

FY 2020 Correctional Adult Reentry Education, Employment, and Recidivism Reduction Strategies (CAREERS) 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.

Budget Information Specific to This Solicitation

This section accounts for 10 percent of your overall score

Applicants should budget funding to travel to a peer-learning event (such as a regional meeting).

Estimate the costs of travel and accommodations for three staff members to attend one meeting per year in Washington, D.C.

All grantees will access up to \$100,000 until an action plan is approved by BJA during the first six months of the grant period after the final budget is approved.

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.

Unallowable Expenses

Costs identified in the [DOJ Grants Financial Guide](#), award funds 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