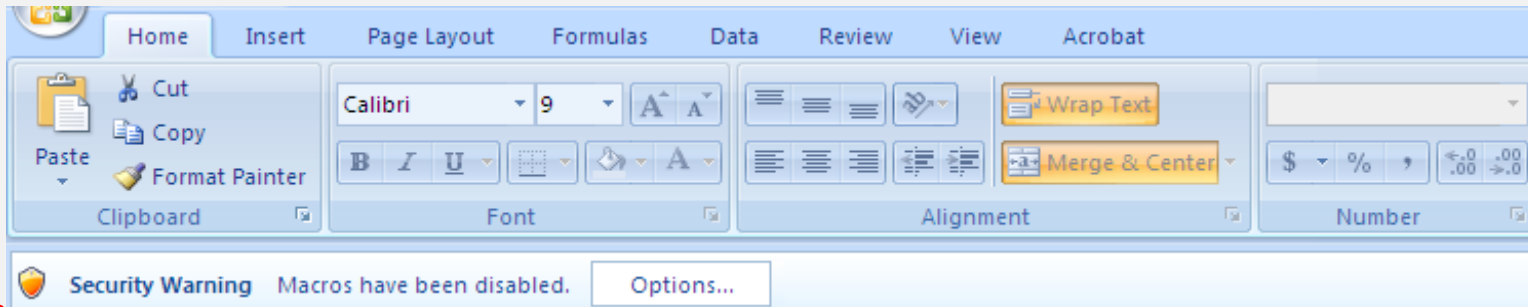


CTAS Budget Detail Worksheet FY17

Worksheet Instructions

Note: This document requires macros be enabled to work properly. Please ensure that macros are enabled before entering any data. You may be able to enable macros by choosing the "Enable this content" option from the Security Warning Ribbon above.



If the ribbon is not visible you may have been prompted to enable macros when you opened the document as pictured here. If you elected to disable macros,



please close the document and reopen it with macros enabled.

Purpose:

Budget Sheet Instructions

The Budget Detail Worksheet is provided for your use in the preparation of the budget and budget narrative. All required information (including the budget narrative) must be provided. Funds may not be budgeted in the shaded categories under each purpose area. Indicate any non-federal (matching) amount in the appropriate category, if applicable.

How to use this Workbook:

This workbook has been made available to CTAS applicants so that they can provide budgetary information for each Purpose Area they are applying for. It is a required document and must be completed and uploaded to the Grant Management System (GMS) as an attachment to your application. The workbook includes three different worksheets. The first worksheet (this one) is an instruction sheet; the second worksheet includes the Purpose Area specific budget detail worksheet and narrative and each must be filled out if the applicant is applying for that specific Purpose Area. If an application is not being submitted for a particular Purpose Area, no action on the budget worksheet is required. The last worksheet is a Budget Summary. It compiles all of the relevant budget information for all Purpose Areas into a single location and should be reviewed for correctness before the workbook is uploaded to the GMS application.

Step by Step Usage:

1. Please read and print this instruction page. It can be used as a reference while completing the rest of the document.
2. A purpose area index for this workbook has been created for your convenience. Clicking on the link for each Purpose Area will take you directly to that tab in this document.
3. Complete this document by selecting the relevant Purpose Area tabs for which funds are being requested and entering the budget detail information in the boxes.
4. None of the purpose areas in this solicitation require a match. However, if a successful application proposes a voluntary match amount, and DOJ approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.
5. A budget narrative section is provided to you for each category within the worksheet. This is where your justification and/or linkages to the program narrative may be entered.
6. A Budget Summary is automatically calculated for you on the last worksheet. **Note:** Any errors detected on this page should be fixed on the Purpose Area specific tab.

Note regarding “Subawards (Subgrants)/Procurement Contracts” category (formerly labeled “Consultants/Contracts”): DOJ has designated this budget category, starting with the FY 16 CTAS, to enable applicants to identify proposed costs for subawards (see “Subaward” definition at 2 CFR 200.92) and distinguish those costs from costs for procurement contracts (see “Contract” definition at 2 CFR 200.22) the applicant proposes to fund with Federal award funds. For more information, see item IV. “Budget Detail Worksheet and Budget Narrative including Demographic Form” under Section D. What an Application Should Include in the solicitation and the response to the CTAS FY 2016 FAQ entitled, “What do I need to know before entering data and information under the ‘Subawards (Subgrants)/Procurement Contracts’ budget category in the CTAS Budget Worksheet?”

Contact Information

Technical Assistance: For technical assistance with submitting an application, contact the Grants Management System Support Hotline at 1-888-549-9901, option 3, or via e-mail to GMSHelpDesk@usdoj.gov. The GMS Support Hotline is available Monday-Friday (except U.S. federal government holidays) from 6:00 a.m. to 12:00 midnight, Eastern Time.

Programmatic Assistance: For programmatic and general assistance with the requirements of this solicitation, contact the Response Center at 1-800-421-6770 or by e-mail at tribalgrants@usdoj.gov. The Response Center’s hours of operation are Monday-Friday (except U.S. federal government holidays) from 9:00 a.m. to 5:00 p.m. Eastern Time. The Response Center will remain open on the solicitation closing date until 9:00 p.m. Eastern Time.

Budget Sheet Instructions

Budget Point of Contact Information:					
Contact Name:	Last:		First:		Middle:
Contact Phone:		Contact Fax:		Contact Email:	

Budget Sheet Instructions

Purpose Area Index:			
PA (#)	Name	Program Office	CFDA #
Demographics Form	CTAS Demographic Form		
1	Public Safety and Community Policing	COPS	16.710
2	Comprehensive Tribal Justice Systems Strategic Planning		16.608
3	Justice Systems and Alcohol and Substance Abuse	BJA	16.608
4	Tribal Justice System Infrastructure Program	BJA	16.596
5	Office on Violence Against Women Tribal Governments Program	OVW	16.587
6	Children's Justice Act Partnerships for Indian Communities	OVC	16.582
7	Comprehensive Tribal Victim Assistance Program	OVC	16.582
8	Tribal Juvenile Healing To Wellness Courts	OJJDP	16.585
9	Tribal Youth Program	OJJDP	16.731
	Budget Summary		
Budget Category Descriptions:			
<i>Personnel</i>	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 budget narrative, include a description of the responsibilities and duties of each position in relationship to fulfilling the project goals and objectives. All requested information must be included in the budget detail worksheet and budget narrative.		
<i>Fringe Benefits</i>	Fringe benefits should be based on actual known costs or an approved negotiated rate by a Federal agency. If not based on an approved negotiated rate, list the composition of the fringe benefit package. Fringe benefits are for the personnel listed in the budget category (A) and only for the percentage of time devoted to the project. All requested information must be included in the budget detail worksheet and budget narrative.		
<i>Travel</i>	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 to be determined." Indicate whether applicant's formal written travel policy or the Federal Travel Regulations are followed. Note: Travel expenses for consultants should be included in the "Consultant Travel" data fields under the "Subawards (Subgrants)/Procurement Contracts" category. For each Purpose Area applied for, the budget should include the estimated cost for travel and accommodations for two staff to attend two three-day long meetings, with one in Washington D.C. and one in their region, with the exception of Purpose Area 1, which should budget for one meeting in Washington D.C, and Purpose Areas 6 and 7, which should budget for 3 meetings within a 3 year period, with 2 in Washington D.C, and 1 within their region. All requested information must be included in the budget detail worksheet and budget narrative.		

Budget Sheet Instructions

<i>Equipment</i>	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" category. 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. All requested information must be included in the budget detail worksheet and budget narrative.
<i>Supplies</i>	List items by type (office supplies, postage, training materials, copy paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project. All requested information must be included in the budget detail worksheet and budget narrative.
<i>Construction</i>	Provide a description of the construction project and an estimate of the costs. Construction costs are only allowed for Purpose Area #4. Minor repairs or renovations may be allowable in other Purpose Areas and should be classified in the "Other" category. Consult with the program office before budgeting funds in this category. All requested information must be included in the budget detail worksheet and budget narrative.
<i>Subawards (Subgrants) / Procurement Contracts</i>	<p>Procurement contracts (see "Contract" definition at 2 CFR 200.22): 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 sole source procurements in excess of the Simplified Acquisition Threshold set in accordance with 41 U.S.C. 1908 (currently set at \$150,000).</p> <p>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. Consultant fees in excess of the DOJ grant-making component's maximum rate for an 8-hour day (currently \$650 for OJP and OVW, and \$550 for the COPS Office) require additional justification and prior approval from the respective DOJ grant-making component. All requested information must be included in the budget detail worksheet and budget narrative.</p> <p>Subawards (see "Subaward" definition at 2 CFR 200.92): Provide a description of the Federal award activities proposed to be carried out by any subrecipient and an estimate of the cost (include the cost per subrecipient, to the extent known prior to application submission). For each subrecipient, enter the subrecipient entity name, if known. Please indicate any subaward information included under budget category G. Subawards (Subgrants)/Procurement Contracts by including the label "(subaward)" with each subaward entry.</p>
<i>Other Costs</i>	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. All requested information must be included in the budget detail worksheet and budget narrative.

Budget Sheet Instructions

<i>Indirect Costs</i>	<p>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 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 organization, 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 Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals regarding submission and documentation of indirect cost proposals.) Narrative for any indirect costs should clearly state which direct costs the indirect cost agreement is being applied to. All requested information must be included in the budget detail worksheet and budget narrative.</p> <p>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.</p>
-----------------------	---

Demographic Form

Please fill out this form in its entirety. Note that each subsection has individual instructions. Please read them carefully before filling out this form. If you are applying as a consortium please aggregate the data for all the Tribes represented in your application.

I. Tribe Information

1. The name of each federally-recognized Indian Tribe that will be served by the proposed project(s):

Name(s)

The name(s) of your tribe and represented tribes.

BIA Region(s)

2. What is the Tribe's current enrollment, including members living both on and off the reservation?

3. What is the Tribe's juvenile population, including members living both on and off the reservation?

4. Of your current enrollment, what is the Tribe's total number of unemployed 18 years and over?

5. Of your current enrollment, what is the Tribe's total number of under-employed (below the poverty line) 18 years and over?

6. Of your current enrollment, what is the Tribe's total number of employed 18 years and over?

7. What is the current local population base?

8. Please enter the approximate square mileage of the reservation/jurisdiction to be served: (sq. miles)

9. Please check the crime victim population area(s) that best describe the services the Tribe typically supports.

Abused or neglected childr...

Stalking

Domestic Violence

Survivors of homicide

Elder Abuse

Survivors of attempted homicide and/or assault

Gang Violence

Motor vehicle homicide

Rape/sexual assault

Human trafficking

School violence

Hate/bias crimes

Juvenile crime, including bullyi...

Financial crime/identity theft

Property crime

Victims with disabilities

10. Have you applied for a CTAS grant before?

Yes

No

If yes, what year?

2013

2014

2015

2016

11. Please provide your status as an applicant (check all that apply):

- Tribe
- Tribal Coalition
- Tribal Consortia
- Non-profit organizati...
- Other (please describe)

a. If you selected Tribal Coalition or Tribal Consortia please list the tribes you represent:

b. If you selected Non-profit organization describe the nature of you services and whom you provide them.

12. Please indicate if you agree with the following statement: The tribe(s) submitting this application consider themselves to be remotely located with respect to availability of justice or other relevant community services.

Yes No

If you selected "Yes", please provide a brief statement that explains your selection. Examples might include "For a majority of our tribal community, law enforcement resource centers are greater than 1 hour's drive away." Or "Our tribal community has no resident medical facilities and the nearest public health center is operated by the City/Town of XXX which is not within tribal lands and not easily reached."

II. Property/Violent Crime

Using the most recent available data and to the best of your ability using the UCR crime definitions, enter the actual number of incidents reported to your Tribe for the following crime types. Note that only those incidents for which your Tribe had primary response authority should be provided.

UCR Data *	
Year	
Criminal Homicide	
Forcible Rape	
Robbery	
Aggravated Assault	
Burglary	
Larceny (except motor vehicle theft)	

Motor Vehicle Theft

***Note:** If your Tribe is not using UCR data or reports to NIBRS, please explain the source or methods used to report your crime data. If you do not report crime incidents at all please explain why you are unable to provide such data. If instructions are needed on converting your data to UCR Summary Data style please view the COPS Application Guide of the FBI's UCR Handbook (www.fbi.gov/ucr/handbook/ucrhandbook04.pdf) for more information.

