If a year is deleted, it will be automatically adjusted and will not appear across all sections of a budget.
7) In the **Personnel** section, select **+ Add Item** to add personnel names and costs.

   a) Enter requested data, including the non-federal amount.

8) Enter a narrative description for the costs.

9) Select the **Continue** button to proceed to the next section.

**NOTE:** OJP applications require a breakout of the **Federal** and **Non-Federal** portions of the project budget by individual cost item. After adding line-item costs, applicants enter the Non-Federal amount. The Non-Federal Amount (see highlighted example) includes both the match and program income. In the additional narrative, you must explain what line items will be covered by program income. In the Budget Summary, see slide 16, you will breakout the total program income from the total non-federal match. The Federal amount is calculated as the difference between the cost of the line item minus the Non-Federal amount. This applies to all budget categories.

**NOTE:** Select the caret to the left of the **Instructions** link to access guidance on entering data in each budget category.
10) In the **Fringe Benefits** section, select **+ Add Item** to add names and costs.
   
a) Enter requested data, including the non-federal amount.

11) Enter a narrative description for the fringe benefit costs.

12) Select the **Continue** button to proceed to the next section.
16) In the **Travel** section, select **Add Item** to add names and costs.
   
a) Enter requested data, including the non-federal amount.

17) Enter a narrative description for the travel costs.

18) Select the **Continue** button to proceed to the next section.
19) In the **Equipment** section, select **+ Add Item** to add names and costs.

   a) Enter requested data. Including non-federal amount.

20) Enter a narrative description for the equipment costs.

21) Select the **Continue** button to proceed to the next section.
22) In the **Supplies** section, select + **Add Item** to add names and costs.
   
   a) Enter requested data, including non-federal amount.

23) Enter a narrative description for the supply costs.

24) Select the **Continue** button to proceed to the next section.
25) In the **Construction** section, select **Add Item** to add names and costs.

   a) Enter requested data, including non-federal amount.

26) Enter a narrative description for the construction costs.

27) Select the **Continue** button to proceed to the next section.
28) In the **SubAwards (Subgrants)** section, select **+ Add Item** to add names and costs.

   a) Enter requested data, including non-federal amount.

29) Enter a narrative description for the subaward costs.

30) Select the **Continue** button to proceed to the next section.
31) In the **Procurement Contracts** section, select *Add Item* to add names and costs.

a) Enter the requested data, including non-federal amount.

32) Enter a narrative description for the contract procurement costs.

33) Select the **Continue** button to proceed to the next section.
34) In the **Procurement Contracts** section, select **+ Add Item** to add names and costs.

   a) Enter requested data, including non-federal amount.

35) Enter a narrative description for the contract procurement costs.

36) Select the **Continue** button to proceed to the next section.
Enter OJP Web-Based Budget
Steps 37 – 38: Indirect Cost Category

37) The **Indirect Cost** category is common to many solicitations. To enter indirect cost line items, enter the description, rate, and indirect cost rates for each line. JustGrants multiplies the rate by the indirect cost rate to achieve a total cost.

38) Select the **Continue** button to proceed to the next budget section.

**NOTE:** Questions regarding specific instructions on a category should be addressed by reviewing the solicitation for guidance or by consulting the **DOJ Grants Financial Guide**.

If you have indirect costs, attach the approved indirect cost rate in the Indirect Cost section of the budget attachment section of the application.

- If the Entity Administrator has added the indirect cost rate agreement to the Entity library, use the Profile button to search the library for the agreement.
39) When reviewing a typical multi-year consolidated budget for OJP, first review the total project cost summary.

40) In the **Budget Totals** section, the Federal and Non-Federal breakout automatically calculates based on the itemized entries. The user must identify what portion, if any, of the Non-Federal is **Program Income** by entering a value in that field. The default is that all Non-Federal is attributable to Match. **When entering a value for Program Income, the Match portion automatically recalculates to not exceed 100% of the Non-Federal costs.**
41) If a red triangle on the Budget Category section of the Budget Summary indicates a data entry mis-match. Hover over the red triangle to reveal the specific error.

