

OJP Attachment Budget Overview

Application Budget



JUSTgrants
JUSTICE GRANTS SYSTEM

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.

OJP Policy 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> .

Please note solicitations will include specific policy guidance as well so review the solicitation's Budget and Associated Documentation section for specific requirements defined by statute or OJP.

OJP Attachments

To determine the necessary attachments, refer to the relevant solicitation. Below is the list of common budget attachments requested to be submitted in the application.

Budget Documents to Attach	OJP Resource Guide Links
Budget Worksheet and Budget Narrative	https://www.ojp.gov/funding/apply/ojp-grant-application-resource-guide#budget-prep
Guidance: Generally, this is a required document for applications submitting a manual budget.	
Pre-Agreement Costs	https://www.ojp.gov/funding/apply/ojp-grant-application-resource-guide#pre-agreement-costs-also-known-as-pre-award-costs
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)	https://www.ojp.gov/funding/apply/ojp-grant-application-resource-guide#costs-associated
Guidance: If applicable, attach a current approved indirect cost rate.	
Disclosure of Process Related to Executive Compensation	https://www.ojp.gov/funding/apply/ojp-grant-application-resource-guide#disclosure-process-executive
Guidance: If applicable, attach the Disclosure of Process Related to Executive Compensation	

Application Budget Structure Overview



OJP Attachments cont.

Budget Documents to Attach	OJP Resource Guide Links
Consultant Rate	See the DOJ Grants Financial Guide for information on the consultant rates that require prior approval from OJP.
Guidance: If applicable, attached a document requesting prior approval.	
Employee Compensation Waiver	https://www.ojp.gov/funding/financialguidedo/iii-postaward-requirements#52-0
Guidance: If applicable, attach a document for the Employee Compensation Wavier requesting prior approval.	
Additional Attachments	
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.	

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The screenshot displays the JUSTgrants application interface for a grant package (00805162) in a 'PENDING-DRAFT' state, due on January 31, 2024. The main content area is titled 'Budget Worksheet and Budget Narrative (attachment)'. A green circle with the number '3' highlights the 'Upload' button, which is also enclosed in a green rectangular box. Below the button, text indicates that recommended files should be uploaded as PDF, Microsoft Word, or Excel. The interface lists several expandable sections for budget attachments, including 'Pre-agreement Costs (also known as Pre-award Costs)', 'Non-competitive Justification', 'Indirect Cost Rate Agreement (if applicable)', 'Consultant Rate', 'Limitation on Use of Award Funds for Employee Compensation for Awards over \$250,000; Waiver', 'Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)', 'Disclosure of Process Related to Executive Compensation', and 'Additional Attachments'. A progress bar at the bottom shows the current step as 'COMPLETE AND SUBMIT'. The right-hand panel contains 'Solicitation Instructions' and a list of participants, including 'JohnElectronicBusinessPoc Doe' (Entity Administrator) and 'justgrants025.applicationsubmitte' (Application Submitter).

1. Open the **Budget and Associated Documentation** section of the application. Each section of the page requires a specific document to be uploaded.
2. Select the section corresponding to the document to be uploaded. In this example, the **Pre-agreement Costs** document is needed.
3. Select the **Upload** button.

NOTE: This section is defined by the solicitation so you may see a different listing of budget attachments requested with the application than what is displayed above. Please refer to the solicitation for specific documents that should be attached and specific documents that are required to be attached.

