



OJP Budget Overview

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:

<https://www.ojp.gov/funding/apply/ojp-grant-application-resource-guide#budget-prep>.

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.

Enter OJP Web-Based Budget Overview



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.

The screenshot displays the JUSTgrants application interface for a 'Grant Package (00797610)'. The main content area is titled 'Conference Costs' and contains a form with the question: 'Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities?'. Below the question are three radio button options: 'Yes', 'No', and 'Conference Costs'. The 'Yes' option is selected. A link '(OO) Financial Guide, Section 3.10)' is provided. Below the form is a progress bar with steps: INITIATE (checked), COMPLETE AND SUBMIT (active), REVIEW, BUDGET REVIEW, and AWARDPACKAGEREADY. Below the progress bar is a table with columns for 'Information', 'Grant Package', and 'Application Versions'. The table contains the following data:

Information	Grant Package	Application Versions
OpportunityID O-SMART-2023-181764-STG	SolicitationID SI-181764	Solicitation Title DG TEST
Application Case ID A-442766	Application Group Case ID AG-139245	SF424_2_1
Grant Manager		

The right-hand sidebar contains 'Solicitation Instructions' and 'Participants (2)'. The 'Participants' section lists two users: 'JohnElectronicsBusinessPoc.Doe Entity Administrator' and 'justgrants026.applicationsubmitte@doj.gov Administrator'. At the bottom right, there are 'Save' and 'Continue' buttons.

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.

The screenshot displays the JUSTgrants application interface. The top navigation bar shows the user is logged in as 'John.ElectronicBusinessPoc.Doe', an Entity Administrator. The main content area is titled 'Grant Package (00797610) PENDING-DRAFT' with a due date of July 20, 2029. The 'Conference Costs' section is active, showing a form with a 'Conference Costs' label and three radio button options: 'Yes', 'No', and 'No'. The 'Budget and Associated Documentation' menu on the right is expanded, with 'Conference Costs' selected. The 'Participants (2)' section at the bottom right shows the user and another user, 'justgrants06.applicationsubmitte', as application submitters. The interface includes a progress bar at the top with stages: INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW, and AWARD/PACKAGER. The main content area also displays a table with columns for OpportunityID, Grant Package, SolicitationID, and Solicitation Title.

OpportunityID	Grant Package	SolicitationID	Solicitation Title
O-SMART-2023-181764-STG		SI-181764	DG TEST
Application Case ID		Application Group Case ID	SF424_2_1
A-442766		AG-139245	
Grant Manager			

Enter OJP Web-Based Budget

Steps 4 – 5: Conference Costs



- 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.

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 (00797610) PENDING-ORA'. Below this, the 'Conference Costs' section is active, featuring a link to the 'DOJ Financial Guide Section 3.10'. A 'Rich Text Editor' is open, allowing for a description of the conference. Below the editor is a progress bar with steps: INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW (current), and AWARD/PACKAGE READY. A table below the progress bar provides details for the grant package, including OpportunityID (O-SMART-2023-181764-STG), SolicitationID (SI-181764), Application Case ID (A-442766), Application Group Case ID (AG-139245), Solicitation Title (DG TEST), and Solicitation ID (SF424_2_1). The Grant Manager is listed as John Electronic Business Process Administrator. On the right, a sidebar lists various budget categories, with 'Conference Costs' selected. At the bottom right, a 'Continue' button is highlighted, and a '5' is circled next to it.

Enter OJP Web-Based Budget Supplemental Budget



For OJP only, when entering budgets for supplemental applications submitting a web-based budget, it is necessary to select the year.

The screenshot shows the JUSTgrants web application interface. At the top, the URL is `stage-justgrants.usdoj.gov/prweb/PRAuth/app/JGITS_/3yZ6Bxxi_lpDExTOT4XnAjzjAXmVNevW*/ISTANDARD`. The page title is "Grant Package (00800856)" with a "PENDING DRAFT" status and a due date of "September 30, 2023 1:07:00 PM EDT".

