

FY 2021 Justice for Families 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

Applicants must complete the web-based form in JustGrants for the budget worksheet and budget narrative.

Applicants also must upload the applicable associated documentation as described below under each heading. The budget worksheet and budget narrative are worth a total of **15 points** and will be reviewed separately from the proposal narrative. The associated documentation will not be scored, but failure to include it may result in removal from consideration or a delay in access to funding.

Complete the budget worksheet and narrative form for all applicable cost categories. The budget narrative must describe each line item requested in the budget and explain all costs included in the budget, including how the costs of goods and services are determined and how they will fulfill the objectives of the project. See the sample budget and the Creating a Budget webinar available on the OVW website at <https://www.justice.gov/ovw/resourcesapplicants>.

Keep in mind that budgetary requirements vary among programs. Applicants must submit reasonable budgets based on the resources needed to implement their projects in their specific geographic location.

Award Period and Amount

Budgets should cover a period of 36 months, commencing on October 1, 2021 and ending on September 30, 2024. Budget requests should not exceed \$550,000 for standard projects and \$650,000 for comprehensive projects.

Funding levels under this program for FY 2021 are:

1. Standard projects: up to \$550,000 for the entire 36 months.
2. Comprehensive projects: up to \$650,000 for the entire 36 months.

The budget must:

1. Display a clear link between the specific project activities and the proposed budget items. The budget should not contain items that are not supported by the proposal narrative.
2. Include funds to attend OVW-sponsored TTA in the amount of \$15,000 for standard

projects and \$20,000 for comprehensive projects for applicants located in the 48 contiguous states. For applicants located in the territories, Hawaii, or Alaska, include \$20,000 for standard projects and \$25,000 for comprehensive projects. This amount is for the entire 36 months and NOT per year. Applicants also may budget expenses in excess of the required amount if they are aware of relevant non-OVW sponsored conferences or training for which they would like permission to use grant funds to support staff/project partner attendance. Include funds or describe other resources available to the applicant to ensure access for individuals with disabilities, Deaf/hard of hearing individuals, and persons with limited English proficiency. See Accessibility under Federal Award Administration Information for more information.

3. For applicants that anticipate using OVW funds to cover only a portion of a particular service they provide (e.g., supervised visitation or civil legal assistance), the budget should prorate operational costs such as rent, phone service, etc., accordingly.
4. Include funds or describe other resources available to the applicant to ensure access for individuals with disabilities, Deaf/hard of hearing individuals, and persons with limited English proficiency. See Accessibility under Federal Award Administration Information for more information.
5. Compensate all project partners for their full level of effort, unless otherwise stated in the MOU/LOC. For more information on compensating project partners, see the sample Budget Detail Worksheet on the OVW website at <https://www.justice.gov/ovw/resources-applicants>.
6. Distinguish clearly between subawards and contracts in allocating any grant funds to other entities. Pursuant to 2 C.F.R. § 200.331, a subaward is for the purpose of carrying out a portion of the federal award, such as compensating an MOU partner, and a contract is for the purpose of obtaining goods and services for the grantee's own use. The substance of the relationship is more important than the form of the agreement in determining whether the recipient of the pass-through funds is a subrecipient or a contractor. The awarding and monitoring of contracts must follow the recipient's documented procurement procedures, including full and open competition, pursuant to the procurement standards and monitoring requirements in 2 C.F.R. §§ 200.317-200.329. The issuance and monitoring of subawards must meet the requirements of 2 C.F.R. § 200.332, which includes oversight of subrecipient/partner spending and monitoring performance measures and outcomes attributable to grant funds. For more information, see the sample Budget Detail Worksheet and the Solicitation Companion Guide on the OVW website at <https://www.justice.gov/ovw/resources-applicants>.

OVW awards are governed by the provisions of 2 C.F.R. Part 200 and the DOJ Financial Guide, which include information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. For additional information on allowable and unallowable costs, see the Funding Restrictions section below and the sample budget on the OVW website at <https://www.justice.gov/ovw/resources-applicants>.

The following information is provided to allow applicants to develop an application and budget consistent with program requirements.

Unallowable Costs

The costs associated with the activities listed below are unallowable and must not be included in applicants' budgets.

1. Lobbying except with explicit statutory authorization.
2. Fundraising.
3. Purchase of real property.
4. Physical modifications to buildings, including minor renovations (such as painting or carpeting) without prior approval by OVW.
5. Construction.

Out-of-Scope Activities

The activities listed below are out of the program scope and will not be supported by this program's funding.

1. Research projects.
2. Mediation involving offenders and victims being physically present in the same place, in cases where domestic violence, dating violence, sexual assault or stalking is an issue.
3. Parent education programs.
4. Individual, group, and family counseling.
5. Telephonic and/or virtual monitoring of supervised visitation.
6. Supervised visitation and exchange services unrelated to domestic violence, dating violence, child sexual abuse, sexual assault, or stalking.
7. Legal representation in child protection cases, except for cases in which the legal services are provided to a victim of domestic violence and the proceedings relate to or arise out of the abuse or violence committed against the victim.
8. Legal representation in child sexual abuse cases, except for cases in which the legal services are provided to nonoffending parents and relate to family matters, including civil protection orders, custody, and divorce, and in which the other parent is represented by counsel.
9. Criminal defense of victims charged with crimes.
10. Support of law reform initiatives, including, but not limited to, impact litigation.
11. Civil legal services and pro se victim assistance programs that exceed 50% of the total project costs and activities.

Limited Use of Funds

Grantees may use up to two percent of grant award funds to assess their work for internal improvement purposes only, such as by convening a listening session to identify service gaps in the community or surveying training participants about the quality of training content and delivery. Applicants considering such assessments must refer to the OVW research decision tree in the Solicitation Companion Guide to ensure that the activity does not qualify as human subjects' research. The Solicitation Companion Guide also provides additional information on federal requirements related to research, assessments, and surveys.

Food and Beverage/Costs for Refreshments and Meals

Generally, food and beverage costs are not allowable. Recipients must receive prior approval to use grant funds to provide a working meal and/or refreshments at a meeting, conference, training, or other event; OVW may provide such approval if one of the following applies:

1. The location of the event is not in close proximity to food establishments, despite efforts to secure a location near reasonably priced and accessible commercial food establishments.
2. Not serving food will significantly lengthen the day or necessitate extending the meeting to achieve meeting outcomes.

3. A special presentation at a conference requires a plenary address where there is no other time for food to be obtained.
4. Other extenuating circumstances necessitate the provision of food.

Justification for an exception listed above must be included in the applicant's budget narrative. For additional information on restrictions on food and beverage expenditures, see <https://www.justice.gov/ovw/conference-planning>.

Conference Planning and Expenditure Limitations

Applicants' budgets must be consistent with all requirements (including specific cost limits and prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (which is defined to include meetings, retreats, seminars, symposiums, training, and other similar events), and costs of attendance at such events. Information on conference planning, minimization of costs, and conference reporting is available at <https://www.justice.gov/ovw/conference-planning>.

Letter of Nonsupplanting

Applicants must attach a letter to OVW's Director, signed by the Authorized Representative, certifying that federal funds will not be used to supplant non-federal funds should a grant award be made. A sample letter is available at <https://www.justice.gov/ovw/resourcesapplicants>

Cost Sharing and Match

This program has no matching or cost-sharing requirement.