



OMB APPROVAL NO. 1121-0188

**Instructions** Expires 1/31/10 (Rev. 11/06)

[View Budget Summary](#)

**Budget Detail Worksheet**

- (1) **Purpose:** 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. Any category of expense not applicable to your budget may be deleted. Indicate any [non-federal \(matching\)](#) amount in the appropriate category, if applicable.
- (2) **Record Retention:** In accordance with the requirements set forth in [28 CFR Parts 66](#) and [70](#), all financial records, supporting documents, statistical records, and all other records pertinent to the award shall be retained by each organization for at least three years following the closure of the audit report covering the grant period.
- (3) The information disclosed in this form is subject to the [Freedom of Information Act under 5 U.S.C.552](#).

**? A. Personnel** - 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. Include a description of the responsibilities and duties of each position in relationship to fulfilling the project goals and objectives.

**FEDERAL**

Name	Position	Computation (for Alternative Calculation click <a href="#">here</a> )			Cost
		Salary	Basis	Percentage of Time	

**FEDERAL TOTAL** \_\_\_\_\_

**Narrative**

**NON-FEDERAL**

Name	Position	Computation (for Alternative Calculation click <a href="#">here</a> )				Cost
		Salary	Basis	Percentage Of Time	Length Of Time	

**NON-FEDERAL TOTAL**

\_\_\_\_\_

**Narrative**

.

**TOTAL PERSONNEL**

\_\_\_\_\_



? B. Fringe Benefits - 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 budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman’s Compensation, and Unemployment Compensation.

FEDERAL

Name	Position	Computation (for Alternative Calculation click <a href="#">here</a> )		Cost
		Salary	Fringe Rate	
<b>FEDERAL TOTAL</b>				_____

*Narrative*

NON-FEDERAL

Name	Position	Computation (for Alternative Calculation click <a href="#">here</a> )		Cost
		Salary	Fringe Rate	
<b>NON-FEDERAL TOTAL</b>				_____

*Narrative*

**TOTAL FRINGE BENEFITS** \_\_\_\_\_

**2 C. Travel** - Itemize travel expenses of staff personnel by purpose (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 source of Travel Policies applied, Applicant or Federal Travel Regulations. Note: Travel expenses for consultants should be included in the "Contractual/Consultant" category.

**FEDERAL**

**Purpose of Travel                      Location    Computation    Cost**

<b>Item</b>	<b>Cost Rate</b>	<b>Basis for Rate</b>	<b>Quantity</b>	<b>Number of people</b>	<b>Number of trips</b>	<b>Cost</b>
		<b>Night</b>				
		<b>Day</b>				
		<b>Mile</b>				
		<b>Round-trip</b>				
<b>Subtotal</b>						

**Subtotal**

**FEDERAL TOTAL**

\_\_\_\_\_

**Narrative**

**NON-FEDERAL**

**Purpose of Travel                      Location                                      Item                                      Computation                                      Cost**

<b>Item</b>	<b>Cost Rate</b>	<b>Basis for Rate</b>	<b>Quantity</b>	<b>Number of people</b>	<b>Number of trips</b>	<b>Cost</b>
		Night				
		Day				
		Mile				
		Round-trip				
<b>Subtotal</b>						

**NON-FEDERAL TOTAL** \_\_\_\_\_

**Narrative**

**TOTAL TRAVEL** \_\_\_\_\_

**? D. Equipment** - 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 “Contractual” category. Explain how the equipment is necessary for the success of the project, and describe the procurement method to be used.

**FEDERAL**

Item	Computation		Cost
	Quantity	Cost	
<u>Narrative</u>			_____

**NON-FEDERAL**

Item	Computation		Cost
	Quantity	Cost	
<u>Narrative</u>			_____

**TOTAL EQUIPMENT** \_\_\_\_\_

**E. Supplies** - List items by type (office supplies, postage, training materials, copying 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.

**FEDERAL**

Supply Items	Computation Quantity    Cost	Cost
<u>Narrative</u>	<b>FEDERAL TOTAL</b>	_____

**NON-FEDERAL**

Supply Items	Computation Quantity    Cost	Cost
<u>Narrative</u>	<b>NON-FEDERAL TOTAL</b>	_____

**TOTAL SUPPLIES**                      \_\_\_\_\_

**TOTAL SUPPLIES**

\_\_\_\_\_



**F. Construction** - Provide a description of the construction project and an estimate of the costs. As a rule, construction costs are not allowable. In some cases, minor repairs or **renovations** may be allowable. Minor repairs and renovations should be classified in the “other” category. Consult with the program office before budgeting funds in this category.

