

FY 2020 National Community Courts Site-based Initiative

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.

Housing

If an applicant proposes to fund recovery services or transitional housing, no more than 30 percent of the total budget for the project may be used for this purpose. For guidance on recovery housing, please see the [U.S. Department of Housing and Urban Development's Policy Brief](#). Per the Substance Abuse and Mental Health Services Administration, transitional housing typically involves a temporary residence of up to 24 months with wrap-around services to help people stabilize their lives.

Transportation

Transportation services may be included in the budget. These services may be provided to clients who are engaged in courts and community corrections appointments, treatment-and/or recovery support-related appointments and activities, and other necessary services to support treatment and recovery and who have no other means of obtaining transportation to those services. Forms of transportation services may include public transportation, ride services, or a licensed and insured driver who is affiliated with an eligible program provider. If such costs are included, the applicant should be able to certify that they are non-redeemable, non-transferrable, and that their use by participants is auditable.

The applicant must have written policies for determining eligibility, tracking distribution, and ensuring that passes are only used for transportation related to program activities.

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.

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

Award recipients are prohibited from using federal funds to support programs or activities that violate the Controlled Substances Act, 21 U.S.C. § 801, *et seq.* Programs or activities funded under a BJA community court award must ensure that participants are tested periodically for the use of controlled substances, including medical marijuana. See 34 U.S.C. § 10611, *et seq.*

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