The FBI is retiring the current Summary Reporting System (SRS) and will transition to an all-NIBRS data collection system within the next five years. The transition to NIBRS will provide a more complete and accurate picture of crime at the tribal, national, state, and local level. As of 2021, the FBI will no longer collect summary data and will only accept data in the NIBRS format and COPS Office awards will be based on submitted NIBRS data. Transitioning all law enforcement agencies to NIBRS is the first step in gathering more comprehensive crime data. Tribal, state, and local COPS grantees are encouraged to expedite the transition to NIBRS in their jurisdictions so that they will remain eligible to receive COPS Office awards.

III. Tribal Law Enforcement Information

Please answer the following questions. NOTE: If you choose "none" for question 1 you are finished completing this section and do not need to answer 1a or 1b.

1. What law enforcement agency or departments does your Tribe operate? (check all that apply):

- Tribal Police Department
- Department of Natural Resources
- Department of Fish and Wildlife
- Other (please describe):
- None

a. What is the actual population your department serves as the primary law enforcement agency entity?

This may or may not be the same as the population reported in the U.S. Census, the Tribe's current enrollment or the local population base. A Tribe with primary law enforcement authority is defined as having first responder responsibility to calls for service for all types of criminal incidents within its jurisdiction.

b. Enter the current Fiscal Year Actual Sworn Force Strength as of the date of this application:

The actual number of sworn officer positions is the actual number of sworn positions employed by your Tribe as of the date of this application. Do not include funded but currently vacant positions or unpaid positions. NOTE: For Tribes with multiple component law enforcement departments (e.g. Department of Public Safety and Fish and Wildlife Department), please report cumulative, full- and part-time sworn-force strength number for all law enforcement departments in your Tribe which would receive funding through this request if awarded.

Full-Time:

Part-Time:

2. On average how many hours of IN-SERVICE (non-recruit) training (e.g. FTO, continuing professional education, roll call, standard) are required annually for each of your agency's officers/deputies in the following categories (if none, please indicate 0 hours)?

Use of Force: De-escalation of conflict:

Racial and ethnic bias that includes elements of implicit/unconscious bias:

Gender bias in response to domestic violence and sexual assault:

Bias towards lesbian, gay, bisexual, and transgender (LGBT) individuals:

Community engagement (e.g., community policing and problem solving):

3. Does your agency administer a police training academy?

4. How many total hours of basic/recruit ACADEMY training are required for each of your agency's officer/deputy recruits in the following categories (if none, please indicate 0 hours)?

Use of Force: De-escalation of conflict:

Racial and ethnic bias that includes elements of implicit/unconscious bias:

Gender bias in response to domestic violence and sexual assault:

Bias towards lesbian, gay, bisexual, and transgender (LGBT) individuals:

Community engagement (e.g., community policing and problem solving):

IV. Tribal Facilities, Capacities and Capabilities

1. Telecommunications and Technology

a. Describe your Internet Access:

- Greater than 1Mbps (typically high speed broadband or T1 dedicated servic...
- Between 1Mbps and 56Kbps (typically DSL or low rate broad band cable)
- Less than 56kbps (typically dial-...

None

b. What types of communication services are generally available to the tribe at large and/or the tribe's justice components? (check all that apply)

	Tribe	Justice
i. Land Line (telephone, dial-up service)	<input type="checkbox"/>	<input type="checkbox"/>
ii. Cellular (telephone, data, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
iii. Satellite - Receive only (broadcasting services)	<input type="checkbox"/>	<input type="checkbox"/>
iv. Satellite - 2-way (2-way voice and data and well as broadcasting)	<input type="checkbox"/>	<input type="checkbox"/>
v. Radio services - (HF, VHF, UHF)	<input type="checkbox"/>	<input type="checkbox"/>
vi. Point to Point Microwave	<input type="checkbox"/>	<input type="checkbox"/>
vii. Other (please describe)		

Tribal

Justice Comp.

2. Facilities and Services (check all that apply)

Applicants should check and provide data for all the facilities and services located within the reservation/jurisdiction described in question 8 above.

<input type="checkbox"/> Hospital...	# of beds	<input type="text"/>
<input type="checkbox"/> Medical Clinic(s)	# of facilities	<input type="text"/>
<input type="checkbox"/> Mental Health Treatment Facilities (general)	# of facilities	<input type="text"/>
<input type="checkbox"/> Alcohol and Substance Abuse treatment fa...	# of facilities	<input type="text"/>
<input type="checkbox"/> Court(s)	# of facilities	<input type="text"/>
<input type="checkbox"/> Detention Facilities (Adult)	# of beds	<input type="text"/>
<input type="checkbox"/> Detention Facilities (Youth/Juvenile)	# of beds	<input type="text"/>
<input type="checkbox"/> Domestic Violence Shelters and/or Transiti...	# of facilities	<input type="text"/>
<input type="checkbox"/> Recreational Youth Facilities	# of facilities	<input type="text"/>
<input type="checkbox"/> Counseling Youth Facilities	# of facilities	<input type="text"/>
<input type="checkbox"/> Re-Entry Facilities/Halfway Houses	# of facilities	<input type="text"/>

Public Safety and Community Policing

Purpose

Program Office

COPS

Note: Non-Federal match is not required for this purpose area but can be provided if desired.

A. Personnel, B. Fringe Benefits

Purpose Area #1

	<i>Total Cost</i>
Personnel Salary Total	\$0
Personnel Fringe Total	\$0
Personnel Grand Total	\$0

Purpose Area #1

C. Travel						
Event Title <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	Location <i>Indicate the location of the event</i>	Type of Expense <i>Registration, Hotel, airfare, per diem</i>	Computation <i>Compute the cost of each type of expense X the numl</i>			
	Location	Type of Expense	Cost	Duration or Distance	# of Staff	Total Cost
Total						\$0

Travel Narrative

Purpose Area #1

D. Equipment			
Item	Computation		
<i>List and describe each item of equipment that will be purchased</i>	<i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>		
	# of Items	Cost	Total Cost
			Total \$0

Equipment Narrative

Purpose Area #1

E. Supplies			
Supply Items	Computation		
<i>Provide a list of the types of items to be purchased with grant funds.</i>	<i>Describe the item and the compute the costs. Computation: The number of each item to be purchase</i>		
	# of Items	Cost	Total Cost
			Total \$0

Supplies Narrative

F. Construction

Purpose Area #1

G. Subawards (Subgrants)			
Subawards (Subgrants)			
<i>Subawards (Subgrants): Provide a cost estimate for activities to be carried out by subrecipients.</i>			
Description	Purpose	Consultant?	
<i>Subawards (Subgrants): Provide a description of the activities to be carried out by subrecipients</i>	<i>Describe the purpose of the subaward (subgrant)</i>	<i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>	<i>Compute t</i>
			Total Cost
			\$0
Total			\$0

Subaward Narrative

Consultant Travel (if necessary)						
<i>List all travel-related expenses to be paid from the grant to the individual consultants (e.g., transportation, meals, lodging) separate from their consultant fees.</i>						
Purpose of Travel	Location	Type of Expense	Computation			
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the location of the event</i>	<i>Hotel, airfare, per diem</i>	<i>Compute the cost of each type of expense X the numl</i>			
			Cost	Duration or Distance	# of Staff	Total Cost
						\$0

Purpose Area #1

Total	\$0
--------------	-----

H. Procurement Contracts

Procurement Contracts
Procurement contracts: Provide a cost estimate for the product or service to be procured by contract

Description	Purpose	Consultant?	
<i>Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently \$150,000).</i>	<i>Describe the purpose of the procurement contract</i>	<i>Is the procurement contract for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>	Compute t
			Total Cost
			\$0
Total			\$0

Procurement Contract Narrative

Consultant Travel (if necessary)
List all travel-related expenses to be paid from the grant to the individual consultants (e.g., transportation, meals, lodging) separate from their consultant fees.

Purpose of Travel	Location	Type of Expense	Computation
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the location of the event</i>	<i>Hotel, airfare, per diem</i>	<i>Compute the cost of each type of expense X the numl</i>

Purpose Area #1

			Cost	Duration or Distance	# of Staff	Total Cost
						\$0
Total						\$0

I. Other Costs

Description		Total Cost
<i>List and describe items that will be paid with grants funds.</i>		
Total		\$0

Other Costs Narrative

J. Indirect Costs

Description	Computation		
<i>Describe what the approved rate is and how it is applied.</i>	<i>Compute the indirect costs for those portions of the progr</i>		
	Base	Indirect Cost Rate	Total Cost
Total			\$0

Indirect Costs Narrative

Purpose Area #1

--

Purpose Area #1

Purpose Area (1)
16.710

Purpose Area #1

<i>Non-Federal Contribution</i>	<i>Total</i>
\$0	\$0
\$0	\$0
\$0	\$0

Purpose Area #1

<i>Number of people traveling.</i>	
Non-Federal Contribution	Federal Request
\$0	\$0

Purpose Area #1

em)	
Non-Federal Contribution	Federal Request
\$0	\$0

Purpose Area #1



Purpose Area #1

Computation	
<i>the cost (e.g Cost-Non-Federal Contribution)</i>	
Non-Federal Contribution	Federal Request
\$0	\$0
\$0	\$0

Computation	
<i>ber of people traveling.</i>	
Non-Federal Contribution	Federal Request
\$0	\$0

Purpose Area #1

\$0	\$0
Computation	
<i>the cost (e.g Cost-Non-Federal Contribution)</i>	
Non-Federal Contribution	Federal Request
\$0	\$0
\$0	\$0
<i>ber of people traveling.</i>	

Purpose Area #1

<i>Non-Federal Contribution</i>	<i>Federal Request</i>
\$0	\$0
\$0	\$0

--	--

<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0

--	--

--	--

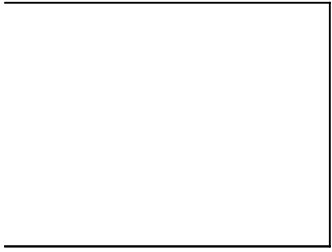
--	--

am which allow such costs.

<i>Non-Federal Contribution</i>	<i>Federal Request</i>
\$0	\$0

--	--

Purpose Area #1



Comprehensive Tribal Justice Systems Strategic Planning

Purpose Area (2)

Program Office

16.608

Note: Non-Federal match is not required for this purpose area but can be provided if desired.

A. Personnel

Name/Position <small>List each position and name, if known. New positions may be grouped by type.</small>	Computation <small>Show annual salary rate & amount of time devoted to the project for each name/position.</small>						
	# of Positions	Salary	Rate	Time Worked <small>(# of hours, days, months, years)</small>	%	Total Cost	Non-Federal Contribution
						\$0	
Total(s)						\$0	\$0

Narrative

Purpose Area #2

B. Fringe Benefits					
Type of Benefit		Computation			
<i>List each grant-support fringe benefit that is provided to the grant-funded position.</i>		<i>Show the basis for computation.</i>			
		Base	Rate	Total Cost	Non-Federal Contribution
				\$0	
Total				\$0	\$0
Narrative					

Purpose Area #2

C. Travel							
Purpose of Travel <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	Location <i>Indicate the travel destination.</i>	Type of Expense <i>Hotel, airfare, per diem</i>	Computation <i>Compute the cost of each type of expense X the number of people</i>				
			Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution
						\$0	
Total						\$0	\$0
Narrative							

Purpose Area #2

D. Equipment				
Item <i>List and describe each item of equipment that will be purchased</i>	Computation <i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>			
	# of Items	Cost	Total Cost	Non-Federal Contribution
			\$0	
Total			\$0	\$0
Narrative				

Purpose Area #2

E. Supplies				
Supply Items <i>Provide a list of the types of items to be purchased with grant funds.</i>		Computation <i>Describe the item and the compute the costs. Computation: The number of each item to be purch per item.</i>		
	# of Items	Cost	Total Cost	Non-Federal Contribution
			\$0	
Total			\$0	\$0
Narrative				

Purpose Area #2

F. Construction

List of Construction Activities <i>List and describe each item that is part of construction.</i>	Computation <i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>			
	# of Items	Cost	Total Cost	Non-Federal Contribution
N/A			\$0	
Total			\$0	\$0

Narrative

G. Subawards (Subgrants)

Subawards (Subgrants)				
<i>Subawards (Subgrants): Provide a cost estimate for activities to be carried out by subrecipients.</i>				
Description	Purpose	Consultant?	Computation	
<i>Subawards (Subgrants): Provide a description of the activities to be carried out by subrecipients</i>	<i>Describe the purpose of the subaward (subgrant)</i>	<i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>	<i>Compute the cost (e.g Cost-Non-Federal Contribution)</i>	
			Total Cost	Non-Federal Contribution

Purpose Area #2

			\$0	\$0
Total			\$0	\$0

Subaward Narrative

Consultant Travel (if necessary)

List all travel-related expenses to be paid from the grant to the individual consultants (e.g., transportation, meals, lodging) separate from their consultant fees.

