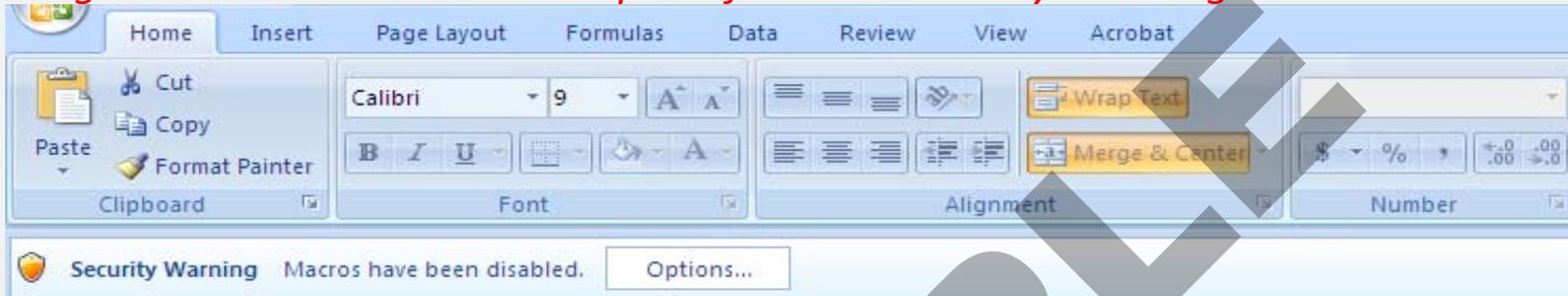


# CTAS Budget Detail Worksheet

## Worksheet Instructions

*Note: This document requires macros be enabled to work properly. Please ensure that macros are enabled before entering any data. You may be able to enable macros by choosing the "Enable this content" option from the Security Warning Ribbon above.*



*If the ribbon is not visible you may have been prompted to enable macros when you opened the document as pictured here. If you elected to disable macros, please close the document and reopen it with macros enabled.*



## Purpose:

The Budget Detail Worksheet is provided for your use in the preparation of the budget and budget narrative. All required information (including the budget narrative) must be provided. Funds may not be budgeted in the shaded categories under each purpose area. Indicate any non-federal (matching) amount in the appropriate category, if applicable.

## How to use this Workbook:

This workbook has been made available to CTAS applicants so that they can provide budgetary information for each Purpose Area they are applying for. It is a required document and must be completed and uploaded to the Grant Management System (GMS) as an attachment to your application. The workbook includes three different worksheets. The first worksheet (this one) is an instruction sheet; the second worksheet includes the Purpose Area specific budget detail worksheet and narrative and each must be filled out if the applicant is applying for that specific Purpose Area. If an application is not being submitted for a particular Purpose Area, no action on the budget worksheet is required. The last worksheet is a Budget Summary. It compiles all of the relevant budget information for all Purpose Areas into a single location and should be reviewed for correctness before the workbook is uploaded to the GMS application.

**Step by Step Usage:**

1. Please read and print this instruction page. It can be used as a reference while completing the rest of the document.
2. A purpose area index for this workbook has been created for your convenience. Clicking on the link for each Purpose Area will take you directly to that tab in this document.
3. Complete this document by selecting the relevant Purpose Area tabs for which funds are being requested and entering the budget detail information in the boxes.
4. Not all Purpose Areas require Non-Federal Contributions (match). The Purpose Areas that do require match are noted on their respective tabs and further details about the match calculation can be found there.
5. A budget narrative section is provided to you for each category within the worksheet. This is where your justification and/or linkages to the program narrative may be entered.
6. A Budget Summary is automatically calculated for you on the last worksheet. **Note:** Any errors detected on this page should be fixed on the Purpose Area specific tab.

**Contact Information**

**Technical Assistance:** For technical assistance with submitting an application, contact the Grants Management System Support Hotline at 1-888-549-9901, option 3, or via e-mail to [GMSHelpDesk@usdoj.gov](mailto:GMSHelpDesk@usdoj.gov). The GMS Support Hotline is available Monday-Friday (except U.S. federal government holidays) from 6:00 a.m. to 12:00 midnight, Eastern Time.

