

# FY 2020 Services for Victims of Human Trafficking

## *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.
- Victim services: Applicants must dedicate sufficient funding in the budget to support the victim services required under this program.
- 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 program management. For each event requiring staff travel, applicants must break out costs associated with travel, lodging, per diem, and ground transportation.

Required trainings for OVC grantees include—

1. The Regional Financial Management Training Seminar sponsored by OJP's Office of the Chief Financial Officer (OCFO), unless the applicant has previously attended this seminar or plans to take the training online. Specific information about the dates and locations of upcoming OCFO events and information about the DOJ Grants Financial Management Online Training can be found at [www.ojp.usdoj.gov/training/training.htm](http://www.ojp.usdoj.gov/training/training.htm). The Programmatic Point of Contact and Financial Point of Contact are required to complete this training.
2. Annual OVC grantee meetings, 2 days each, for up to two staff members per year, subject to change.

### **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 requires a 25 percent nonfederal **cash or in-kind match** for Category 1 applicants. “Match” funds may be used only for purposes that would be allowable for the federal funds.

<b>How to Calculate Match</b>				
<b>Formula</b>				
<b>Step 1</b>	Award Amount	÷	% of Federal Share	= Total (Adjusted) Project Cost
<b>Step 2</b>	Total (Adjusted) Project Cost	x	% of Recipient's Share	= Required Match
<b>Example</b>				
Match Requirement = 80/20 (Federal/Recipient)				
Federal Award = \$100,000				
<b>Step 1</b>	\$100,000	÷	80% Federal Share	= \$125,000
<b>Step 2</b>	\$125,000	x	20% Recipient's Share	= \$25,000

If you are pursuing an in-kind match, documentation supporting the market value of in-kind match must be maintained in the award recipient files. Valuation of in-kind match may take one of the following forms:

- **Valuation of donated services.** Volunteer services furnished by third-party professional and technical personnel, consultants, and other skilled and unskilled labor may be counted as cost sharing or matching if the service is an integral and necessary part of an approved project or program.
  - **Volunteer services.** Recipient or subrecipient rates for third-party volunteer services must be consistent with those rates ordinarily paid for similar work in the recipient's or subrecipient's organization. If the recipient or subrecipient does not have employees performing similar work, the rates will be consistent with those ordinarily paid by other employers for similar work in the same labor market. In either case, a reasonable amount for fringe benefits may be included in the valuation.

- **Employees of other organizations.** When an employer other than a recipient or subrecipient furnishes free of charge the services of an employee in the employee's normal line of work, the services will be valued at the employee's regular rate of pay plus an amount of fringe benefits, but exclusive of overhead costs. For additional guidance on cost sharing or matching, please review 2 C.F.R. § 200.306.
- **Valuation of third party donated supplies, equipment, or space.**
  - If a third party donates supplies, equipment, or space the value must not exceed the fair market value of the property at the time of donation.
- **Valuation of third party donated equipment, buildings, and land.**
  - If a third party donates equipment, buildings, or land, and title passes to a recipient or subrecipient, the treatment of the donated property will depend upon the purpose of the Federal award.

### **Unallowable Expenses**

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

- Holding Beds
- Stipends/Incentives to Participate in Services
- Primary Prevention Activities
- Lobbying, Promoting, or Advocating the Legislation/Regulation of Prostitution
- Coordinating with Law Enforcement