**FEDERAL**

<b>Purpose</b>	<b>Description of Work</b>	<b>Cost</b>
	<b>FEDERAL TOTAL</b>	_____

**Narrative**

**NON-FEDERAL**

<b>Purpose</b>	<b>Description of Work</b>	<b>Cost</b>
	<b>NON-FEDERAL TOTAL</b>	_____

**Narrative**

**? G. Consultants/Contracts** - Indicate whether applicant's formal, written Procurement Policy or the **Federal Acquisition Regulations** are followed.

**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 \$450 per day or \$56.25 per hour require additional justification and prior approval from OJP.

**FEDERAL**

Name of Consultant	Service Provided	Computation			Cost
		Fee	Basis	Quantity	Length of Time
<b>SUBTOTAL</b>					_____
<b>FEDERAL TOTAL</b>					_____

Narrative

**NON-FEDERAL**

Name of Consultant	Service Provided	Computation			Cost
		Rate	Basis	Quantity	
<b>SUBTOTAL</b>					_____

Narrative

**Consultant Expenses:** List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.).

Purpose	Location	Item	Computation			Cost
		Rate	Basis	Quantity	Number of People	Number of Trips

NON-FEDERAL TOTAL \_\_\_\_\_

Narrative

TOTAL CONSULTANTS \_\_\_\_\_

**Contracts:** Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000. A sole source contract may not be awarded to a commercial organization that is ineligible to receive a direct award.

**FEDERAL**

<b>Item</b>	<b>Cost</b>
-------------	-------------

<b>FEDERAL TOTAL</b>	_____
----------------------	-------

**Narrative**

***NON-FEDERAL***

<b>Item</b>	<b>Cost</b>
-------------	-------------

<b>NON-FEDERAL TOTAL</b>	_____
--------------------------	-------

<b><i>TOTAL CONTRACTS</i></b>	_____
-------------------------------	-------

***TOTAL CONSULTANTS/CONTRACTS***

**? H. Other Costs** - List items (e.g., rent (*arms-length transaction only*), reproduction, telephone, janitorial or security services, and investigative or *confidential* funds) by major 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.

**FEDERAL**

Description	Computation		Cost
	Cost	Quantity	
		<b>Total</b>	_____
		<b>FEDERAL TOTAL</b>	_____

**NON-FEDERAL**

**Description**

**Computation**

**Cost**

**Cost**

**Quantity**

*Narrative*

*Total*

\_\_\_\_\_

*Narrative*

*Total*

\_\_\_\_\_

*NON-FEDERAL TOTAL*

\_\_\_\_\_

**TOTAL OTHER COSTS**

\_\_\_\_\_

[?](#) **I. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. 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.**

## **FEDERAL**

<b>Description</b>	<b>Computation</b>	<b>Cost</b>
--------------------	--------------------	-------------

Narrative

**FEDERAL TOTAL** \_\_\_\_\_

## **NON-FEDERAL**

<b>Description</b>	<b>Computation</b>	<b>Cost</b>
--------------------	--------------------	-------------

**NON-FEDERAL TOTAL** \_\_\_\_\_

Narrative

**Budget Summary**

<i>Budget Category</i>	<i>Federal Request</i>	<i>Amounts</i>	<i>Non-Federal Totals</i>
A. <i>Personnel</i>	_____	_____	_____
B. <i>Fringe Benefits</i>		_____	_____
C. <i>Travel</i>	_____	_____	_____
D. <i>Equipment</i>	_____	_____	_____
E. <i>Supplies</i>	_____	_____	_____
F. <i>Construction</i>	_____	_____	_____
G. <i>Consultants/Contracts</i>	_____	_____	_____
H. <i>Other</i>	_____	_____	_____
<i>Total Direct Costs</i>	_____	_____	_____
I. <i>Indirect Costs</i>		_____	_____
<b>TOTAL PROJECT COSTS</b>	_____	_____	_____

*Federal Request*                    \_\_\_\_\_

*Non-Federal Amount*            \_\_\_\_\_

*Total Project Cost*                \_\_\_\_\_



### **Public Reporting Burden**

***Paperwork Reduction Act Notice: Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated average time to complete and file this application is four (4) hours per application. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to the Office of Justice Programs, Office of the Comptroller, 810 Seventh Street, NW, Washington, DC 20531; and to the Public Use Reports Project, 1121-0188, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.***

## Authoritative Support

28 CFR Ch. 1 (7/1/99 Edition)  
Department of Justice

### Subpart B--Pre-Award Requirements

#### Sec. 66.10 Forms for applying for grants.

(a) **Scope.** (1) This section prescribes forms and instructions to be used by governmental organizations (except hospitals and institutions of higher education operated by a government) in applying for grants. This section is not applicable, however, to formula grant programs which do not require applicants to apply for funds on a project basis.