**Programmatic Assistance:** For programmatic and general assistance with the requirements of this solicitation, contact the Response Center at 1-800-421-6770 or by e-mail at [tribalgrants@usdoj.gov](mailto:tribalgrants@usdoj.gov). The Response Center's hours of operation are Monday-Friday (except U.S. federal government holidays) from 9:00 a.m. to 5:00 p.m. Eastern Time. The Response Center will remain open on the solicitation closing date until 9:00 p.m. Eastern Time.

Purpose Area Index:			
PA (#)	Name	Program Office	CFDA #
1	<a href="#">Public Safety and Community Policing</a>	COPS	16.710
2	<a href="#">Comprehensive Planning Demonstration Program</a>	BJA	TBD
3	<a href="#">Justice Systems and Alcohol and Substance Abuse</a>	BJA	16.608
4	<a href="#">Corrections and Correctional Alternatives</a>	BJA	16.596
5	<a href="#">Tribal Sexual Assault Services Program</a>	OVW	16.587
6	<a href="#">Tribal Governments Program</a>	OVW	16.587
7	<a href="#">Children's Justice Act Partnerships for Indian Communities</a>	OVC	16.582
8	<a href="#">Comprehensive Tribal Victim Assistance Program</a>	OVC	16.582
9	<a href="#">Juvenile justice</a>	OJJDP	16.731
10	<a href="#">Tribal youth program</a>	OJJDP	16.731
	<a href="#">Budget Summary</a>		
Budget Category Descriptions:			
<i>Personnel</i>	List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. In the budget narrative, include a description of the responsibilities and duties of each position in relationship to fulfilling the project goals and objectives. All requested information must be included in the budget detail worksheet and budget narrative.		
<i>Fringe Benefits</i>	Fringe benefits should be based on actual known costs or an approved negotiated rate by a Federal agency. If not based on an approved negotiated rate, list the composition of the fringe benefit package. Fringe benefits are for the personnel listed in the budget category (A) and only for the percentage of time devoted to the project. All requested information must be included in the budget detail worksheet and budget narrative.		
<i>Travel</i>	Itemize travel expenses of staff personnel (e.g. staff to training, field interviews, advisory group meeting, etc.). Describe the purpose of each travel expenditure in reference to the project objectives. Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known; or if unknown, indicate "location to be determined." Indicate whether applicant's formal written travel policy or the Federal Travel Regulations are followed. <b>Note:</b> Travel expenses for consultants should be included in the "Contractual/Consultant" category. For each Purpose Area applied for, the budget should include the estimated cost for travel and accommodations for two staff to attend two three-day long meetings, with one in Washington D.C. and one in their region. All requested information must be included in the budget detail worksheet and budget narrative.		
<i>Equipment</i>	List non-expendable items that are to be purchased ( <b>Note:</b> Organization's own capitalization policy for classification of equipment should be used). <u>Expendable</u> items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technological advances. Rented or leased equipment costs should be listed in the "Contractual" category. In the budget narrative, explain how the equipment is necessary for the success of the project, and describe the procurement method to be used. All requested information must be included in the budget detail worksheet and budget narrative.		
<i>Supplies</i>	List items by type (office supplies, postage, training materials, copy paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project. All requested information must be included in the budget detail worksheet and budget narrative.		

