

FY 2020 Enhancing Community Responses to America's Addiction Crisis: Serving Our Youngest Crime Victims

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.

Budget Information Specific to This Solicitation

This section accounts for 10 percent of your overall score.

Administrative costs: Administrative costs are costs related to the salary and fringe benefits of executive-level leadership and accounting/financial administration. Administrative costs must be reasonable and allocable.

Travel for required trainings: The Travel category of the Budget Detail Worksheet should include costs to support the travel of staff to attend trainings related to human trafficking and/or multi-disciplinary team operations (for example conflict resolution, strategic planning).

- As required by BJA, law enforcement grantees will send their Task Force Coordinator, lead law enforcement representative, and /or a prosecutor to three 2-day events over the 36-month project. The events will be determined by BJA.
- As required by OVC, victim service grantees will send their project coordinator and at least one other staff to three 2-day events over the 36-month project.

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

This solicitation does not require a match.