A dropdown menu is highlighted with a green box, containing the text "Select the year to start your supplemental budget" and "Year 3".

The main content area shows a progress bar with steps: INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW, and AWARDPACKAGEREADY. Below this, there is a table with the following data:

Information	Grant Package	Application Versions
OpportunityID O-BJA-2023-184203-STG	SolicitationID SI-184203	Solicitation Title Alak Testing Applica
Application Case ID A-446875	Application Group Case ID AG-136102	SF424_2_1
Grant Manager		

On the right side, there is a "Solicitation Instructions" section with a list of items: Standard Applicant Information, Proposal Abstract, Proposal Narrative, Budget and Associated Documentation, Supplemental Budget (highlighted), Conference Costs, Personnel, Fringe Benefits, Travel, Equipment, Supplies, Construction, SubAwards (Subgrants), Procurement Contracts, Other Costs, and Indirect Costs.

At the bottom, there are "Back", "Save", and "Continue" buttons.

Enter OJP Web-Based Budget

Step 6: Add or Delete a 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.

Grant Package (00797610) PENDING DRAFT Due: July 20, 2029 3:08:00 PM EDT

Add Year **4** **Delete Year**

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
No items								

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

Additional Narrative

Participants (2)

- JohnElectronicBusinessPoc.Doe Entity Administrator
- justgrants026.applicationsubmitte jgbox@ Administration Submitter



Enter OJP Web-Based Budget

Steps 7 – 9: Personnel

- 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.

The screenshot displays the JUSTgrants web-based budget application interface. The main content area is titled 'Personnel' and includes a table for adding personnel items. The table has columns for Name, Position, Salary, Rate, Time Worked, Percentage of Time (%), Total Cost, Non-Federal Amt (Match or Prog Inc), and Federal Amount. A green box highlights the 'Instructions' link on the left sidebar (Step 7). Below the table, there is a text area for 'Additional Narrative' (Step 8). On the right sidebar, the 'Continue' button is highlighted (Step 9). The interface also shows a 'Grant Package' header with details like '007976' and 'ENDING-DRAFT'.

Name	Position	Salary	Rate	Time Worked	Percentage of Time (%)	Total Cost	Non-Federal Amt (Match or Prog Inc)	Federal Amount
John Doe	Project Manager	100000	Yearly	1	100%	\$100000	\$120000	\$200000
Personnel Total Cost		Total Non-Federal Amt (Match or Prog Inc)		Total Federal Amount				
\$48,000		\$12,000		\$36,000				

Enter OJP Web-Based Budget

Steps 10 – 12: Fringe Benefits



- 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.

The screenshot displays the JUSTgrants web-based budget application interface. The main content area is titled "Fringe Benefits" and contains a table for adding items. The table has columns for Name, Base, Rate (%), Total Cost, Non-Federal Amt (Match or Prog Inc), and Federal Amount. A single item is listed: Mary Rodriguez, with a base of \$60,000.00, a rate of 6.4%, a total cost of \$3,840.00, a non-federal amount of 762.00, and a federal amount of \$3,078.00. Below the table, there are summary statistics for Fringe Benefits Total Cost, Total Non-Federal Amt, and Total Federal Amount. A narrative text area below the table contains the text "Match pays 20% of salary and fringe benefits". The right-hand sidebar shows a list of application components, with "Fringe Benefits" selected. The "Continue" button is highlighted in the bottom right corner.