<i>Construction</i>	Provide a description of the construction project and an estimate of the costs. Construction costs are only allowed for Purpose Areas #4 and #9. However, Purpose Area #9 requires a 50% match of the total project costs. Minor repairs or renovations may be allowable in other Purpose Areas and should be classified in the "Other" category. Consult with the program office before budgeting funds in this category. All requested information must be included in the budget detail worksheet and budget narrative.
<i>Consultants/Contracts</i>	Indicate whether the applicant's formal, written Procurement Policy or Federal Acquisition Regulations are followed. <b>Contracts:</b> Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000. <b>Consultant Fees:</b> For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day (\$550 per day for Purpose Area 1 and 2 with the COPS Office) require additional justification and prior approval from OJP or the COPS office. All requested information must be included in the budget detail worksheet and budget narrative.
<i>Other Costs</i>	List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent. All requested information must be included in the budget detail worksheet and budget narrative.
<i>Indirect Costs</i>	Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. A copy of the rate approval, (a fully execute, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contracting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories. All requested information must be included in the budget detail worksheet and budget narrative.

# Public Safety and Community Policing

Purpose Area (1)

Program Office

COPS

16.710

*Note: Non-Federal match is not required for this purpose area but can be provided if desired.*

## A. Personnel

Name/Position <i>List each position and name, if known. New positions may be grouped by type.</i>	Computation <i>Show annual salary rate &amp; amount of time devoted to the project for each name/position.</i>							
	# of Positions	Salary	Rate	Time Worked (# of years)	%	Total Cost	Non-Federal Contribution	Federal Request
			yearly	3	100%	\$0		\$0
<b>Total(s)</b>						\$0	\$0	\$0

## Narrative

SAMPLE

**B. Fringe Benefits**

<b>Type of Benefit</b> <i>List each grant-support fringe benefit that is provided to the grant-funded position.</i>	<b>Computation</b> <i>Show the basis for computation.</i>				
	<i>Base</i>	<i>Rate</i>	<i>Total Cost</i>	<i>Non-Federal Contribution</i>	<i>Federal Request</i>
			\$0		\$0
<b>Total</b>			\$0	\$0	\$0

**Narrative**

SAMPLE

**C. Travel**

<b>Purpose of Travel</b> <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<b>Location</b> <i>Indicate the travel destination.</i>	<b>Type of Expense</b> <i>Hotel, airfare, per diem</i>	<b>Computation</b> <i>Compute the cost of each type of expense X the number of people traveling.</i>					
			<b>Cost</b>	<b>Duration or Distance</b>	<b># of Staff</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
						\$0		\$0
<b>Total</b>						\$0	\$0	\$0
<b>Narrative</b>								

SAMPLE

**D. Equipment**

<b>Item</b> <i>List and describe each item of equipment that will be purchased</i>	<b>Computation</b> <i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>				
	<b># of Items</b>	<b>Cost</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
			\$0		\$0
<b>Total</b>			\$0	\$0	\$0

**Narrative**

SAMPLE

**E. Supplies**

<b>Supply Items</b> <i>Provide a list of the types of items to be purchased with grant funds.</i>	<b>Computation</b> <i>Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.</i>				
	<b># of Items</b>	<b>Cost</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
			\$0		\$0
<b>Total</b>			\$0	\$0	\$0

**Narrative**

*(This area is currently blank and contains a large diagonal watermark reading "SAMPLE")*

**F. Construction**

<b>List of Construction Activities</b> <i>List and describe each item that is part of construction.</i>	<b>Computation</b> <i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>				
	<b># of Items</b>	<b>Cost</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
N/A			\$0		\$0
<b>Total</b>			\$0	\$0	\$0

