

FY 2020 Improving Reentry for Adults with Substance Use Disorders Program

Budget and Budget Narrative Instructions

The following information summarizes the budget guidance provided in the above referenced solicitation and provides general guidance needed to properly prepare the budget and budget narrative.

Solicitation Specific Instructions

This section accounts for 10 percent of your overall score.

Applicants must budget funding to travel to DOJ-sponsored grant meetings. Applicants should estimate the costs of travel and accommodations for teams of three to attend three meetings for 3 days each in Washington, D.C. (one meeting for each of the three grant years).

All grantees will have access to up to \$100,000 until their Action Plan is approved by BJA during the first 6-month period after the final budget is approved.

Include an appropriate percentage of the total grant award for data collection, performance measurement, and research (if applicable).

Budget Detail Worksheet and Budget Narrative

The Budget Detail Worksheet and the Budget Narrative are now combined in a single document collectively referred to as the Budget Detail Worksheet. The Budget Detail Worksheet is a user-friendly, fillable, Microsoft Excel-based document designed to calculate totals. Additionally, the Excel workbook contains worksheets for multiple budget years that can be completed as necessary.

All applicants should use the Excel version when completing the proposed budget in an application, except in cases where the applicant does not have access to Microsoft Excel or experiences technical difficulties.

[Budget Detail Worksheet \(Excel - 561 KB\)](#)

If an applicant does not have access to Microsoft Excel or experiences technical difficulties with the Excel version, then the following 508-compliant accessible Adobe Portable Document Format (PDF) version can be used:

[Budget Detail Worksheet \(PDF - 3.68 MB\)](#)

Cost Sharing or Match Requirement

This solicitation does not require a match.

Unallowable Expenses

Costs identified in the [DOJ Grants Financial Guide](#) may not be used for the following:

- Prizes/rewards/entertainment/trinkets (or any type of monetary incentive)

- Client stipends
- Gift cards
- Vehicles
- Food and beverage