Purpose of Travel <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	Location <i>Indicate the location of the event</i>	Type of Expense <i>Hotel, airfare, per diem</i>	Computation <i>Compute the cost of each type of expense X the number of people</i>				
			Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution
						\$0	\$0
Total						\$0	\$0

H. Procurement Contracts

Procurement Contracts

Procurement contracts: Provide a cost estimate for the product or service to be procured by contract

Description	Purpose	Consultant?	Computation
-------------	---------	-------------	-------------

Purpose Area #2

<p>Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently \$150,000).</p>	<p>Describe the purpose of the procurement contract</p>	<p>contract for a consultant? If yes, use the section below to explain associated travel expenses included in</p>	<p>Compute the cost (e.g Cost-Non-Federal Contribution)</p>	
			<p>Total Cost</p>	<p>Non-Federal Contribution</p>
			<p>\$0</p>	<p>\$0</p>
<p style="text-align: right;">Total</p>			<p>\$0</p>	<p>\$0</p>

Procurement Contract Narrative

Consultant Travel (if necessary)

List all travel-related expenses to be paid from the grant to the individual consultants (e.g., transportation, meals, lodging) separate from their consultant fees.

<p>Purpose of Travel Indicate the purpose of each trip or type of trip (training, advisory group meeting)</p>	<p>Location Indicate the location of the event</p>	<p>Type of Expense Hotel, airfare, per diem</p>	<p>Computation Compute the cost of each type of expense X the number of people</p>				
			<p>Cost</p>	<p>Duration or Distance</p>	<p># of Staff</p>	<p>Total Cost</p>	<p>Non-Federal Contribution</p>
						\$0	\$0
Total						\$0	\$0

I. Other Costs

Purpose Area #2

Description		
<i>List and describe items that will be paid with grants funds.</i>		
	Total Cost	Non-Federal Contribution
Total	\$0	\$0

Other Costs Narrative

J. Indirect Costs

Description	Computation			
<i>Describe what the approved rate is and how it is applied.</i>	<i>Compute the indirect costs for those portions of the program which allow such cost</i>			
	Base	Indirect Cost Rate	Total Cost	Non-Federal Contribution
			\$0	\$0
Total			\$0	\$0

Indirect Costs Narrative

Purpose Area #2

e traveling.
Federal Request
\$0
\$0

Purpose Area #2

ased X the cost
Federal Request
\$0
\$0

m)
Federal Request
\$0
\$0
on-Federal
Federal Request

Purpose Area #2

on-Federal
Federal Request
\$0
\$0
e traveling.
Federal Request
\$0
\$0

Justice Systems and Alcohol and Substance Abuse

Program Office

Note: Non-Federal

A. Personnel

Name/Position

List each position

List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be

Enter a text description explaining how

Total(s)
Narrative

B. Fringe Benefits

Type of Benefit

List each grant-subs

Fringe benefits should be based on actual known costs or an approved negotiated rate by a Federal agency. If not based on an

Enter a text description explaining how

Total
Narrative

C. Travel

Purpose of Travel

Indicate the place

Itemize travel expenses of staff personnel (e.g. staff to training, field interviews, advisory group meeting, etc.). Describe the purpose of each

Enter a text description explaining how

Total
Narrative

D. Equipment

Item

List and describe e

List non-expendable items that are to be purchased (Note: Organization's own capitalization policy for

Enter a text description explaining how

Total
Narrative

List items by type (office supplies, postage, training materials, copy paper, and expendable equipment items costing less than

Required for this purpose only but can be provided if desired

Annual salary

Rate

Positions Salary

Enter the total number of positions for type.

Enter the employee's salary. This value can be entered as hourly, daily, weekly or yearly rates.

Enter the rate of this employee's salary. Possible values are "hourly, daily, weekly, yearly"

Enter the number of days, weeks or years the employee is working on project. This column should be the total calendar time. The employee actual

Enter the cost base for each employee listed in section "A. Personnel" that will receive fringe benefits as part of working on this grant. The salary value may be the Total Cost value calculated for the specific employee.

Enter the percentage of the employee's salary that will be paid as fringe benefits.

Enter the total cost of the travel. For example, total cost of a single round-trip airline ticket, reimbursement cost of a rental car, per night of a hotel stay

Enter the total number of items to be purchased.

Enter the cost of each equipment item.

Enter the total number of items to be purchased.

Enter the cost of each supply item, for example, printer ink

Computation Base
Show the basis for

Type of Expense
Hotel, airfare, per diem
Compute the cost

Computation
of Items Cost
Compute the cost (e.g., the number of each item to be purchased)

E. Supplies
Supply Items
Provide a list of the

Enter a text description explaining how

Computation
Describe the item and the compute the costs.
of Items Cost

\$110 for 0 supplies.

Total
Narrative

Provide a description of the construction

Construction costs are not permitted by this Purpose Area.

Enter the total number of items to be purchased.

Enter the cost for each construction task.

F. Construction
List of Construction
List and describe each

Enter a text description explaining how

Computation
Compute the costs (e.g., the number of each item to be purchased)
of Items Cost

N/A
Total
Narrative

Subawards (see "Subaward" definition at 2 CFR 200.92):
Provide a description of the Federal award activities proposed to be carried out by any subrecipient and an estimate of the cost (include the cost per subrecipient, to the extent known prior to application submission). For each subrecipient,

G. Subawards (Subgrants)
Subawards (Subgrants)
Description
Subawards (Subgrants)

Provide a description of the Federal award activities proposed to be carried out by any subrecipient and an estimate of the cost (include the cost per subrecipient, to the extent known prior to application submission). For each subrecipient,

Purpose
Describe the purpose of the subaward (subgrants) the subaward

Total

Enter a text description explaining how the numbers provided in this section were generated, as well as any explanation of the proposed personnel's roles and qualifications.

Subaward Narrative

Consultant Travel
List all travel-related
Purpose of Travel
Indicate the purpose

Procurement contracts (see "Contract" definition at 2 CFR 200.22):
Provide a description of the product or service to be procured by contract and an

paid from the grant to the individual consultants (e.g., transportation, hotel, airfare, per diem)
Type of Expense
Computation
Compute the cost of each type of expense
Cost Duration or Di

Total

H. Procurement C
Procurement Con
Procurement cont
Description

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
List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by type and the basis of
Enter a text description explaining how
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
Enter a text description explaining how the numbers provided in this section were generated, as well as any explanation of the proposed personnel's roles and qualifications.
entities that may not elect to use the "de minimis" rate.) An applicant with a current, federally

st estimat
Pur

Enter a text description explaining how the numbers provided in this section were generated, as well as any explanation of the proposed personnel's roles and qualifications.

service to be procured by contrac

Cost is the value of the indirect cost.

The appro cost rate f indirect co

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 organization, 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 Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals regarding submission and documentation of indirect cost proposals.) All requested information must be included in the budget detail worksheet and budget narrative.

In order to use the "de minimis" indirect rate an applicant would need to attach written documentation

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.

Purpose Area (3)

BJA

16.608

<p>hours, weeks, or months will be on the project. This should be entered as the employee's</p>	<p>/position Total</p>	<p>Enter the percentage that individual will be working on the proposed project. If the employee is full-time enter 100</p>	<p>Total cost is the calculated value of the data provided and should match total amount to be paid to this employee over the life of the program. Total Cost = Salary x Time Worked</p>	<p>Non-Federal Contribution is the dollar amount not requested from the sponsoring Program Office. This value should be \$0 if all funds are to be requested from the</p>	<p>The amount requested from the sponsoring Program Office.</p>
<p>of employee's time change</p>	<p>Total Cost</p>	<p>0 0 0</p>	<p>Total cost is the calculated value of the data provided and should match total amount to be paid to this employee as fringe benefits over the life of the sponsored program.</p>	<p>Non-Federal Contribution is the dollar amount not requested from the sponsoring Program Office. This value should be \$0 if all funds are to be requested from the</p>	<p>The amount requested from the sponsoring Program Office.</p>
<p>cost item (mileage, or the duration of a trip, and the number of nights staying in a hotel, the number of days that per diem can be claimed for the number of miles traveled)</p>	<p>Enter the distance traveled, or the duration of the stay. For example, the number of nights staying in a hotel, the number of days that per diem can be claimed for the number of miles traveled</p>	<p>Enter the number of staff that will be claiming travel expenses. For example, the number of employees staying in a hotel, or the number of employees being reimbursed for car travel.</p>	<p>Total cost is the calculated value of the data provided and should match total amount to be paid for travel reimbursement. Total Cost = Cost Duration or Distance x # of Staff</p>	<p>Non-Federal Contribution is the dollar amount not requested from the sponsoring Program Office. This value should be \$0 if all funds are to be requested from the</p>	<p>The amount requested from the sponsoring Program Office.</p>
<p>cost of equipment</p>	<p>Total Cost</p>	<p>0 0 0</p>	<p>Total cost is the calculated value of the data provided and should match total amount to be paid for equipment items. Total Cost = # of Items x Cost</p>	<p>Non-Federal Contribution is the dollar amount not requested from the sponsoring Program Office. This value should be \$0 if all funds are to be requested from the</p>	<p>The amount requested from the sponsoring Program Office.</p>
<p>cost of only \$11 for or</p>	<p>Total Cost</p>	<p>0 0 0</p>	<p>Total cost is the calculated value of the data provided and should match total amount to be paid for</p>	<p>Non-Federal Contribution is the dollar amount not requested from the sponsoring Program Office. This value should be \$0 if all funds are to be requested from the</p>	<p>The amount requested from the sponsoring Program Office.</p>

price

the number of each item to be purchased X the cost per item)

Total Cost Non-Federal CFederal Request

total amount to be paid for supply item.
Total Cost = # of Items x Cost

the sponsoring Program Office. This value should be \$0 if all funds are to be requested from the

cost of construction

0
0
0

Total cost is the calculated value of the data provided and should match total amount to be paid for construction task.
Total Cost = # of Items x Cost

Non-Federal Contribution is the dollar amount not requested from the sponsoring Program Office. This value should be \$0 if all funds are to be requested from the Program Office.

The amount requested from the sponsoring Program Office.

the number of each item to be purchased X the cost per item)

Total Cost Non-Federal CFederal Request

0
0
0

Total cost is the value or cost of the procurement contract (or consultant) or the subaward applicable.
Total Cost = # of Items x Cost

Non-Federal Contribution is the dollar amount not requested from the sponsoring Program Office. This value should be \$0 if all funds are to be requested from the Program Office.

The amount requested from the sponsoring Program Office.

Computation

Compute the cost (e.g. Cost-Non-Federal CFederal Request)

Total Cost Non-Federal CFederal Request

0 0 0
0 0 0

0 0 0

0 0 0

The amount requested from the sponsoring Program Office.

(e.g. travel, meals, lodging) separate from their consultant fees.

price of expense X the number of people traveling.

