

# BJA FY 21 Comprehensive Opioid, Stimulant, and Substance Abuse Site-based 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.

BJA anticipates one national meeting will occur during year two and year three of the grant for which applicants must budget 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 during years one and two 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 two national meetings as well.

### **Award Period and Amount**

Budgets should cover a period of 36 months, commencing on October 1, 2021, not to exceed \$930,000 for Category 1, \$500,000 for Category 2.

### **Cost Sharing or Matching Requirement**

This solicitation does not require a match.

### **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.