Name	Base	Rate (%)	Total Cost	Non-Federal Amt (Match or Prog Inc)	Federal Amount
1 Mary Rodriguez	\$60,000.00	6.4	\$3,840.00	762.00	\$3,078.00

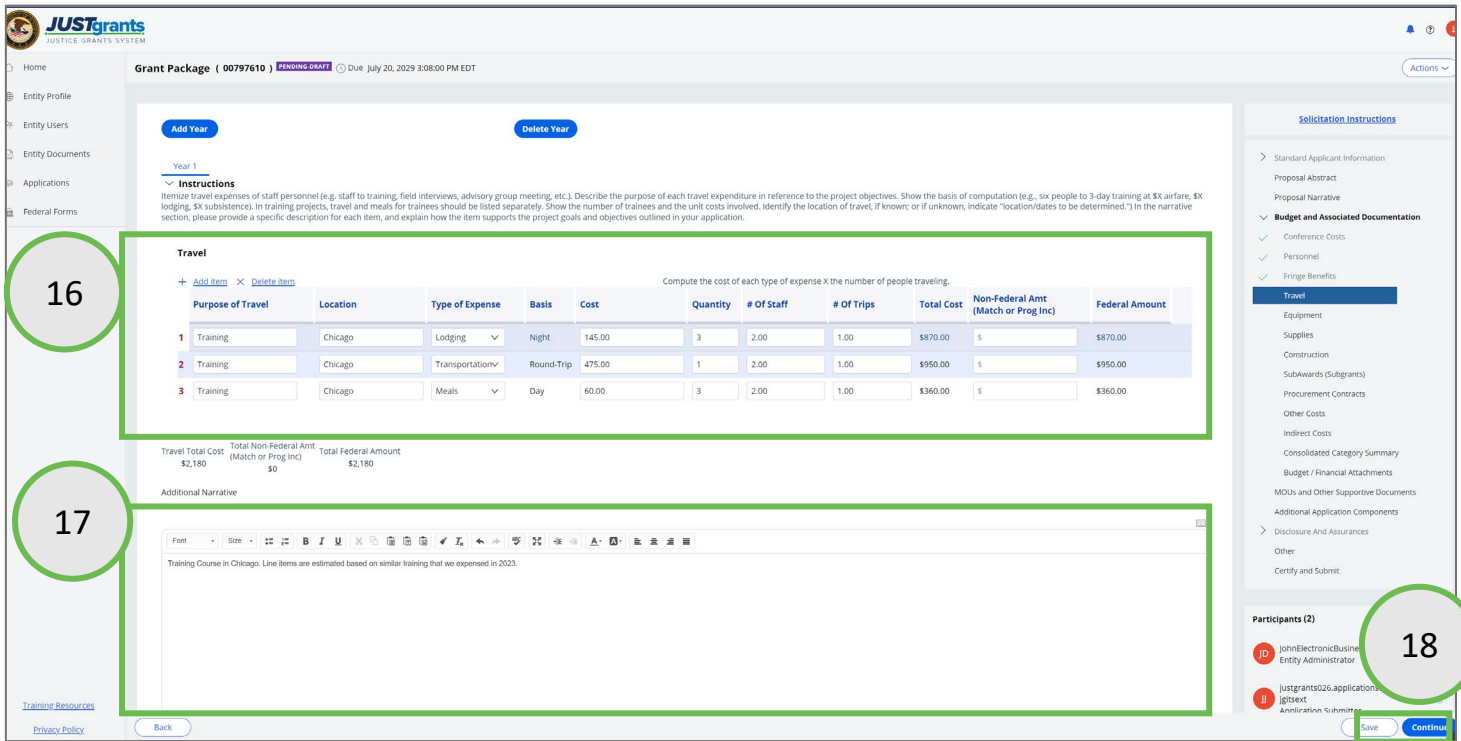
Fringe Benefits Total Cost: \$3,840
Total Non-Federal Amt (Match or Prog Inc): \$762
Total Federal Amount: \$3,078

Match pays 20% of salary and fringe benefits

Enter OJP Web-Based Budget

Steps 16 – 18: Travel

- 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.



