

FY 2020 Justice and Mental Health Collaboration 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 should structure their budgets to allocate a portion of the budget (up to \$100,000 of the total grant award) to complete Phase 1: Planning within 12 months of receiving final OJP approval of the project budget. The applicant will need to clearly identify which budget line items are planning costs. Program budget approval and coordination with BJA and a technical assistance coordinator are required to complete Phase 1.

Please note that while applicants will be required to submit a budget for the entire 36-month project at the time of application submission, applicants may have the opportunity to revise their budget based on any outcomes from the planning phase.

Unallowable Expenses

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

- Prizes, rewards, entertainment, trinkets, or any other monetary incentives
- Client stipends
- Gift cards
- Purchase vehicles
- Food and beverages

Budget 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 \(PDF - 3.68 MB\)](#)

Applicants should submit a budget that is complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities) and includes the required meetings budgeted for each year.

The budget narrative should generally demonstrate how the applicant will maximize cost effectiveness of grant expenditures.

In your budget narrative, you must include a sentence (or two or three) that specifically states how your project is cost effective in relation to potential alternatives and the objectives of the project.

Cost Sharing or Match Requirement

Federal funds awarded under this solicitation may not cover more than 80 percent of the total costs of the project for project years 1 and 2, and 60 percent of the total costs of the project for project year 3.