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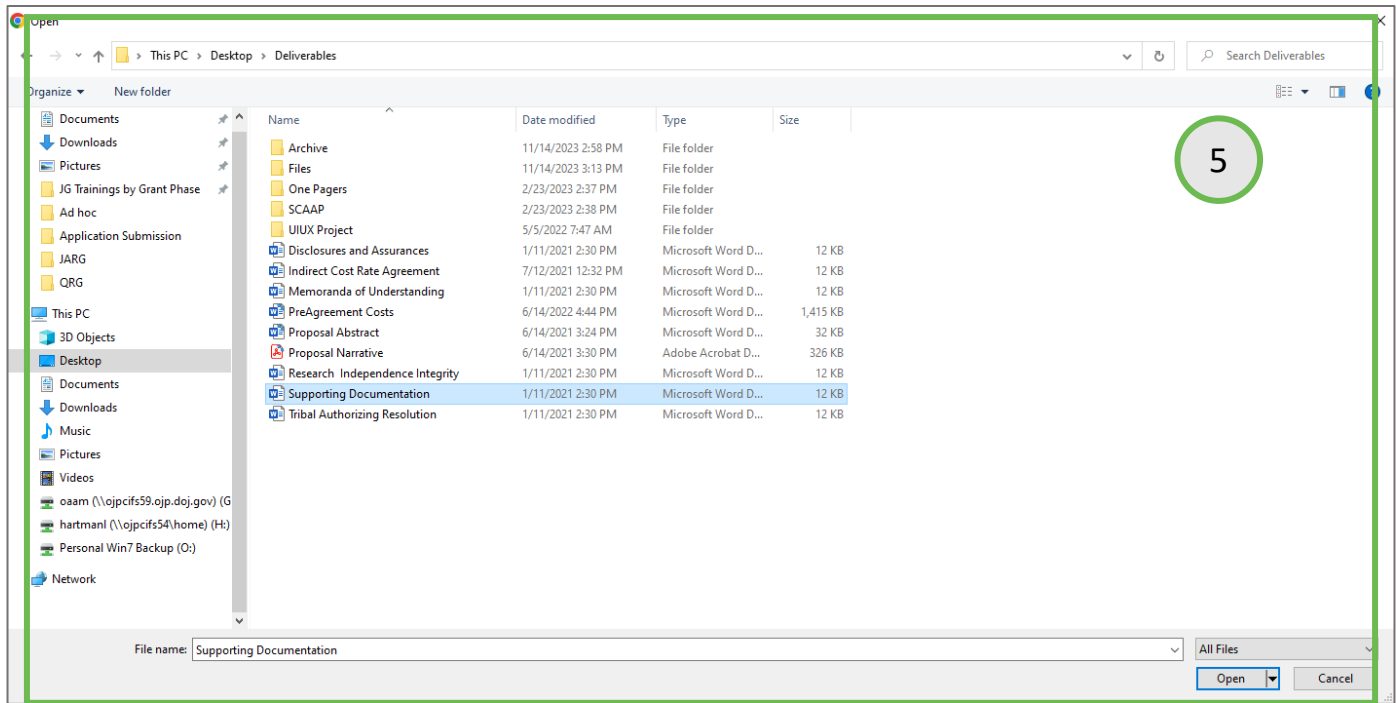


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The screenshot displays the JUSTgrants application interface. A modal dialog box titled "Attach file(s)" is open, featuring a dashed box for file upload with a paperclip icon and the text "Drag and drop files here". Below this, a "Select file(s)" button is highlighted with a green box, and a "4" in a green circle is positioned to its left. The dialog also includes "Cancel" and "Attach" buttons. The background shows the "Grant Package" details, including the opportunity ID "O-BJA-2024-184842-STG-CLONE" and application case ID "A-449923". The sidebar on the left contains navigation options like "Home", "Entity Profile", and "Applications".

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

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5. Locate the file on your workstation or shared drive.

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Grant Package (00804209) PENDING-DRAFT Due December 20, 2023 2:02:00 PM EST

Attach file(s)

Drag and drop files here

or

Select file(s)

Name *	File	Category
Supporting Documentation	Supporting Documentation.docx	Budget Worksheet

Cancel Attach

6. When the file appears, update the **Name** if needed, and verify that the **Category** is correct.
7. Select the **Attach** button.

NOTE: The file category is critical in determining where the file is stored in the application. If an incorrect file category is selected, the file will be stored in an unrelated location within the application and may be difficult to find.

The file category also determines whether a required document has been attached. For example, if a Pre-agreement Cost document is required but the file category associated with the document is “Other”, JustGrants does not register that the appropriate file has been uploaded and will prevent the application from being submitted.

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The screenshot shows the JUSTgrants application interface. The main content area is titled "Grant Package (00804209) PENDING-DRAFT" with a due date of "December 20, 2023 2:02:00 PM EST". The interface includes a left sidebar with navigation options like Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main content area has a section for "Budget Worksheet and Budget Narrative (attachment)" and a sub-section for "Disclosure of Process Related to Executive Compensation". A large number "8" is circled in green, and the "Upload" and "Profile" buttons are highlighted with a green box. Below this section is a progress bar with steps: INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW, and AWARDPACKAGEREADY. A table below the progress bar shows application details:

Information	Grant Package	Application Versions
OpportunityID O-BJA-2024-184842-STG-CLONE	SolicitationID SI-184842	Solicitation Title Alak Testing
Application Case ID A-449923	Application Group Case ID AG-136933	SF424_2_1

At the bottom left, there are links for "Training Resources" and "Privacy Policy", and a "Back" button. At the bottom right, there is a "Participants (2)" section listing "JohnElectronicBusinessPoc Doe Entity Administrator" and "justgrants026.applicationsubmitter jgitsext Application Submitter", with "Save", "Continue", and "Next >>" buttons.