Grant Package (00797610) PENDING DRAFT Due July 20, 2029 3:08:00 PM EDT

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
1 Training	Chicago	Lodging	Night	145.00	3	2.00	1.00	\$870.00	\$	\$870.00
2 Training	Chicago	Transportation	Round-Trip	475.00	1	2.00	1.00	\$950.00	\$	\$950.00
3 Training	Chicago	Meals	Day	60.00	3	2.00	1.00	\$360.00	\$	\$360.00

Travel Total Cost: \$2,180 | Total Non-Federal Amt (Match or Prog Inc): \$0 | Total Federal Amount: \$2,180

Additional Narrative

Training Course in Chicago. Line items are estimated based on similar training that we expensed in 2023.

Participants (2)

- JohnElectronicBusine Entry Administrator
- Justgrants026.application Administration Submitter

Save Continue

Enter OJP Web-Based Budget

Steps 19 – 21: Equipment



- 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.

Grant Package (00797610) PENDING DRAFT Due July 20, 2029 3:08:00 PM EDT

Year 1

Instructions

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
1 Laptop	2	1695.00	\$3,390.00	500.00	\$2,890.00

Equipment Total Cost: \$3,390
Total Non-Federal Amt (Match or Prog Inc): \$500
Total Federal Amount: \$2,890

Additional Narrative

Need laptops for 2 staff members to carry to the project site.

Participants (2)

- JohnElectronicBusine Entity Administrator
- Justgrants026.application... Agent Application Submitter

Back Continue

Enter OJP Web-Based Budget

Steps 25 – 27: Construction



- 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.

Grant Package (00797610) PENDING DRAFT Due July 20, 2029 3:08:00 PM EDT

[Add Year](#) [Delete Year](#)

Year 1

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

[+ Add Item](#) [X Delete Item](#) Compute the cost (the number of each item to be purchased X the cost per item)

Purpose of Construction	Description of Work	# of Items	Cost	Total Cost	Non-Federal Amt (Match or Prog Inc)	Federal Amount
1			\$	\$0.00	\$	\$0.00

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

Additional Narrative

Font Size: [Rich Text Editor]

Participants (2)

- JohnElectronicBusine Entity Administrator
- justgrants026.application Administration Submitter

[Back](#) [Continue](#)

Enter OJP Web-Based Budget

Steps 28 – 30: SubAwards (Subgrants)



- 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.