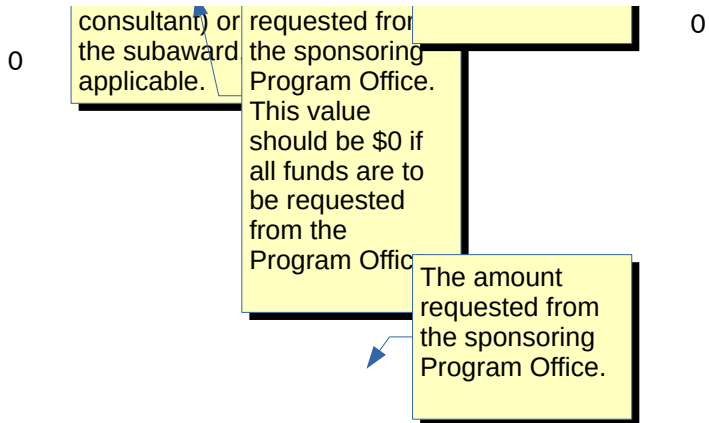
of Staff Total Cost Non-Federal CFederal Request

0

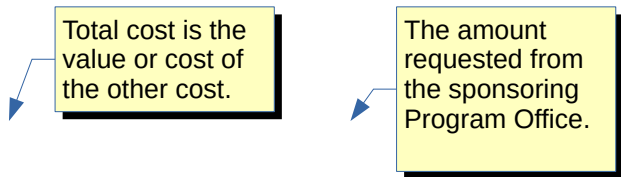
Total cost is the value or cost of the procurement contract (or

Non-Federal Contribution is the dollar amount not

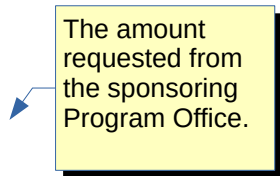
The amount requested from the sponsoring Program Office.

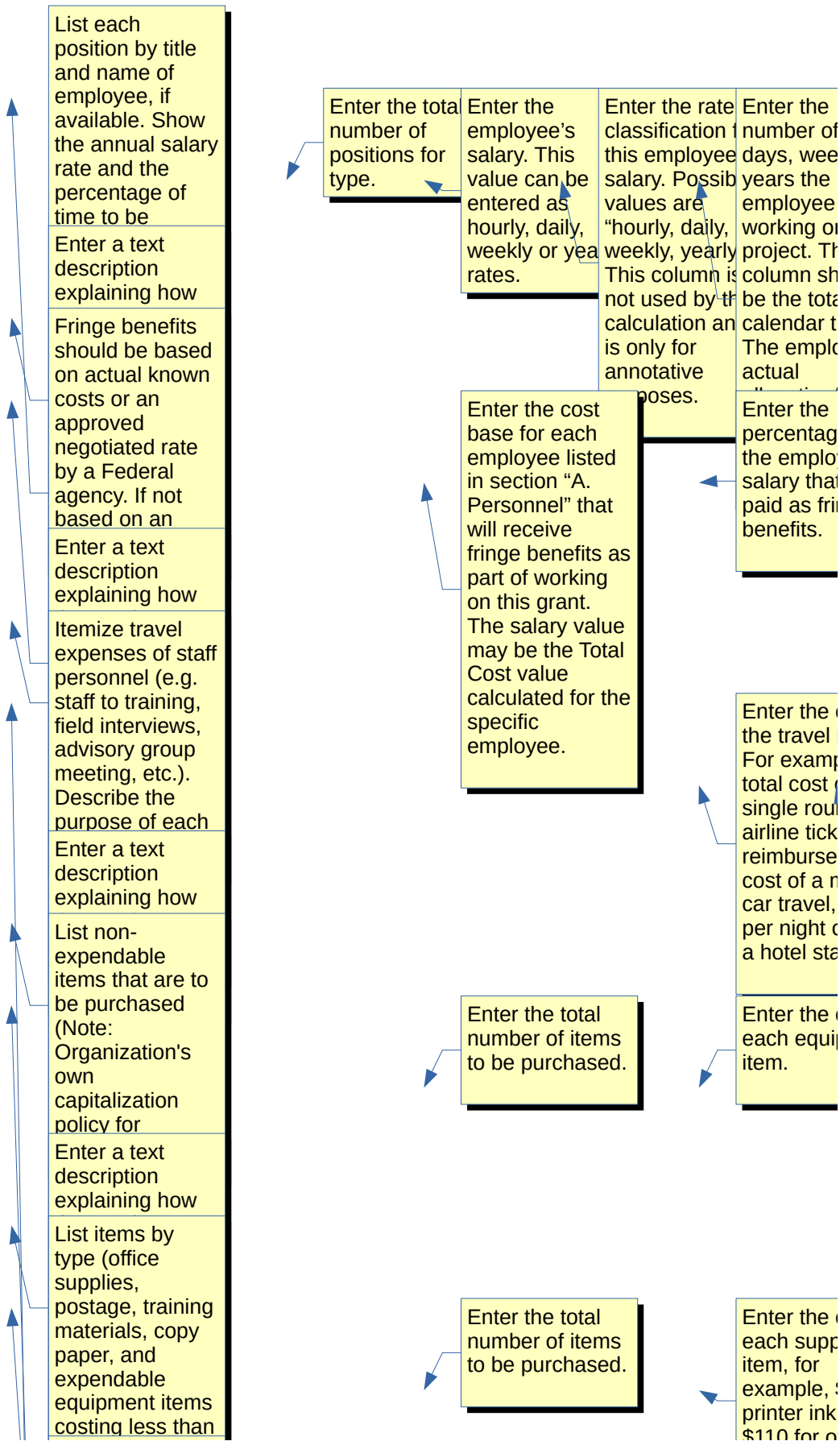


t



ved
or this
ost.





Enter a text description explaining how
Provide a description of the construction
Construction costs are not permitted by this Purpose Area.
allowed for
Enter a text description explaining how
Subawards (see "Subaward" definition at 2 CFR 200.92): Provide a description of the Federal award activities proposed to be carried out by any subrecipient and an estimate of the cost (include the cost per subrecipient, to the extent known prior to application submission). For each subrecipient,
Enter a text description explaining how the numbers provided in this section were generated, as well as any explanation of the proposed personnel's roles and qualifications.
Procurement contracts (see "Contract" definition at 2 CFR 200.22): Provide a description of the product or service to be procured by contract and an

Enter the total number of supplies.

Enter the total number of items to be purchased.

Enter the cost for each construction task.

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

List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by type and the basis of

Enter a text description explaining how

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

Enter a text description explaining how the numbers provided in this section were generated, as well as any explanation of the proposed personnel's roles and qualifications.

entities that may not elect to use the "de minimis" rate.) An applicant with a current, federally approved

Enter a text description explaining how the numbers provided in this section were generated, as well as any explanation of the proposed personnel's roles and qualifications.

Cost is the value of the indirect cost.

The approved cost rate for indirect costs

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 organization, 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 Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals regarding submission and documentation of indirect cost proposals.) All requested information must be included in the budget detail worksheet and budget narrative.

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.

<p>hours, weeks, or months will be on the project. This should be entered as a percentage of the employee's time.</p>	<p>Enter the percentage that the individual will be working on the proposed project. If the employee is full-time enter 100.</p>	<p>Total cost is the calculated value of the data provided and should match total amount to be paid to this employee over the life of the program. Total Cost = Salary x Time Worked</p>	<p>Non-Federal Contribution is the dollar amount not requested from the sponsoring Program Office. This value should be \$0 if all funds are to be requested from the</p>	<p>The amount requested from the sponsoring Program Office.</p>
<p>percentage of employee's time change</p>		<p>Total cost is the calculated value of the data provided and should match total amount to be paid to this employee as fringe benefits over the life of the sponsored program.</p>	<p>Non-Federal Contribution is the dollar amount not requested from the sponsoring Program Office. This value should be \$0 if all funds are to be requested from the</p>	<p>The amount requested from the sponsoring Program Office.</p>
<p>cost item: mileage, or the duration of a trip. For example, the number of nights staying in a hotel, the number of days that per diem can be claimed for the number of days traveled.</p>	<p>Enter the distance traveled, or the duration of the stay. For example, the number of nights staying in a hotel, the number of days that per diem can be claimed for the number of days traveled.</p>	<p>Enter the number of staff that will be claiming travel expenses. For example, the number of employees staying in a hotel, or the number of employees being reimbursed for car travel.</p>	<p>Total cost is the calculated value of the data provided and should match total amount to be paid for travel reimbursement. Total Cost = Cost Duration or Distance x # of Staff</p>	<p>Non-Federal Contribution is the dollar amount not requested from the sponsoring Program Office. This value should be \$0 if all funds are to be requested from the</p>
<p>cost of equipment</p>			<p>Total cost is the calculated value of the data provided and should match total amount to be paid for equipment items. Total Cost = # of Items x Cost</p>	<p>Non-Federal Contribution is the dollar amount not requested from the sponsoring Program Office. This value should be \$0 if all funds are to be requested from the</p>
<p>cost of only \$11 for office</p>			<p>Total cost is the calculated value of the data provided and should match total amount to be paid for office</p>	<p>Non-Federal Contribution is the dollar amount not requested from the sponsoring Program Office. This value should be \$0 if all funds are to be requested from the</p>

total amount to be paid for supply item.

total amount to be paid for supply item. This value should be \$0 if all funds are to be requested from the Program Office.
Total Cost = # of Items x Cost

cost of construction task.

Total cost is the calculated value of the data provided and should match total amount to be paid for construction task. This value should be \$0 if all funds are to be requested from the Program Office.
Total Cost = # of Items x Cost

The amount requested from the sponsoring Program Office.

Total cost is the value or cost of the procurement contract (or consultant) or the subaward applicable. This value should be \$0 if all funds are to be requested from the Program Office.

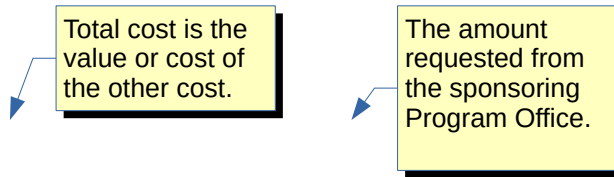
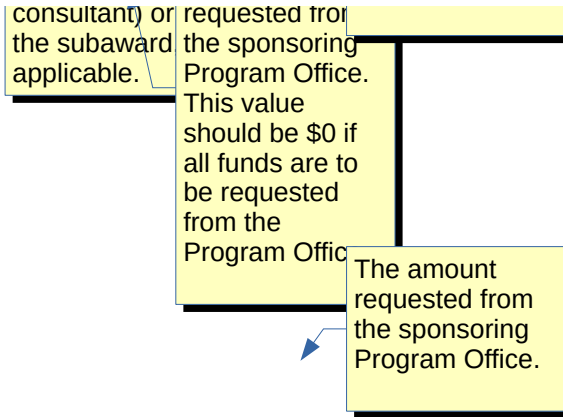
The amount requested from the sponsoring Program Office.

The amount requested from the sponsoring Program Office.

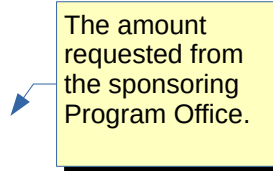
Total cost is the value or cost of the procurement contract (or consultant) or the subaward applicable. This value should be \$0 if all funds are to be requested from the Program Office.