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

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

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The screenshot shows the JUSTgrants interface for a grant package (00804209) in a 'PENDING-DRAFT' state. A modal window titled 'Select a file from my Entity Profile' is open, displaying a table of documents. A green circle with the number '9' highlights the checkboxes in the 'Name' column. Another green circle with the number '10' highlights the 'Attach' button at the bottom right of the modal. The table contains the following data:

<input type="checkbox"/>	Name	Category	Start Date	End Date	Federal Fiscal Year	Notes	Created Date	Uploaded by
<input type="checkbox"/>	Indirect Cost Rate Agreement.docx	Disclosure of Process Related to Executive Compensation			2023		8/29/23	JohnElectronicBusinessPoc Doe
<input type="checkbox"/>	226091 QA updated testing.docx	Disclosure of Process Related to Executive Compensation					8/23/23	JohnElectronicBusinessPoc Doe
<input type="checkbox"/>	Feature 160071 Testing Approach.xlsx	Disclosure of Process Related to Executive Compensation					8/23/23	JohnElectronicBusinessPoc Doe
<input type="checkbox"/>	231391 Design Doc.docx	Disclosure of Process Related to Executive Compensation			2026		8/23/23	JohnElectronicBusinessPoc Doe
<input type="checkbox"/>	Budget Modification.docx	Disclosure of Process Related to Executive Compensation			2023		8/23/23	JohnElectronicBusinessPoc Doe
<input type="checkbox"/>	Stage Testing.docx	Disclosure of Process Related to Executive Compensation					7/21/23	JohnElectronicBusinessPoc Doe
<input type="checkbox"/>	2015 IDC.pdf	Disclosure of Process Related to Executive Compensation					5/11/23	JohnElectronicBusinessPoc Doe
<input type="checkbox"/>	DCM Account approval Form(Data Migration) 07.28.20.pdf	Disclosure of Process Related to Executive Compensation			2020		11/3/20	JohnElectronicBusinessPoc Doe
<input type="checkbox"/>	DCM Account approval Form(Data Migration) 07.28.20.pdf	Disclosure of Process Related to Executive Compensation			2020		11/3/20	JohnElectronicBusinessPoc Doe
<input type="checkbox"/>	EO-55-Temporary-Stay-at-Home-Order-Due-to-Novel-Coronavirus.pdf	Disclosure of Process Related to Executive Compensation			2021		11/3/20	JohnElectronicBusinessPoc Doe

9. Select the document(s) to upload by checking the box to the left of the **Name** column.
10. Select the **Attach** button.