<b>Narrative</b>	
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SAMPLE

**G. Consultants/Contracts**

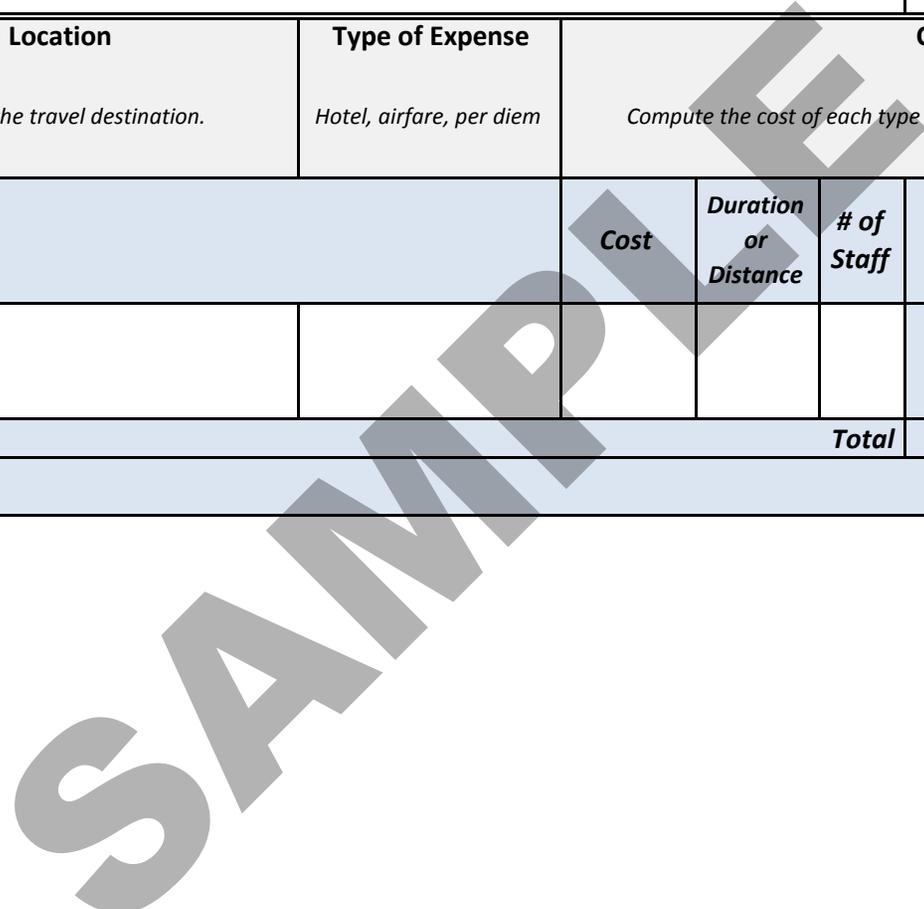
**Item**

Provide a description of the producer or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100.00

	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
			\$0

Purpose of Travel	Location	Type of Expense	Computation					
Indicate the purpose of each trip or type of trip (training, advisory group meeting)	Indicate the travel destination.	Hotel, airfare, per diem	Compute the cost of each type of expense X the number of people traveling.					
			Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
						\$0		\$0
<b>Total</b>						\$0	\$0	\$0

**Narrative**



**H. Other Costs**

**Description**

List and describe items that will be paid with grants funds.

	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
			\$0
<b>Total</b>	\$0	\$0	\$0

**Narrative**

SAMPLE

**I. Indirect Costs**

<b>Description</b> <i>Describe what the approved rate is and how it is applied.</i>	<b>Computation</b> <i>Compute the indirect costs for those portions of the program which allow such costs.</i>				
	<b>Base</b>	<b>Indirect Cost Rate</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
			\$0		\$0
<b>Total</b>			\$0	\$0	\$0

<b>Narrative</b>	
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SAMPLE

# Comprehensive Planning Demonstration Program

Purpose Area (2)