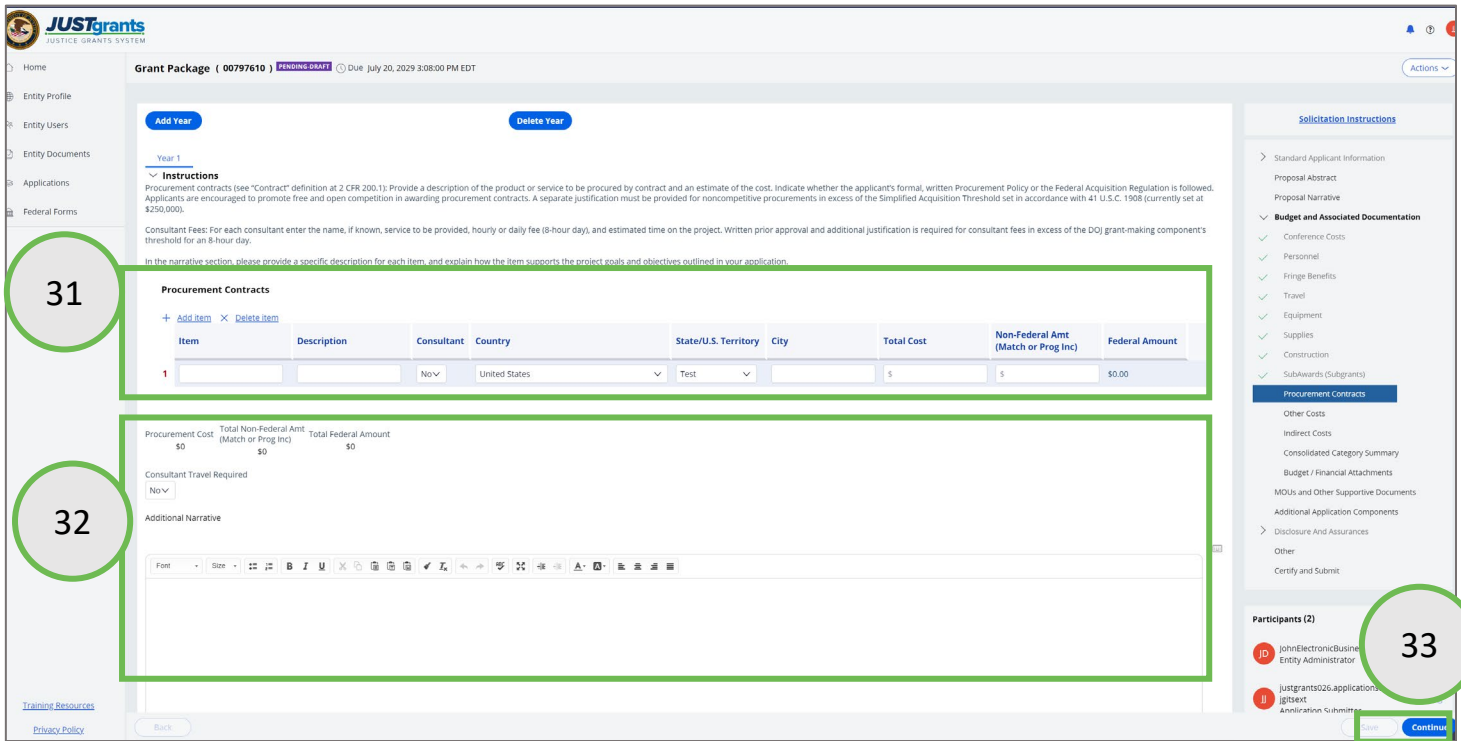
The screenshot displays the 'SubAwards (Subgrants)' section of the JUSTgrants system. At the top, there are 'Add Year' and 'Delete Year' buttons. Below them is an 'Instructions' section. The main area features a table with columns: Item, Description, Country, State/U.S. Territory, City, Total Cost, Non-Federal Amt (Match or Prog Inc), and Federal Amount. A single row is visible with 'United States' as the country and 'District of Columbia' as the state. Below the table, there are summary fields for 'Subawards Total Cost', 'TOTAL NON-FEDERAL AMT (Match or Prog Inc)', and 'Total Federal Amount', all showing '\$0'. A rich text editor for the narrative description is located below the table. On the right, a sidebar contains 'Solicitation Instructions' and a list of menu items, with 'SubAwards (Subgrants)' highlighted. At the bottom right, there is a 'Participants (2)' section and a 'Continue' button.

Item	Description	Country	State/U.S. Territory	City	Total Cost	Non-Federal Amt (Match or Prog Inc)	Federal Amount
1		United States	District of Columbia			\$	\$0.00

Enter OJP Web-Based Budget

Steps 31 – 33: Procurement Contracts

- 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.



The screenshot shows the 'Procurement Contracts' section of the JUSTgrants application. It includes a table for adding items with columns for Item, Description, Consultant, Country, State/U.S. Territory, City, Total Cost, Non-Federal Amt, and Federal Amount. A narrative text area is provided for describing the contracts. The interface also shows navigation options like 'Add Year', 'Delete Year', and 'Continue'.

Item	Description	Consultant	Country	State/U.S. Territory	City	Total Cost	Non-Federal Amt (Match or Prog Inc)	Federal Amount
1		No	United States	Test		\$	\$	\$0.00

Enter OJP Web-Based Budget

Steps 34 – 36: Procurement Contracts



- 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.

The screenshot displays the JUSTgrants web application interface for a Grant Package (00797610) in a PENDING DRAFT status. The main content area is titled 'Year 1' and contains an 'Instructions' section and an 'Other Costs' table. The table has columns for Description, Quantity, Basis, Costs, Length of Time, Total Costs, Non-Federal Amt (Match or Prog Inc), and Federal Amount. A green box highlights the table area, and a green circle with the number 34 is placed next to it. Below the table is an 'Additional Narrative' section with a rich text editor. A green box highlights this section, and a green circle with the number 35 is placed next to it. On the right-hand sidebar, there is a 'Solicitation Instructions' section with a list of items, including 'Other Costs'. A green circle with the number 36 is placed next to the 'Continue' button at the bottom right of the page.