42) 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 and locate the Budget Category Line Item(s) that must be corrected to match the Standard Applicant Information.
43) Navigate to the **Budget Detail Summary View**.

44) Select the caret for each of the **Budget Categories** to view individual line items.

45) 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 the correction.

46) Select **Continue** to proceed the next section.
47) Review the requested budget attachments. All required attachments are indicated by a red asterisk in the attachment title field.

48) Use the **Upload** button to locate a file to attach in the indicated section.
<table>
<thead>
<tr>
<th>Budget Documents to Attach</th>
<th>Application Location (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Agreement Costs</td>
<td>Budget and Associated Documents-Budget/Financial Attachments</td>
</tr>
</tbody>
</table>

**Guidance:** If applicable, attach a document requesting pre-agreement cost approval. OJP does **NOT** typically approve pre-agreement costs. See OJP Grant Application Resource Guide for additional information: [https://www.ojp.gov/funding/apply/ojp-grant-application-resource-guide#pre-agreement-costs-also-known-as-pre-award-costs](https://www.ojp.gov/funding/apply/ojp-grant-application-resource-guide#pre-agreement-costs-also-known-as-pre-award-costs)

<table>
<thead>
<tr>
<th>Indirect Cost Rate Agreement (if applicable)</th>
<th>Budget and Associated Documents-Budget/Financial Attachments</th>
</tr>
</thead>
</table>

**Guidance:** If applicable, attach a current approved indirect cost rate. See the OJP Grant Application Resource Guide for additional information: [https://www.ojp.gov/funding/apply/ojp-grant-application-resource-guide#costs-associated](https://www.ojp.gov/funding/apply/ojp-grant-application-resource-guide#costs-associated)

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<tr>
<th>Disclosure of Process Related to Executive Compensation</th>
<th>Budget and Associated Documents-Budget/Financial Attachments</th>
</tr>
</thead>
</table>

**Guidance:** If applicable, attach the Disclosure of Process Related to Executive Compensation. For additional information: [https://www.ojp.gov/funding/apply/ojp-grant-application-resource-guide#disclosure-process-executive](https://www.ojp.gov/funding/apply/ojp-grant-application-resource-guide#disclosure-process-executive)
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<th>Budget Documents to Attach</th>
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<tbody>
<tr>
<td>Consultant Rate</td>
<td>See the <a href="https://www.ojp.gov/funding/financialguidedoj/iii-postaward-requirements#52-0">DOJ Grants Financial Guide</a> for information on the consultant rates that require prior approval from OJP.</td>
</tr>
</tbody>
</table>

**Guidance:** If applicable, attached a document requesting prior approval.

<table>
<thead>
<tr>
<th>Employee Compensation Waiver</th>
<th><a href="https://www.ojp.gov/funding/financialguidedoj/iii-postaward-requirements#52-0">https://www.ojp.gov/funding/financialguidedoj/iii-postaward-requirements#52-0</a></th>
</tr>
</thead>
</table>

**Guidance:** If applicable, attach a document for the Employee Compensation Waiver requesting prior approval.

<table>
<thead>
<tr>
<th>Additional Attachments</th>
<th>Budget and Associated Documents-Budget/Financial Attachments</th>
</tr>
</thead>
</table>

**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 if there are additional requested items within this section.
49) Update the name of the file as needed.

50) Select the appropriate file category. The file category should match the name on the file accordion. If the file category does not match, it will not be stored in the correct location in JustGrants and will not be recognized as satisfying the requirement for upload.
50) To attach a file from the JustGrants Entity Documents library, select the Profile button.
51) Select the document(s) to attach by checking the appropriate box.

52) Select the Attach button.
53) Continue attaching files until all required files have been included in the budget.

54) Select the **Continue** button to continue entering data in the application.

55) Return to the **Application Submission Job Aid Reference Guide** for continued guidance on entering data into the application.

**NOTE:** The Additional Attachments section may include additional requested documents. Select the additional attachment caret to view the additional requested documents.