Program Office

**BJA**

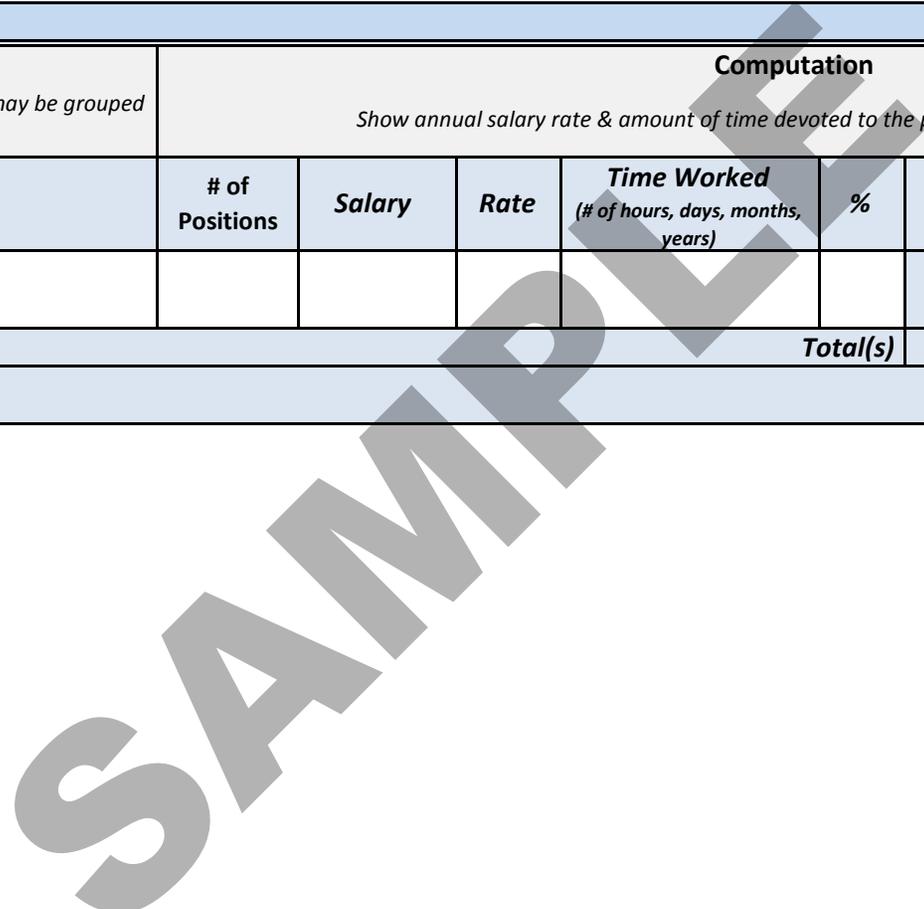
**TBD**

*Note: Non-Federal match is not required for this purpose area but can be provided if desired.*

**A. Personnel**

Name/Position <small>List each position and name, if known. New positions may be grouped by type.</small>	Computation <small>Show annual salary rate &amp; amount of time devoted to the project for each name/position.</small>							
	# of Positions	Salary	Rate	Time Worked <small>(# of hours, days, months, years)</small>	%	Total Cost	Non-Federal Contribution	Federal Request
						\$0		\$0
<b>Total(s)</b>						\$0	\$0	\$0

**Narrative**



**B. Fringe Benefits**

<b>Type of Benefit</b> <i>List each grant-support fringe benefit that is provided to the grant-funded position.</i>	<b>Computation</b> <i>Show the basis for computation.</i>				
	<i>Base</i>	<i>Rate</i>	<i>Total Cost</i>	<i>Non-Federal Contribution</i>	<i>Federal Request</i>
			\$0		\$0
<b>Total</b>			\$0	\$0	\$0

**Narrative**

SAMPLE

**C. Travel**

<b>Purpose of Travel</b> <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<b>Location</b> <i>Indicate the travel destination.</i>	<b>Type of Expense</b> <i>Hotel, airfare, per diem</i>	<b>Computation</b> <i>Compute the cost of each type of expense X the number of people traveling.</i>					
			<b>Cost</b>	<b>Duration or Distance</b>	<b># of Staff</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
						\$0		\$0
<b>Total</b>						\$0	\$0	\$0

**Narrative**

SAMPLE

**D. Equipment**

<b>Item</b> <i>List and describe each item of equipment that will be purchased</i>	<b>Computation</b> <i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>				
	<b># of Items</b>	<b>Cost</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
			\$0		\$0
<b>Total</b>			\$0	\$0	\$0

**Narrative**

SAMPLE

**E. Supplies**

<b>Supply Items</b> <i>Provide a list of the types of items to be purchased with grant funds.</i>	<b>Computation</b> <i>Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.</i>				
	<b># of Items</b>	<b>Cost</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
			\$0		\$0
<b>Total</b>			\$0	\$0	\$0