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.

OJP Budget Summary

Steps 39 – 40: OJP Multi-Year Consolidated Category Summary



- 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.**

Typical

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Equipment</td> <td style="width: 10%;">\$0</td> <td style="width: 10%;">\$0</td> <td style="width: 10%;">\$0</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td>Supplies</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td></td> <td></td> </tr> <tr> <td>Construction</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td></td> <td></td> </tr> <tr> <td>SubAwards</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td></td> <td></td> </tr> <tr> <td>Procurement Contracts</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td></td> <td></td> </tr> <tr> <td>Other Costs</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td></td> <td></td> </tr> <tr> <td>Total Direct Costs</td> <td>\$67,876</td> <td>\$58,075</td> <td>\$125,951</td> <td></td> <td></td> </tr> <tr> <td>Indirect Costs</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td></td> <td></td> </tr> <tr> <td>Total Project Costs</td> <td>\$67,876</td> <td>\$58,075</td> <td>\$125,951</td> <td></td> <td></td> </tr> <tr> <td>Federal</td> <td>\$67,796</td> <td>\$58,028</td> <td>\$125,824</td> <td></td> <td></td> </tr> </table>	Equipment	\$0	\$0	\$0			Supplies	\$0	\$0	\$0			Construction	\$0	\$0	\$0			SubAwards	\$0	\$0	\$0			Procurement Contracts	\$0	\$0	\$0			Other Costs	\$0	\$0	\$0			Total Direct Costs	\$67,876	\$58,075	\$125,951			Indirect Costs	\$0	\$0	\$0			Total Project Costs	\$67,876	\$58,075	\$125,951			Federal	\$67,796	\$58,028	\$125,824			<div style="border: 1px solid #ccc; padding: 10px;"> <p>Budget Totals</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: right;">Total</th> <th style="text-align: right;">Percentage</th> </tr> </thead> <tbody> <tr> <td>Total Project Cost</td> <td style="text-align: right;">\$125,951</td> <td></td> </tr> <tr> <td>Federal Funds</td> <td style="text-align: right;">\$125,824 ▲</td> <td style="text-align: right;">99.90%</td> </tr> <tr style="border: 2px solid green;"> <td>Non-Federal Amount</td> <td style="text-align: right;">\$127</td> <td style="text-align: right;">0.10%</td> </tr> <tr> <td>Match Amount</td> <td style="text-align: right;">\$127 ▲</td> <td style="text-align: right;">0.10%</td> </tr> <tr style="border: 2px solid green;"> <td>Program Income</td> <td style="text-align: right;"><input style="width: 80px;" type="text" value="\$"/></td> <td style="text-align: right;">0.00%</td> </tr> </tbody> </table> <p><small>Please note: After completing this budget detail summary, please confirm that the following final values entered in this section are identical to those entered in the corresponding estimated cost section of the Standard Applicant Information. Specifically, the following must be equivalent. If they are not, you will not be able to submit this application until they are updated to be equivalent.</small></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Standard Applicant Information</th> <th>Equals</th> <th>Budget Summary</th> </tr> </thead> <tbody> <tr> <td>Total Estimated Funding</td> <td>=</td> <td>Total Project Costs</td> </tr> <tr> <td>Federal Estimated Funding (federal share)</td> <td>=</td> <td>Federal Funds</td> </tr> <tr> <td>Applicant Estimated Funding (non-federal share)</td> <td>=</td> <td>Match Amount</td> </tr> <tr> <td>Program Income Estimated Funding</td> <td>=</td> <td>Program Income Amount</td> </tr> </tbody> </table> </div>		Total	Percentage	Total Project Cost	\$125,951		Federal Funds	\$125,824 ▲	99.90%	Non-Federal Amount	\$127	0.10%	Match Amount	\$127 ▲	0.10%	Program Income	<input style="width: 80px;" type="text" value="\$"/>	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
Equipment	\$0	\$0	\$0																																																																																											
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Program Income Estimated Funding	=	Program Income Amount																																																																																												

OJP Budget Summary

Steps 41 – 42: OJP Multi-Year Consolidated Category Summary



- 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**.