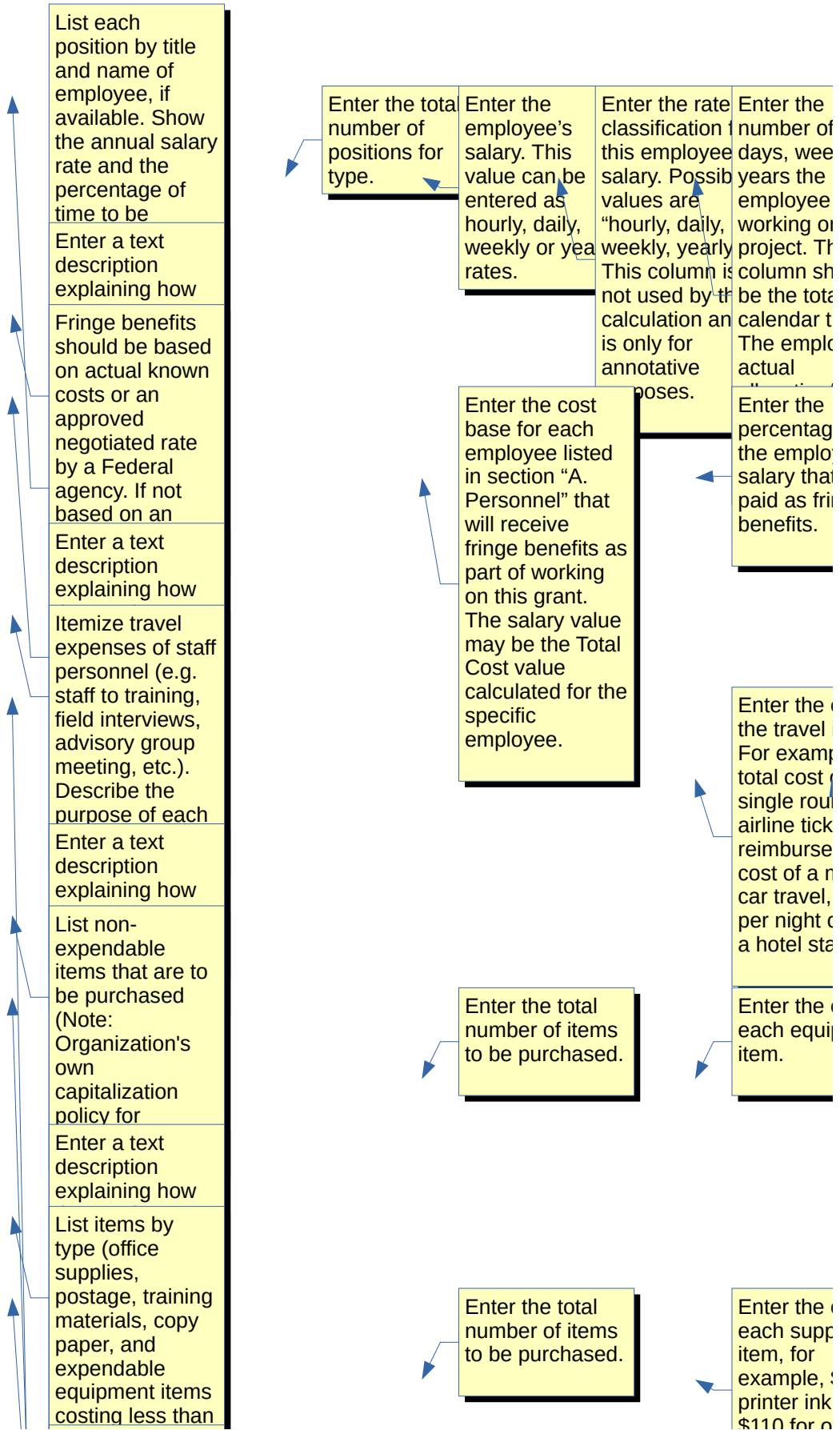
The amount requested from the sponsoring Program Office.

PA4



ved
or this
st.





Enter a text description explaining how
Provide a description of the construction
Construction costs are not permitted by this Purpose Area.
allowed for
Enter a text description explaining how
Subawards (see "Subaward" definition at 2 CFR 200.92): Provide a description of the Federal award activities proposed to be carried out by any subrecipient and an estimate of the cost (include the cost per subrecipient, to the extent known prior to application submission). For each subrecipient,
Enter a text description explaining how the numbers provided in this section were generated, as well as any explanation of the proposed personnel's roles and qualifications.
be included in the
Procurement contracts (see "Contract" definition at 2 CFR 200.22): Provide a description of the product or service to be procured by contract and an

Enter the total number of supplies.

Enter the total number of items to be purchased.

Enter the cost for each construction task.

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

List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by type and the basis of

Enter a text description explaining how

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

Enter a text description explaining how the numbers provided in this section were generated, as well as any explanation of the proposed personnel's roles and qualifications.

entities that may not elect to use the "de minimis" rate.) An applicant with a current, federally approved

Enter a text description explaining how the numbers provided in this section were generated, as well as any explanation of the proposed personnel's roles and qualifications.

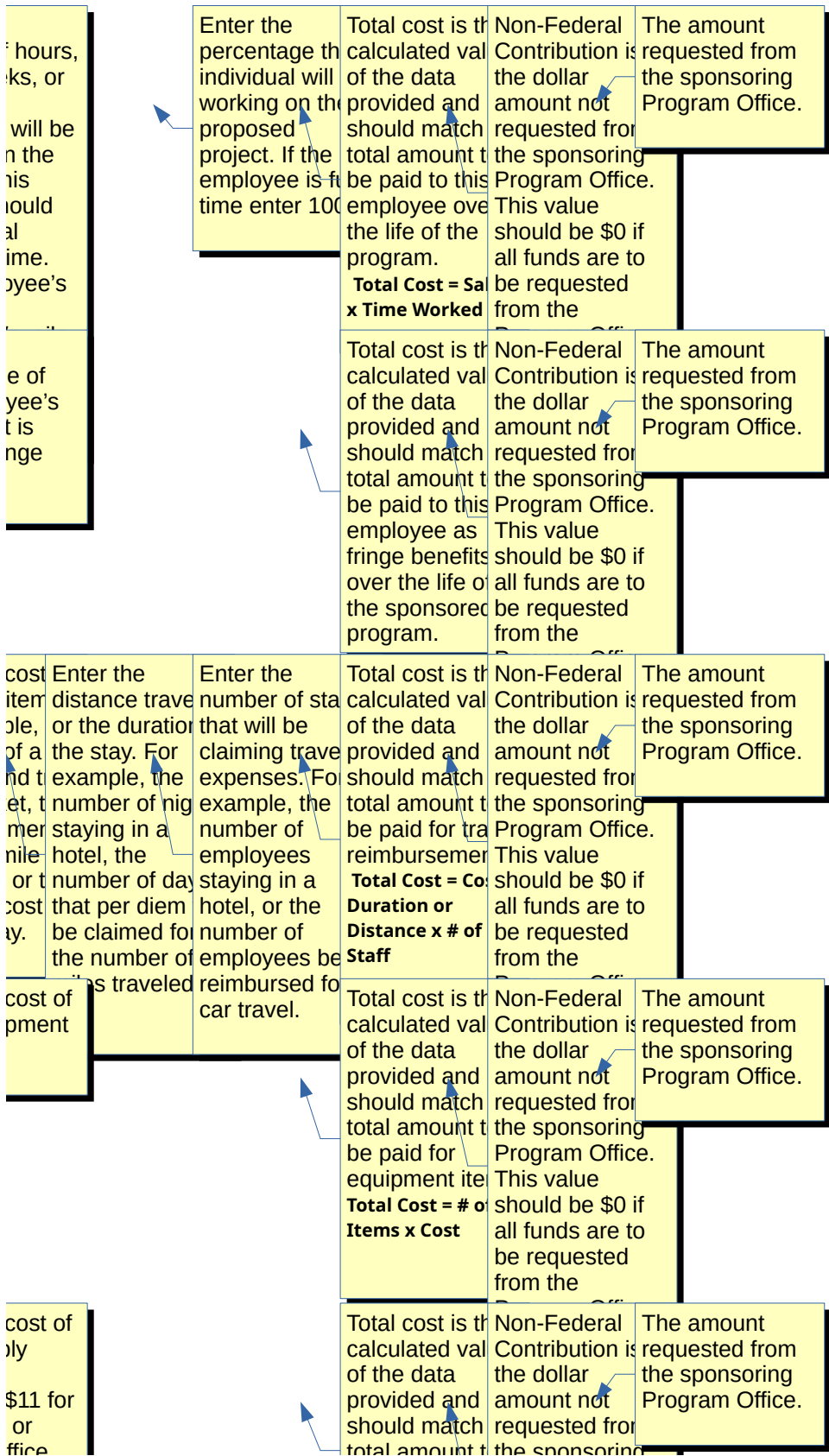
Cost is the value of the indirect cost.

The approved cost rate for indirect costs

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 organization, 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 Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals regarding submission and documentation of indirect cost proposals.) All requested information must be included in the budget detail worksheet and budget narrative.

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.



total amount to be paid for supply item.

total amount to be paid for supply item. This value should be \$0 if all funds are to be requested from the Program Office.
Total Cost = # of Items x Cost

cost of construction task.

Total cost is the calculated value of the data provided and should match total amount to be paid for construction task. This value should be \$0 if all funds are to be requested from the Program Office.
Total Cost = # of Items x Cost

The amount requested from the sponsoring Program Office.

Total cost is the value or cost of the procurement contract (or consultant) or the subaward applicable. Non-Federal Contribution is the dollar amount not requested from the sponsoring Program Office. This value should be \$0 if all funds are to be requested from the Program Office.

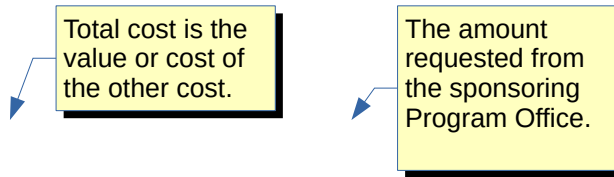
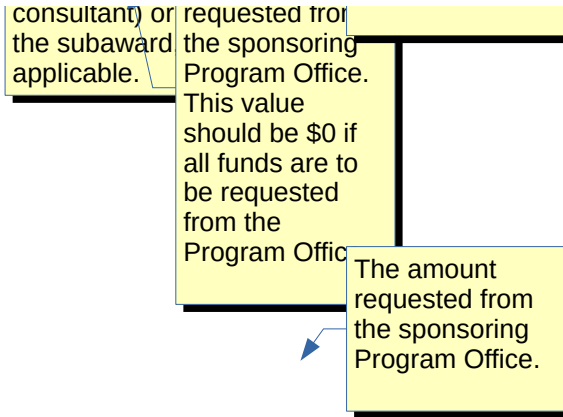
The amount requested from the sponsoring Program Office.

The amount requested from the sponsoring Program Office.

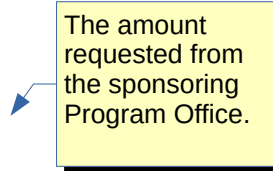
Total cost is the value or cost of the procurement contract (or consultant) or the subaward applicable. Non-Federal Contribution is the dollar amount not requested from the sponsoring Program Office. This value should be \$0 if all funds are to be requested from the Program Office.

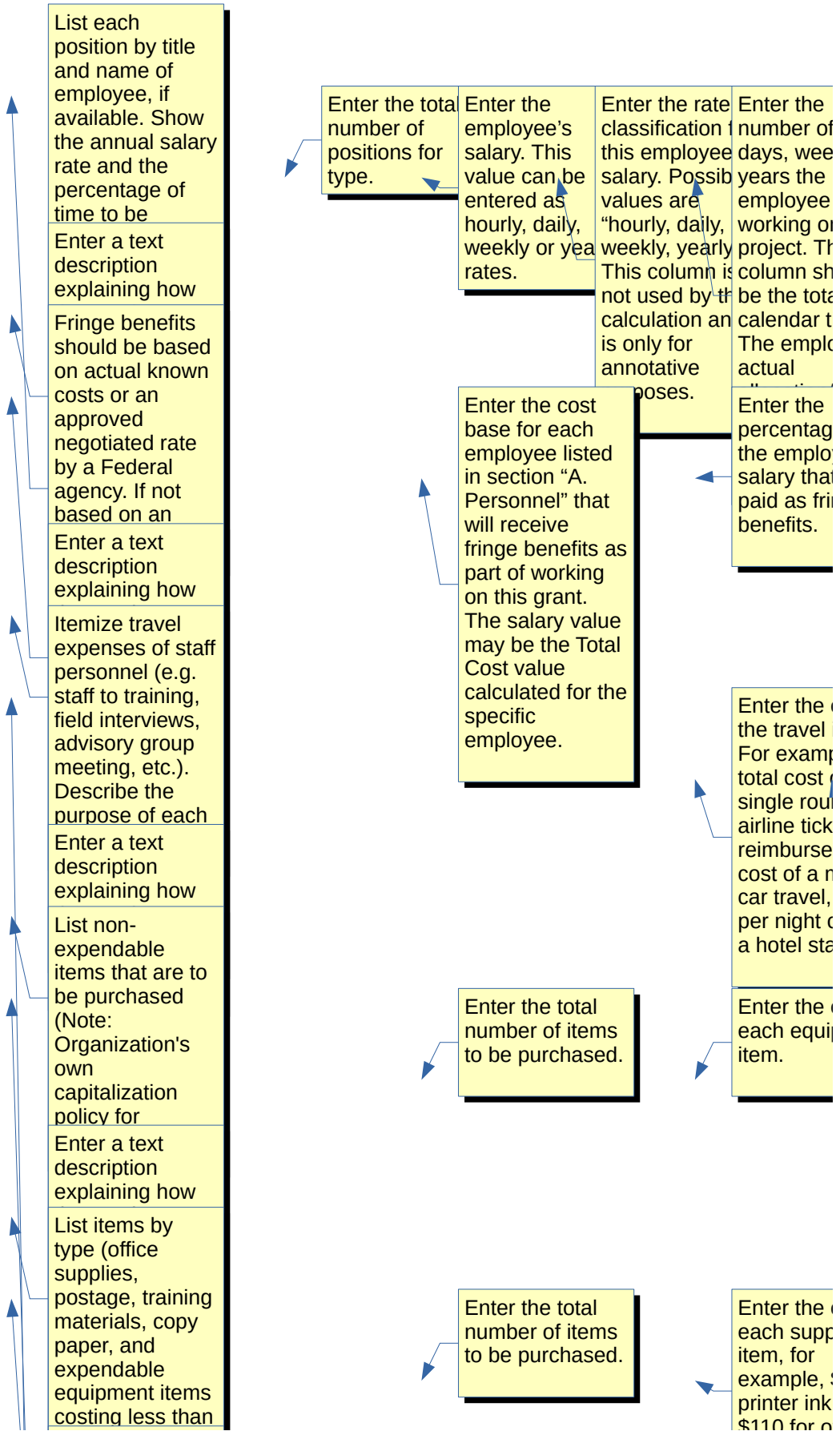
The amount requested from the sponsoring Program Office.