(2) This section applies only to applications to Federal agencies for grants, and is not required to be applied by grantees in dealing with applicants for subgrants. However, grantees are encouraged to avoid more detailed or burdensome application requirements for subgrants.

(b) **Authorized forms and instructions for governmental organizations.** (1) In applying for grants, applicants shall only use standard application forms or those prescribed by the granting agency with the approval of OMB under the Paperwork Reduction Act of 1980.

(2) Applicants are not required to submit more than the original and two copies of reapplications or applications.

(3) Applicants must follow all  
28 CFR Ch. 1 (7/1/99 Edition)

Department of Justice

Subpart B--Pre-Award

applicable instructions that bear OMB clearance numbers. Federal agencies may specify and describe the programs, functions, or activities that will be used to plan, budget, and evaluate the work under a grant. Other supplementary instructions may be issued only with the approval of OMB to the extent required under the Paperwork Reduction Act of 1980. For any standard form, except the SF-424 facesheet, Federal agencies may shade out or instruct the applicant to disregard any line item that is not needed.

(4) When a grantee applies for additional funding (such as a continuation or supplemental award) or amends a previously submitted application, only the affected pages need be submitted. Previously submitted pages with information that is still current need not be resubmitted.

#### Sec. 66.11 State plans.

(a) **Scope.** The statutes for some programs require States to submit plans before receiving grants. Under regulations implementing Executive Order 12372, "Intergovernmental Review of Federal Programs," States are allowed to simplify, consolidate and substitute plans. This section contains additional provisions for plans

that are subject to regulations implementing the Executive Order.

(b) **Requirements.** A State need meet only Federal administrative or programmatic requirements for a plan that are in statutes or codified regulations.

(c) **Assurances.** In each plan the State will include an assurance that the State shall comply with all applicable Federal statutes and regulations in effect with respect to the periods for which it receives grant funding. For this assurance and other assurances required in the plan, the State may:

(1) Cite by number the statutory or regulatory provisions requiring the assurances and affirm that it gives the assurances required by those provisions,

(2) Repeat the assurance language in the statutes or regulations, or

(3) Develop its own language to the extent permitted by law.

(d) **Amendments.** A State will amend a plan whenever necessary to reflect: (1) New or revised Federal statutes or regulations or (2) a material changes in any State law, organization, policy, or State agency operation.

The State will obtain approval for the amendment and its effective date but need submit for approval only the amended portions of the plan.

Requirements

**Sec. 70.10 Purpose.**

*Sections 70.11 through 70.17 prescribe forms and instructions and other pre-award matters to be used in applying for the Department's awards.*

**Sec. 70.11 Pre-award policies.**

*(a) Use of grants and cooperative agreements, and contracts. In each instance, the Department shall decide on the appropriate award instrument (i.e., grant, cooperative agreement, or contract). The Federal Grant and Cooperative Agreement Act (31 U.S.C. 6301-08) governs the use of grants, cooperative agreements and contracts. A grant or cooperative agreement shall be used only when the principal purpose of a transaction is to accomplish a public purpose of support or stimulation authorized by Federal statute. The statutory criterion for choosing between grants and cooperative agreements is that for the latter,*

*“substantial involvement is expected between the executive agency and the State, local government, or other recipient when carrying out the activity contemplated in the agreement.” Contracts shall be used when the principal purpose is acquisition of property or services for the direct benefit or use of the Federal Government.*

*(b) Public notice and priority setting. The Department shall notify the public of its intended funding priorities for discretionary grant programs, unless funding priorities are established by Federal statute.*

**Sec. 70.12 Forms for applying for Federal assistance.**

*(a) The Department shall comply with the applicable report clearance requirements of 5 CFR part 1320, “Controlling Paperwork Burdens on the Public,” with regard to all forms used by the Department as a supplement to the Standard*

*Form 424 (SF-424) series.*

*(b) Applicants shall use the SF-424 series and instructions prescribed by the Department.*

*(c) For the Department's programs covered by Exec. Order No. 12372,*

*“Intergovernmental Review of Federal Programs,” the applicant shall complete the appropriate sections of the SF-424 (Application for Federal Assistance) indicating whether the application was subject to review by the State Single Point of Contact (SPOC). The name and address of the SPOC for a particular State can be obtained from the “Catalog of Federal Domestic Assistance.” The SPOC shall advise the applicant whether the program for which application is made has been selected by that State for review.*