Inconsistent Budget Summary and Standard Application Information
✕

	Budget Summary	Standard Applicant Information
Total Project Cost	400443.00	1000.0
Federal Funds	400443.00	1000.0
Match Amount	0.00	0.0
Program Income	0.00	0.0

Would you like to update the Standard Applicant Information section with the values from the Budget Summary?

No
Yes

Total	Percentage
\$125,951	
\$125,824 ▲	99.90%
\$127	0.10%
\$127 ▲	0.10%
\$	0.00%

All summary, please confirm that the following final values entered in this section are identical to those entered in the corresponding estimated cost section of the Standard Applicant Information. Specifically, the following must be equivalent. If they are not, you will not be able to submit this application until they are updated to be equivalent.

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

Indirect Costs	\$0	\$0	\$0
Total Project Costs	\$67,876	\$58,075	\$125,951
Federal	\$67,796	\$58,028	\$125,824

Indirect Costs: \$0

Total Project Costs: \$67,876

Federal: \$67,796

OJP Budget Summary

Steps 43 – 46: Budget Detail Summary View



- 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.

Grant Package (00797610) PENDING DRAFT Due July 20, 2029 3:08:00 PM EDT

Federal Estimated Funding (federal share)	=	Federal Funds
Applicant Estimated Funding (non-federal share)	=	Match Amount
Program Income Estimated Funding	=	Program Income Amount

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 Mary Rodriguez	Project Manager	\$60,000.00	Y	1.00	80.00%	\$48,000.00	\$12,000.00	\$36,000.00

Personnel Total Cost: \$48,000.00
Total Non-Federal Amt (Match or Prog Inc): \$12,000.00
Total Federal Amount: \$36,000.00

Additional Narrative

A current staff member has extensive experience in running a program of the type we are proposing. Her CV is attached to this application. She will continue to spend 20% of her time handling her current work in our office, but will move 80% of her time to this project if awarded.

- Fringe Benefits
- Travel
- Equipment
- Supplies
- Construction
- SubAwards

Buttons: Back, Save, Continue

OJP Budget Summary

Steps 47 – 48: Budget/Financial Attachments



- 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.

The screenshot displays the JUSTgrants application interface for a grant package (00797610) in a 'PENDING DRAFT' status. The main content area shows a section for 'Indirect Cost Rate Agreement (if applicable)' with a large green circle containing the number '48' and a green box around an 'Upload' button. Below this is a section for 'Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)' and an 'Additional Attachments' section. A progress bar at the bottom indicates the current step is 'COMPLETE AND SUBMIT'. The right-hand sidebar contains a checklist of required documents, with 'Budget / Financial Attachments' highlighted in blue. Below the checklist, there are sections for 'Participants (2)' and 'Additional Application Components'. The bottom of the interface includes a 'Back' button and 'Save' and 'Continue' buttons.

OJP Budget Summary

List of Budget/Financial Attachments



Budget Documents to Attach	Application Location (if any)
Pre-Agreement Costs	Budget and Associated Documents- Budget/Financial Attachments
<p>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</p>	
Indirect Cost Rate Agreement (if applicable)	Budget and Associated Documents- Budget/Financial Attachments
<p>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</p>	
Disclosure of Process Related to Executive Compensation	Budget and Associated Documents- Budget/Financial Attachments
<p>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</p>	

OJP Budget Summary

List of Budget/Financial Attachments (cont.)