PA5



ved
or this
st.





Enter a text description explaining how
Provide a description of the construction
Construction costs are not permitted by this Purpose Area.
allowed for
Enter a text description explaining how
Subawards (see "Subaward" definition at 2 CFR 200.92): Provide a description of the Federal award activities proposed to be carried out by any subrecipient and an estimate of the cost (include the cost per subrecipient, to the extent known prior to application submission). For each subrecipient,
Enter a text description explaining how the numbers provided in this section were generated, as well as any explanation of the proposed personnel's roles and qualifications.
Procurement contracts (see "Contract" definition at 2 CFR 200.22): Provide a description of the product or service to be procured by contract and an

Enter the total number of supplies.

Enter the total number of items to be purchased.

Enter the cost for each construction task.

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

List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by type and the basis of

Enter a text description explaining how

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

Enter a text description explaining how the numbers provided in this section were generated, as well as any explanation of the proposed personnel's roles and qualifications.

entities that may not elect to use the "de minimis" rate.) An applicant with a current, federally approved

Enter a text description explaining how the numbers provided in this section were generated, as well as any explanation of the proposed personnel's roles and qualifications.

Cost is the value of the indirect cost.

The appro cost rate f indirect co

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 organization, 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 Part 200— States and Local Government and Indian Tribe Indirect Cost Proposals regarding submission and documentation of indirect cost proposals.) All requested information must be included in the budget detail worksheet and budget narrative.

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.

<p>hours, weeks, or months will be on the project. This should be the total time. Employee's</p>	<p>Enter the percentage that individual will be working on the proposed project. If the employee is full-time enter 100.</p>	<p>Total cost is the calculated value of the data provided and should match total amount to be paid to this employee over the life of the program. Total Cost = Salary x Time Worked</p>	<p>Non-Federal Contribution is the dollar amount not requested from the sponsoring Program Office. This value should be \$0 if all funds are to be requested from the</p>	<p>The amount requested from the sponsoring Program Office.</p>
<p>of employee's time is change</p>		<p>Total cost is the calculated value of the data provided and should match total amount to be paid to this employee as fringe benefits over the life of the sponsored program.</p>	<p>Non-Federal Contribution is the dollar amount not requested from the sponsoring Program Office. This value should be \$0 if all funds are to be requested from the</p>	<p>The amount requested from the sponsoring Program Office.</p>
<p>cost item: Enter the distance traveled, or the duration of a stay. For example, the number of nights staying in a hotel, the number of days that per diem can be claimed for the number of days traveled.</p>	<p>Enter the number of staff that will be claiming travel expenses. For example, the number of employees staying in a hotel, or the number of employees being reimbursed for car travel.</p>	<p>Total cost is the calculated value of the data provided and should match total amount to be paid for travel reimbursement. Total Cost = Cost Duration or Distance x # of Staff</p>	<p>Non-Federal Contribution is the dollar amount not requested from the sponsoring Program Office. This value should be \$0 if all funds are to be requested from the</p>	<p>The amount requested from the sponsoring Program Office.</p>
<p>cost of equipment</p>		<p>Total cost is the calculated value of the data provided and should match total amount to be paid for equipment items. Total Cost = # of Items x Cost</p>	<p>Non-Federal Contribution is the dollar amount not requested from the sponsoring Program Office. This value should be \$0 if all funds are to be requested from the</p>	<p>The amount requested from the sponsoring Program Office.</p>
<p>cost of only \$11 for office</p>		<p>Total cost is the calculated value of the data provided and should match total amount to be paid for office</p>	<p>Non-Federal Contribution is the dollar amount not requested from the sponsoring Program Office.</p>	<p>The amount requested from the sponsoring Program Office.</p>

total amount to be paid for supply item.

total amount to be paid for supply item. This value should be \$0 if all funds are to be requested from the Program Office.
Total Cost = # of Items x Cost

cost of construction task.

Total cost is the calculated value of the data provided and should match total amount to be paid for construction task. This value should be \$0 if all funds are to be requested from the Program Office.
Total Cost = # of Items x Cost

The amount requested from the sponsoring Program Office.

Total cost is the value or cost of the procurement contract (or consultant) or the subaward applicable. This value should be \$0 if all funds are to be requested from the Program Office.

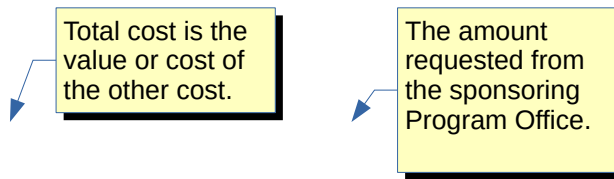
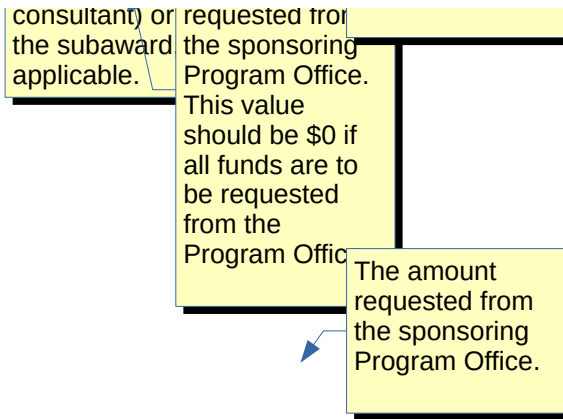
The amount requested from the sponsoring Program Office.

The amount requested from the sponsoring Program Office.

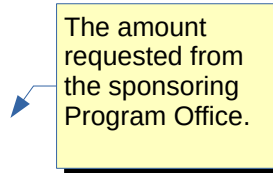
Total cost is the value or cost of the procurement contract (or consultant) or the subaward applicable. This value should be \$0 if all funds are to be requested from the Program Office.

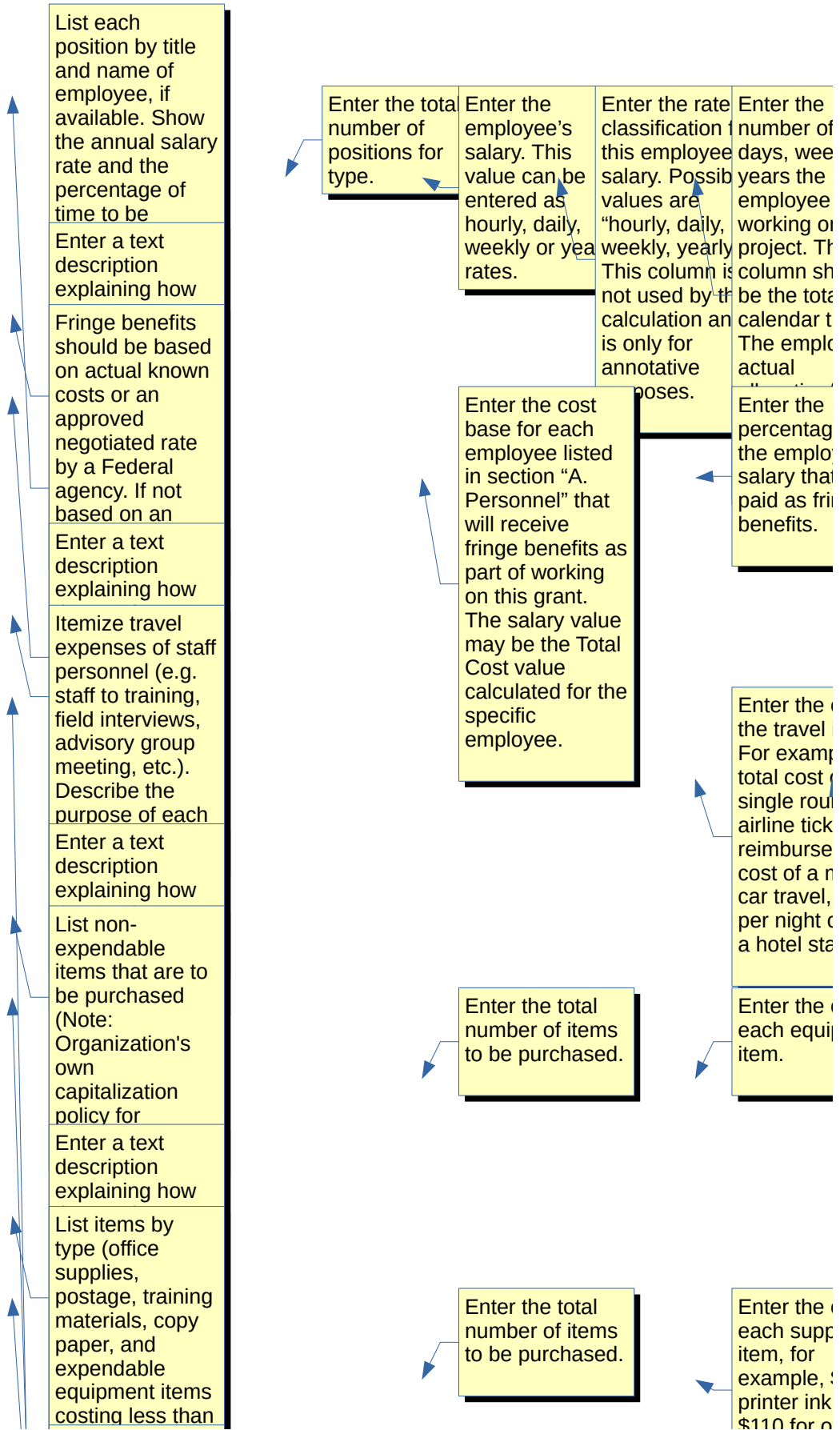
The amount requested from the sponsoring Program Office.

PA6



ved
or this
st.





Enter a text description explaining how
Provide a description of the construction
Construction costs are not permitted by this Purpose Area.
allowed for
Enter a text description explaining how
Subawards (see "Subaward" definition at 2 CFR 200.92): Provide a description of the Federal award activities proposed to be carried out by any subrecipient and an estimate of the cost (include the cost per subrecipient, to the extent known prior to application submission). For each subrecipient,
Enter a text description explaining how the numbers provided in this section were generated, as well as any explanation of the proposed personnel's roles and qualifications.
be included in the
Procurement contracts (see "Contract" definition at 2 CFR 200.22): Provide a description of the product or service to be procured by contract and an

Enter the total number of supplies.

Enter the total number of items to be purchased.

Enter the cost for each construction task.

