

FY 2020 Comprehensive Opioid, Stimulant, and Substance Abuse 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.

- BJA anticipates one national meeting will occur during each year of the grant for which applicants must budget their travel. All applicants should budget for travel expenses (airfare, hotel, per diem, and group transportation) for a minimum of two staff to attend one face-to-face meeting each year of the life of the grant. Each meeting should be budgeted for 3 days each in Washington, D.C. The purpose of this travel may vary according to funding category and specific project objectives; however, BJA wants to ensure that all grantees have the opportunity to present their work and collaborate with their peers and other national and federal stakeholder groups.
- Category 2 applicants must require that all subrecipient sites budget to have a minimum of two staff attend the national meeting each year as well.
- 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.
- Include an appropriate percent of the total grant award for performance measurement. There is no minimum or maximum requirement regarding what constitutes an appropriate percent; however, the budget should be adequate to fund the activities outlined in the application. The budget narrative should explain how the amount dedicated to these activities is adequate to support the proposed activities.
- Category 1: Local applicant Applicants should heed the budget restrictions associated with their subcategory, based on the project site's population size.
- Category 2: State applicant Applicants should heed the following budget restrictions associated with the number of proposed project sites. No more than \$800,000 may be retained by the state for administrative purposes and to support the mandatory deliverables. In addition to the \$800,000 that may be retained for administrative expenses, a portion of the funds may be used to support an independent evaluation of project activities. The remaining federal funds must be passed through to the proposed project sites. States that have no county or local government-managed addiction service systems may contract funds directly to providers at the community level.

Teleservices

If a project proposes teleservices:

- No more than 10 percent of the total proposed budget may be used to purchase and maintain web-based services and electronic applications that can be accessed from computers, tablets, and/or smart phone devices designed to enhance or support treatment and recovery support services (e.g., apps for self-management through reminders and educational prompts).
- No more than 10 percent of the total proposed budget may be used to purchase or lease devices that allow for the remote monitoring of offenders (e.g., applications or services that remotely monitor the location of an individual or monitor substance use remotely).
- No more than 20 percent of the total proposed budget may be used to support remote, secure, and private two-way, real-time, interactive audio and video connections between the supervision officer and the client located at another location in the community.
- No more than 30 percent of the proposed budget may be used to provide technology-assisted treatment and recovery support services to an incarcerated population.

Housing

If an applicant proposes to fund recovery or transitional housing, no more than 30 percent of the total budget may be used for this purpose.

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.