

OJJDP FY 2021 Family Drug Court 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 in each category should budget for one grantee meeting per year over the 3-year period. Grantees must plan to send a minimum of four people (including the project director, family drug court judge/judicial officer, child welfare representative, and treatment representative). For budgetary purposes, assume that the meetings will be in the Washington, DC, area. Each meeting will be for a minimum of 2.5 days. Attendance is mandatory.

Award Period and Amount

Budgets should cover a period of 36 months, commencing on October 1, 2021, not to exceed \$700,000 for Category 1, \$800,000 for Category 2, \$500,000 for Category 3 and \$1,500,000 for Category 4.

Cost Sharing or Matching Requirement

This solicitation requires a 25 percent cash or in-kind match. See [OJP Grant Application Resource Guide](#) for additional information on this match requirement.

Pre-agreement Costs (also known as Pre-award Costs)

See the [OJP Grant Application Resource Guide](#) information on Pre-agreement Costs (also known as Pre-award Costs).

Limitation on Use of Award Funds for Employee Compensation: Waiver

See the [OJP Grant Application Resource Guide](#) information on Limitation on Use of Award Funds for Employee Compensation; Waiver.

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs

See the [OJP Grant Application Resource Guide](#) for information on Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs.

Costs Associated with Language Assistance (if applicable)

See the [OJP Grant Application Resource Guide](#) for information on Costs Associated with Language Assistance.

Indirect Cost Rate Agreement (if applicable)

Applicants will submit their indirect cost rate agreement by uploading the agreement as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

Financial Management Questionnaire (including applicant disclosure of high-risk status)

Applicants will download the questionnaire in JustGrants and submit by uploading the completed questionnaire as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.