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

List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by type and the basis of

Enter a text description explaining how

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

Enter a text description explaining how the numbers provided in this section were generated, as well as any explanation of the proposed personnel's roles and qualifications.

entities that may not elect to use the "de minimis" rate.) An applicant with a current, federally approved

Enter a text description explaining how the numbers provided in this section were generated, as well as any explanation of the proposed personnel's roles and qualifications.

Cost is the value of the indirect cost.

The approved cost rate for indirect costs

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 organization, 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 Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals regarding submission and documentation of indirect cost proposals.) All requested information must be included in the budget detail worksheet and budget narrative.

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.

<p>hours, weeks, or months will be on the project. This should be entered as a percentage of the employee's time.</p>	<p>Enter the percentage that the individual will be working on the proposed project. If the employee is full-time enter 100.</p>	<p>Total cost is the calculated value of the data provided and should match total amount to be paid to this employee over the life of the program. Total Cost = Salary x Time Worked</p>	<p>Non-Federal Contribution is the dollar amount not requested from the sponsoring Program Office. This value should be \$0 if all funds are to be requested from the</p>	<p>The amount requested from the sponsoring Program Office.</p>
<p>of employee's time is change</p>		<p>Total cost is the calculated value of the data provided and should match total amount to be paid to this employee as fringe benefits over the life of the sponsored program.</p>	<p>Non-Federal Contribution is the dollar amount not requested from the sponsoring Program Office. This value should be \$0 if all funds are to be requested from the</p>	<p>The amount requested from the sponsoring Program Office.</p>
<p>cost item: Enter the distance traveled, or the duration of a stay. For example, the number of nights staying in a hotel, the number of days that per diem can be claimed for the number of days traveled.</p>	<p>Enter the number of staff that will be claiming travel expenses. For example, the number of employees staying in a hotel, or the number of employees being reimbursed for car travel.</p>	<p>Total cost is the calculated value of the data provided and should match total amount to be paid for travel reimbursement. Total Cost = Cost Duration or Distance x # of Staff</p>	<p>Non-Federal Contribution is the dollar amount not requested from the sponsoring Program Office. This value should be \$0 if all funds are to be requested from the</p>	<p>The amount requested from the sponsoring Program Office.</p>
<p>cost of equipment</p>		<p>Total cost is the calculated value of the data provided and should match total amount to be paid for equipment items. Total Cost = # of Items x Cost</p>	<p>Non-Federal Contribution is the dollar amount not requested from the sponsoring Program Office. This value should be \$0 if all funds are to be requested from the</p>	<p>The amount requested from the sponsoring Program Office.</p>
<p>cost of only \$11 for office</p>		<p>Total cost is the calculated value of the data provided and should match total amount to be paid for office.</p>	<p>Non-Federal Contribution is the dollar amount not requested from the sponsoring Program Office. This value should be \$0 if all funds are to be requested from the</p>	<p>The amount requested from the sponsoring Program Office.</p>

total amount to be paid for supply item.

total amount to be paid for supply item. This value should be \$0 if all funds are to be requested from the Program Office.
Total Cost = # of Items x Cost

cost of construction task.

Total cost is the calculated value of the data provided and should match total amount to be paid for construction task. This value should be \$0 if all funds are to be requested from the Program Office.
Total Cost = # of Items x Cost

The amount requested from the sponsoring Program Office.

Total cost is the value or cost of the procurement contract (or consultant) or the subaward applicable. Non-Federal Contribution is the dollar amount not requested from the sponsoring Program Office. This value should be \$0 if all funds are to be requested from the Program Office.

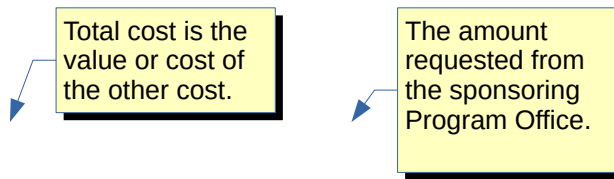
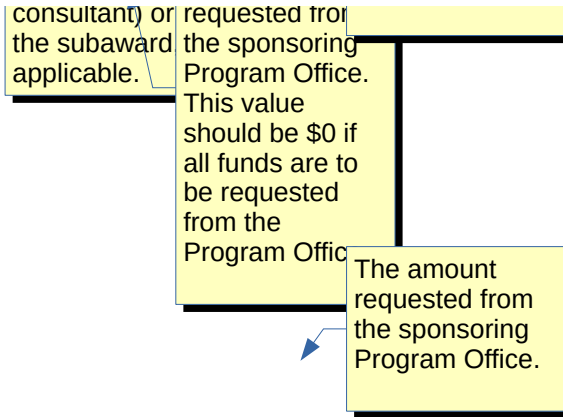
The amount requested from the sponsoring Program Office.

The amount requested from the sponsoring Program Office.

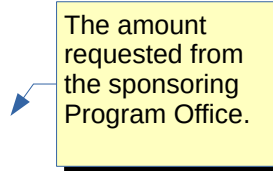
Total cost is the value or cost of the procurement contract (or consultant) or the subaward applicable. Non-Federal Contribution is the dollar amount not requested from the sponsoring Program Office. This value should be \$0 if all funds are to be requested from the Program Office.

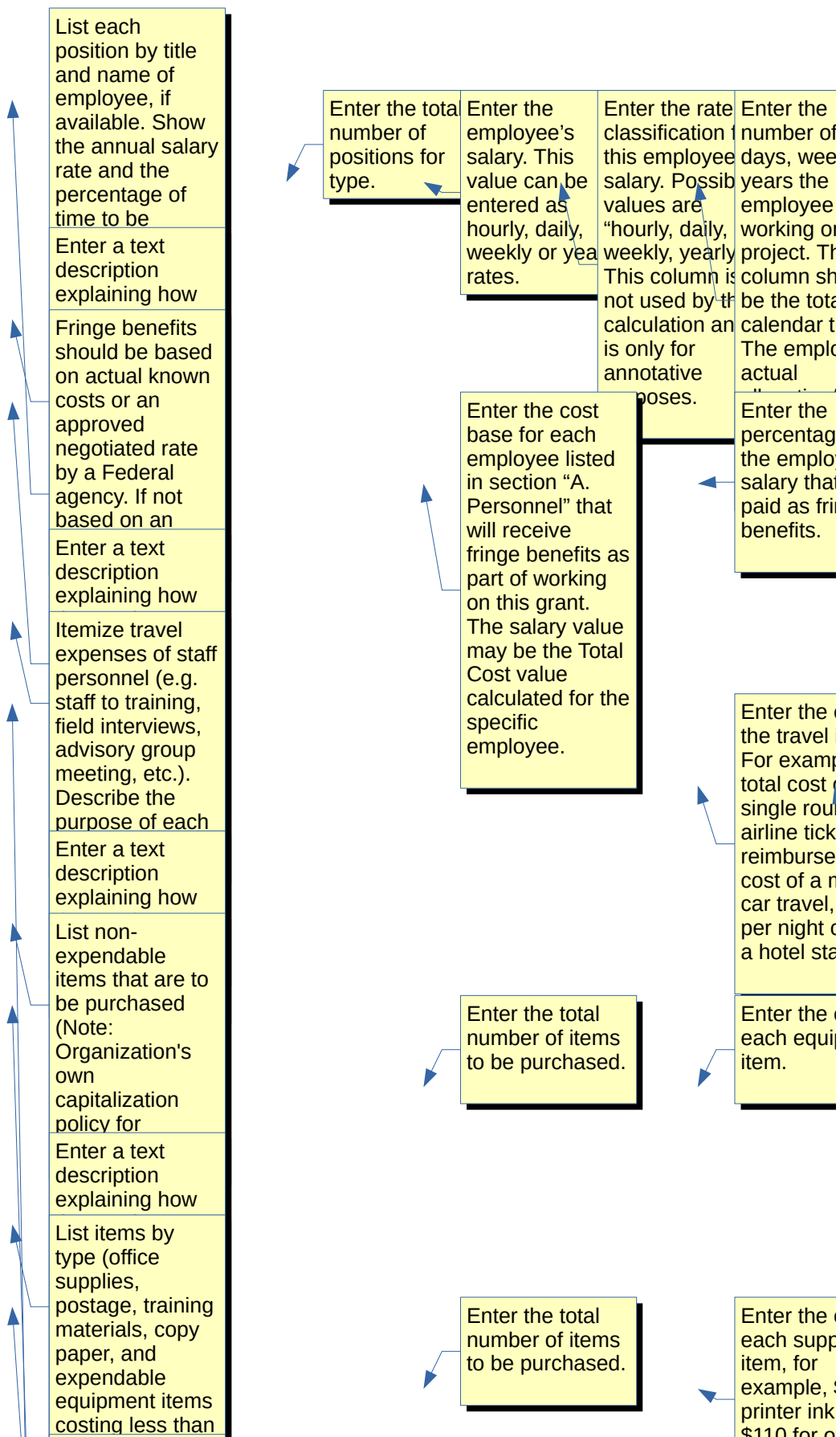
The amount requested from the sponsoring Program Office.

PA7



ved
or this
st.





Enter a text description explaining how
Provide a description of the construction
Construction costs are not permitted by this Purpose Area.
allowed for Purpose Area
Enter a text description explaining how
Subawards (see "Subaward" definition at 2 CFR 200.92): Provide a description of the Federal award activities proposed to be carried out by any subrecipient and an estimate of the cost (include the cost per subrecipient, to the extent known prior to application submission). For each subrecipient,
Enter a text description explaining how the numbers provided in this section were generated, as well as any explanation of the proposed personnel's roles and qualifications.
a 2-year period
Procurement contracts (see "Contract" definition at 2 CFR 200.22): Provide a description of the product or service to be procured by

Enter the total number of supplies.

Enter the total number of items to be purchased.

Enter the cost for each construction task.

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

List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by type and the basis of

Enter a text description explaining how

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

Enter a text description explaining how the numbers provided in this section were generated, as well as any explanation of the proposed personnel's roles and qualifications.

entities that may not elect to use the "de minimis" rate.) An applicant with a current, federally

Enter a text description explaining how the numbers provided in this section were generated, as well as any explanation of the proposed personnel's roles and qualifications.

Cost is the value of the indirect cost.

The approved cost rate for indirect cost

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 organization, 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 Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals regarding submission and documentation of indirect cost proposals.) All requested information must be included in the budget detail worksheet and budget narrative.

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.

<p>hours, weeks, or months will be on the project. This should be entered as a percentage of the employee's time.</p>	<p>Enter the percentage that the individual will be working on the proposed project. If the employee is full-time enter 100.</p>	<p>Total cost is the calculated value of the data provided and should match total amount to be paid to this employee over the life of the program. Total Cost = Salary x Time Worked</p>	<p>Non-Federal Contribution is the dollar amount not requested from the sponsoring Program Office. This value should be \$0 if all funds are to be requested from the</p>	<p>The amount requested from the sponsoring Program Office.</p>
<p>of employee's time is change</p>		<p>Total cost is the calculated value of the data provided and should match total amount to be paid to this employee as fringe benefits over the life of the sponsored program.</p>	<p>Non-Federal Contribution is the dollar amount not requested from the sponsoring Program Office. This value should be \$0 if all funds are to be requested from the</p>	<p>The amount requested from the sponsoring Program Office.</p>
<p>cost item, the duration of a stay, and the number of nights staying in a hotel, the number of days that per diem is claimed for the number of days traveled</p>	<p>Enter the distance traveled, or the duration of the stay. For example, the number of nights staying in a hotel, the number of days that per diem is claimed for the number of days traveled</p>	<p>Enter the number of staff that will be claiming travel expenses. For example, the number of employees staying in a hotel, or the number of employees being reimbursed for car travel.</p>	<p>Total cost is the calculated value of the data provided and should match total amount to be paid for travel reimbursement. Total Cost = Cost Duration or Distance x # of Staff</p>	<p>Non-Federal Contribution is the dollar amount not requested from the sponsoring Program Office. This value should be \$0 if all funds are to be requested from the</p>
<p>cost of equipment</p>			<p>Total cost is the calculated value of the data provided and should match total amount to be paid for equipment items. Total Cost = # of Items x Cost</p>	<p>Non-Federal Contribution is the dollar amount not requested from the sponsoring Program Office. This value should be \$0 if all funds are to be requested from the</p>
<p>cost of only \$11 for office</p>			<p>Total cost is the calculated value of the data provided and should match total amount to be paid for office</p>	<p>Non-Federal Contribution is the dollar amount not requested from the sponsoring Program Office. This value should be \$0 if all funds are to be requested from the</p>

total amount to be paid for supply item.

total amount to be paid for supply item. This value should be \$0 if all funds are to be requested from the Program Office.
Total Cost = # of Items x Cost

cost of construction

Total cost is the calculated value of the data provided and should match total amount to be paid for construction task. This value should be \$0 if all funds are to be requested from the Program Office.
Total Cost = # of Items x Cost

The amount requested from the sponsoring Program Office.