Budget Documents to Attach	Application Location (if any)
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/financialguidedojoj/iii-postaward-requirements#52-0
Guidance: If applicable, attach a document for the Employee Compensation Wavier requesting prior approval.	
Additional Attachments	Budget and Associated Documents- Budget/Financial 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.	

OJP Budget Summary

Steps 49 – 50: Budget/Financial Attachments



- 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.

The screenshot displays the JUSTgrants application interface. A central dialog box titled "Attach file(s)" is open, featuring a paperclip icon and the text "Drag and drop files here" or "Select files". Below this is a table with columns for Name, File, and Category. The table contains one entry: "Supporting Documentati...", "Supporting Documentation.docx", and a dropdown menu. The background shows the "Grant Package" details, including the opportunity ID "O-COPS-2023-186419-STG" and the solicitation title "Ash Test COPS". A green circle with the number "49" is overlaid on the dialog box.

OJP Budget Summary

Step 50: Budget/Financial Attachments



50) To attach a file from the JustGrants Entity Documents library, select the **Profile** button.

The screenshot displays the JUSTgrants application interface for a grant package. The main content area shows the 'Budget/Financial Attachments' step, which is highlighted with a green circle and the number '50'. Below this, there is a table with columns for 'OpportunityID', 'Application Case ID', 'SolicitationID', 'Application Group Case ID', and 'Solicitation Title'. The 'Profile' button is highlighted with a green box. The right-hand navigation menu includes sections for 'Solicitation Instructions', 'Budget and Associated Documentation', and 'Participants (2)'. The bottom of the interface features a 'Back' button and a 'Continue' button.

OpportunityID	Application Case ID	SolicitationID	Application Group Case ID	Solicitation Title
O-SMART-2023-181764-STG	A-442766	SI-181764	AG-139245	DG TEST

OJP Budget Summary

Steps 51 – 52: Budget/Financial Attachments



51) Select the document(s) to attach by checking the appropriate box.

52) Select the **Attach** button.

The screenshot displays the JUSTgrants application interface. A modal window titled "Select a file from my Entity Profile" is open, showing a table of documents. A green circle highlights the number "51" in the modal. The table has the following columns: Name, Category, Start Date, End Date, Federal Fiscal Year, Notes, Created Date, and Uploaded by. The document "CWC_OS_241812.docx" is selected. A green circle highlights the number "52" on the "Attach" button at the bottom right of the modal.

Name	Category	Start Date	End Date	Federal Fiscal Year	Notes	Created Date	Uploaded by
Procedural Improvements to Updating JARG.docx	Indirect Cost Rate Agreement (if applicable)					11/28/23	JohnElectronicBusinessPoc Doe
Stage-228583 (1).docx	Indirect Cost Rate Agreement (if applicable)					10/12/23	JohnElectronicBusinessPoc Doe
CWC_OS_241812.docx	Indirect Cost Rate Agreement (if applicable)					10/12/23	JohnElectronicBusinessPoc Doe
CWC_OS_241812.docx	Indirect Cost Rate Agreement (if applicable)					10/12/23	JohnElectronicBusinessPoc Doe
UTR_232401 (1).docx	Indirect Cost Rate Agreement (if applicable)					10/12/23	JohnElectronicBusinessPoc Doe
CWC_OS_241812.docx	Indirect Cost Rate Agreement (if applicable)					10/12/23	JohnElectronicBusinessPoc Doe
Data Creation_updated (1).docx	Indirect Cost Rate Agreement (if applicable)					10/12/23	JohnElectronicBusinessPoc Doe
QA-236487 (1).docx	Indirect Cost Rate Agreement (if applicable)					10/12/23	JohnElectronicBusinessPoc Doe
CWC_OS_241812.docx	Indirect Cost Rate Agreement (if applicable)					10/12/23	JohnElectronicBusinessPoc Doe
QA-237295 (1).docx	Indirect Cost Rate Agreement (if applicable)					10/12/23	JohnElectronicBusinessPoc Doe

OJP Budget Summary

Step 53: Budget/Financial Attachments



- 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.