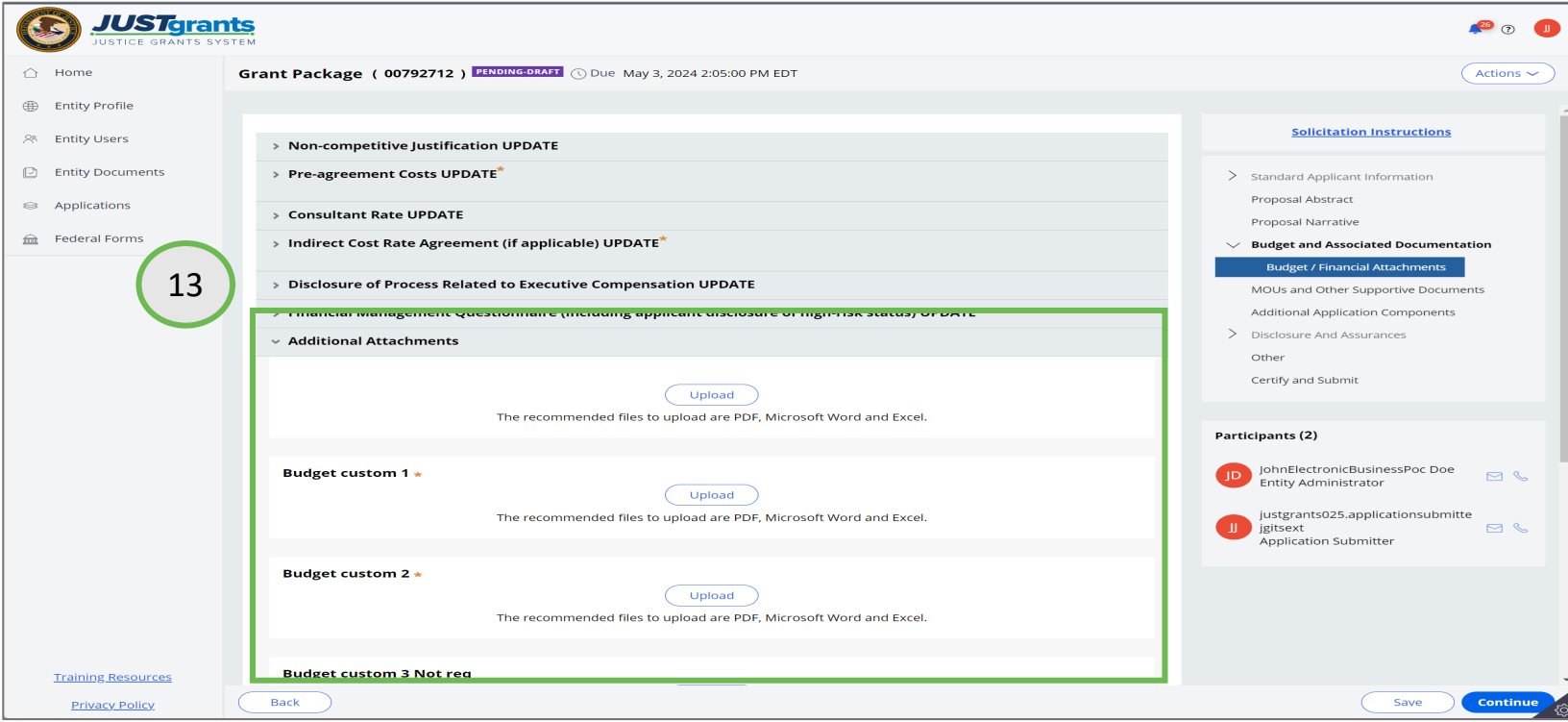
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The screenshot displays the JUSTgrants application interface. On the left, a navigation menu includes Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main content area is titled "Grant Package (00804209) PENDING-DRAFT" with a due date of "December 20, 2023 2:02:00 PM EST". A green circle labeled "11" highlights the "Budget Worksheet and Budget Narrative (attachment)" section, which contains a "Disclosure of Process Related to Executive Compensation" sub-section. This sub-section has "Upload" and "Profile" buttons and a note: "The recommended files to upload are PDF, Microsoft Word and Excel." Below this is an "Additional Attachments" section. A progress bar at the bottom shows stages: INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW, and AWARDPACKAGEREADY. On the right, a "Solicitation Instructions" sidebar lists various document requirements, with "Budget / Financial Attachments" selected. Below the sidebar, a "Participants (2)" section shows two users: "JohnElectronicBusinessPoc Doe" (Administrator) and "Applicationsubmitter". A green circle labeled "12" highlights the "Continue" button in the bottom right corner of the application area.

- 11. Continue attaching documents in each section as required.
- 12. When all required and requested files have been attached to the application, continue with the other sections of the application.

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13. A solicitation could include additional sections within the Additional Attachment section. Please open the caret to determine if there are additional documents requested with the application.

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

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The screenshot displays the JUSTgrants application interface for a grant package (00792712) in a 'PENDING-DRAFT' state. The main content area lists several required attachments, each with an 'UPDATE' label and an 'Upload' button. The attachments include: Non-competitive Justification, Pre-agreement Costs, Consultant Rate, Indirect Cost Rate Agreement (if applicable), Disclosure of Process Related to Executive Compensation, and Financial Management Questionnaire (including applicant disclosure of high-risk status). Below these are three 'Budget custom' sections (1, 2, and 3) with their respective 'Upload' buttons. A note indicates that recommended files for upload are PDF, Microsoft Word, and Excel. On the right side, there is a 'Solicitation Instructions' panel with a tree view of document categories, and a 'Participants (2)' list showing two users: JohnElectronicBusinessPoc.Doe (Entity Administrator) and justgrants025.applicationsubmitte (Application Submitter). At the bottom right, a green circle highlights the number '15', and a green box highlights the 'Continue' button.

14. Continue attaching files until all the required files have been included in the budget.
15. Select the Continue button to continue entering data in the application.
16. Return to the Application Submission Job Aid Reference Guide for continued guidance on entering data into the application.