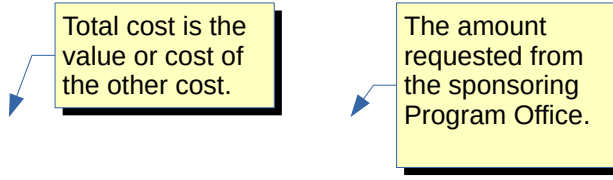
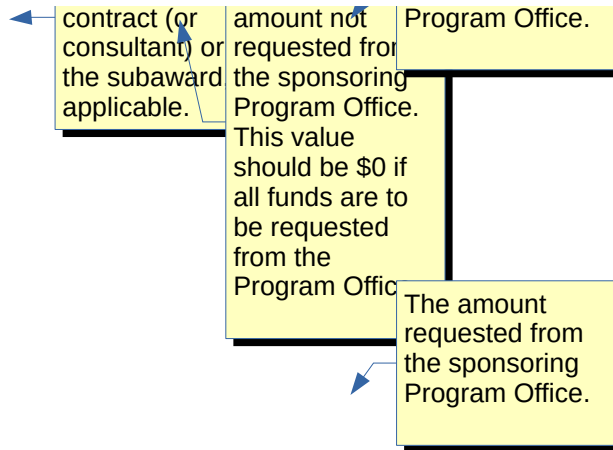
Total cost is the value or cost of the procurement contract (or consultant) or the subaward applicable. Non-Federal Contribution is the dollar amount not requested from the sponsoring Program Office. This value should be \$0 if all funds are to be requested from the Program Office.

The amount requested from the sponsoring Program Office.

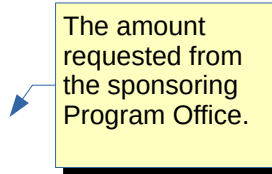
The amount requested from the sponsoring Program Office.

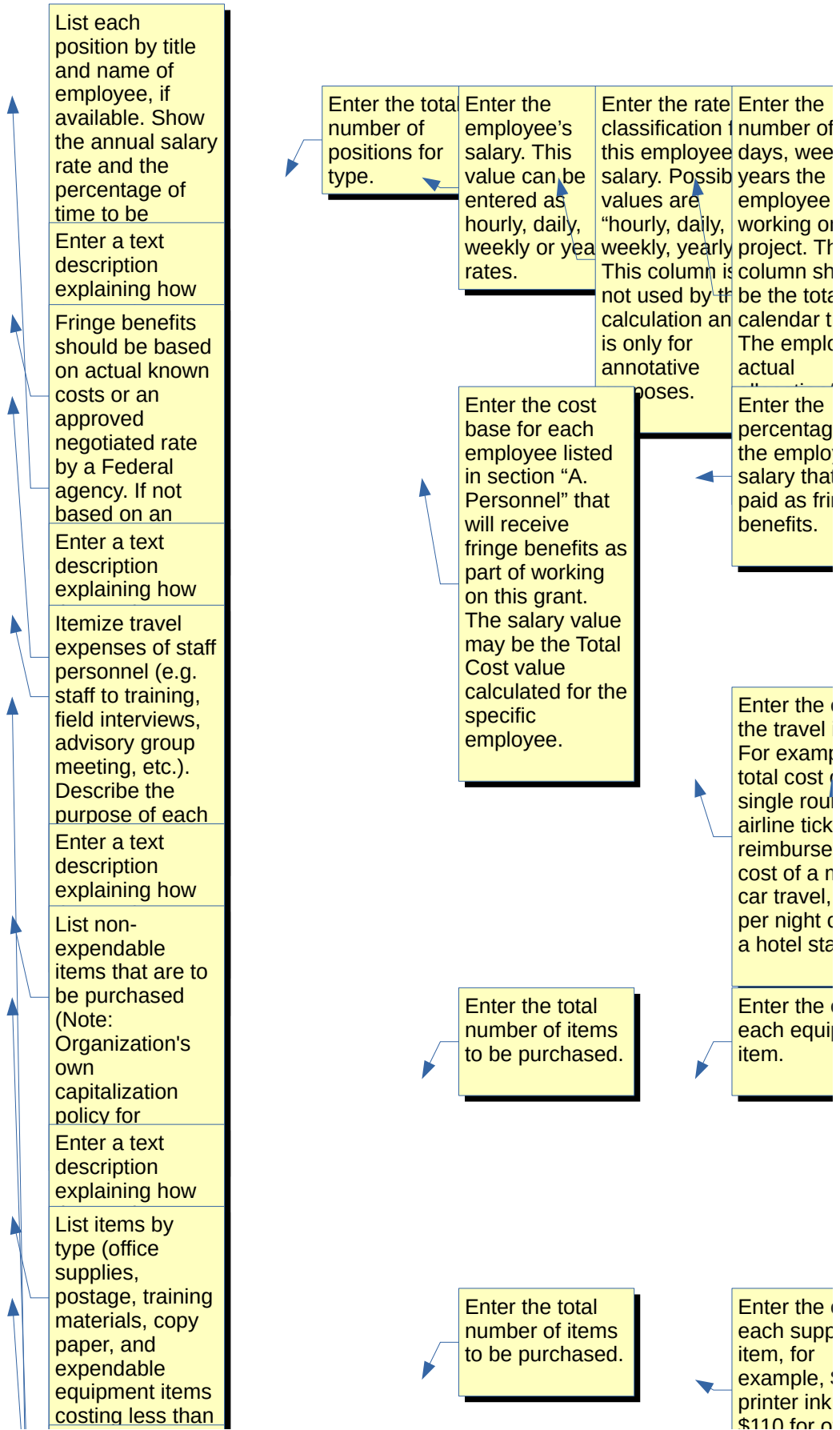
Total cost is the value or cost of the procurement contract (or consultant) or the subaward applicable. Non-Federal Contribution is the dollar amount not requested from the sponsoring Program Office. This value should be \$0 if all funds are to be requested from the Program Office.

PA8



oved
or this
ost.





Enter a text description explaining how
Provide a description of the construction
Construction costs are not permitted by this Purpose Area.
allowed for
Enter a text description explaining how
Subawards (see "Subaward" definition at 2 CFR 200.92): Provide a description of the Federal award activities proposed to be carried out by any subrecipient and an estimate of the cost (include the cost per subrecipient, to the extent known prior to application submission). For each subrecipient,
Enter a text description explaining how the numbers provided in this section were generated, as well as any explanation of the proposed personnel's roles and qualifications.
Procurement contracts (see "Contract" definition at 2 CFR 200.22): Provide a description of the product or service to be procured by contract and an

Enter the total number of supplies.

Enter the total number of items to be purchased.

Enter the cost for each construction task.

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

List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by type and the basis of

Enter a text description explaining how

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

Enter a text description explaining how the numbers provided in this section were generated, as well as any explanation of the proposed personnel's roles and qualifications.

entities that may not elect to use the "de minimis" rate.) An applicant with a current, federally approved

Enter a text description explaining how the numbers provided in this section were generated, as well as any explanation of the proposed personnel's roles and qualifications.

Cost is the value of the indirect cost.

The approved cost rate for indirect costs

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 organization, 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 Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals regarding submission and documentation of indirect cost proposals.) All requested information must be included in the budget detail worksheet and budget narrative.

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.

<p>hours, weeks, or months will be on the project. This should be entered as a percentage of the employee's time.</p>	<p>Enter the percentage that the individual will be working on the proposed project. If the employee is full-time enter 100.</p>	<p>Total cost is the calculated value of the data provided and should match total amount to be paid to this employee over the life of the program. Total Cost = Salary x Time Worked</p>	<p>Non-Federal Contribution is the dollar amount not requested from the sponsoring Program Office. This value should be \$0 if all funds are to be requested from the</p>	<p>The amount requested from the sponsoring Program Office.</p>
<p>of employee's time is change</p>		<p>Total cost is the calculated value of the data provided and should match total amount to be paid to this employee as fringe benefits over the life of the sponsored program.</p>	<p>Non-Federal Contribution is the dollar amount not requested from the sponsoring Program Office. This value should be \$0 if all funds are to be requested from the</p>	<p>The amount requested from the sponsoring Program Office.</p>
<p>cost item: Enter the distance traveled, or the duration of a stay. For example, the number of nights staying in a hotel, the number of days that per diem can be claimed for the number of days traveled.</p>	<p>Enter the number of staff that will be claiming travel expenses. For example, the number of employees staying in a hotel, or the number of employees being reimbursed for car travel.</p>	<p>Total cost is the calculated value of the data provided and should match total amount to be paid for travel reimbursement. Total Cost = Cost Duration or Distance x # of Staff</p>	<p>Non-Federal Contribution is the dollar amount not requested from the sponsoring Program Office. This value should be \$0 if all funds are to be requested from the</p>	<p>The amount requested from the sponsoring Program Office.</p>
<p>cost of equipment</p>		<p>Total cost is the calculated value of the data provided and should match total amount to be paid for equipment items. Total Cost = # of Items x Cost</p>	<p>Non-Federal Contribution is the dollar amount not requested from the sponsoring Program Office. This value should be \$0 if all funds are to be requested from the</p>	<p>The amount requested from the sponsoring Program Office.</p>
<p>cost of only \$11 for office</p>		<p>Total cost is the calculated value of the data provided and should match total amount to be paid for office</p>	<p>Non-Federal Contribution is the dollar amount not requested from the sponsoring Program Office.</p>	<p>The amount requested from the sponsoring Program Office.</p>

total amount to be paid for supply item.

total amount to be paid for supply item. This value should be \$0 if all funds are to be requested from the Program Office.
Total Cost = # of Items x Cost

cost of construction task.

Total cost is the calculated value of the data provided and should match total amount to be paid for construction task. This value should be \$0 if all funds are to be requested from the Program Office.
Total Cost = # of Items x Cost

The amount requested from the sponsoring Program Office.

Total cost is the value or cost of the procurement contract (or consultant) or the subaward applicable. Non-Federal Contribution is the dollar amount not requested from the sponsoring Program Office. This value should be \$0 if all funds are to be requested from the Program Office.

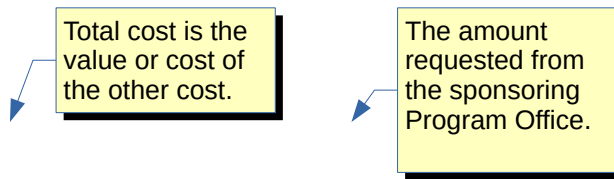
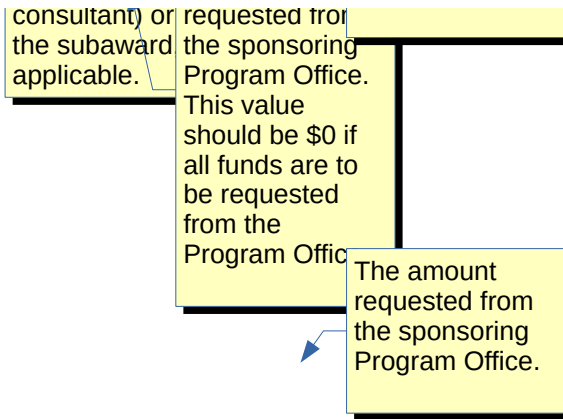
The amount requested from the sponsoring Program Office.

The amount requested from the sponsoring Program Office.

Total cost is the value or cost of the procurement contract (or consultant) or the subaward applicable. Non-Federal Contribution is the dollar amount not requested from the sponsoring Program Office. This value should be \$0 if all funds are to be requested from the Program Office.

The amount requested from the sponsoring Program Office.

PA9



ved
or this
st.