**Narrative**

SAMPLE

<b>F. Construction</b>						
<b>List of Construction Activities</b> <i>List and describe each item that is part of construction.</i>		<b>Computation</b> <i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>				
		<b># of Items</b>	<b>Cost</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
N/A				\$0		\$0
<b>Total</b>				\$0	\$0	\$0
<b>Narrative</b>						

SAMPLE

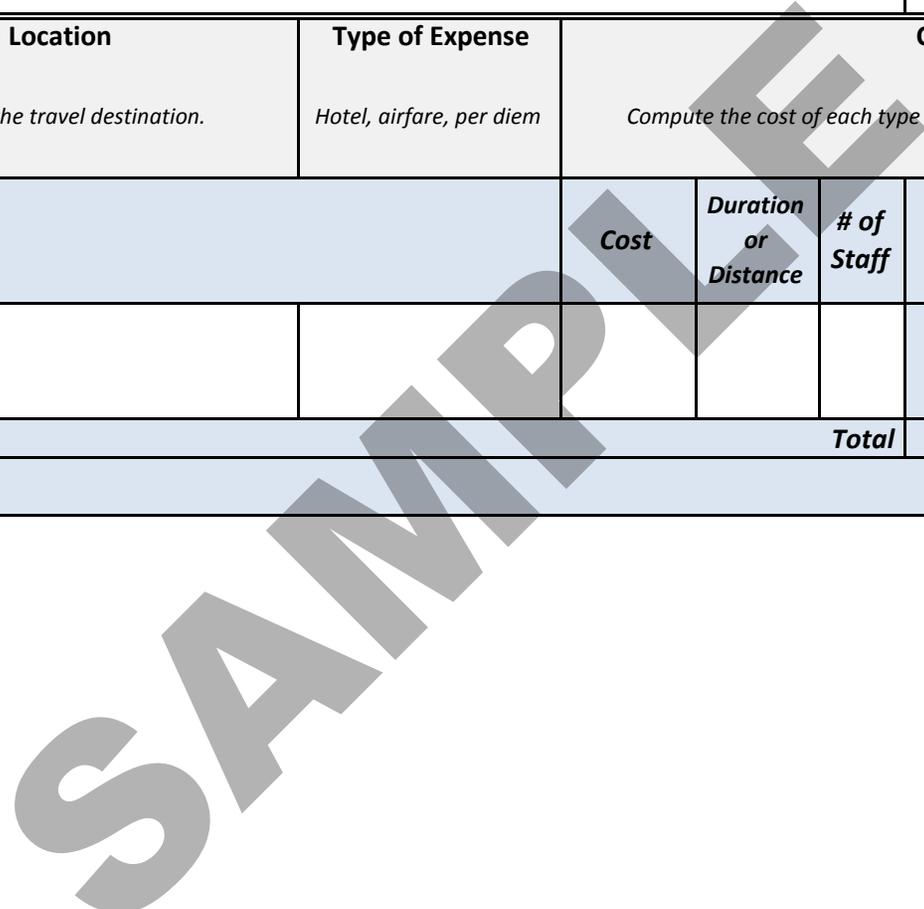
**G. Consultants/Contracts**

**Item**

Provide a description of the producer or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100.00

						Total Cost	Non-Federal Contribution	Federal Request
								\$0
Purpose of Travel	Location	Type of Expense	Computation					
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Hotel, airfare, per diem</i>	<i>Compute the cost of each type of expense X the number of people traveling.</i>					
			Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
						\$0		\$0
<b>Total</b>						\$0	\$0	\$0

**Narrative**



**H. Other Costs**

**Description**

*List and describe items that will be paid with grants funds.*

	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
			\$0
<b>Total</b>	\$0	\$0	\$0

**Narrative**

**SAMPLE**

**I. Indirect Costs**

<b>Description</b> <i>Describe what the approved rate is and how it is applied.</i>	<b>Computation</b> <i>Compute the indirect costs for those portions of the program which allow such costs.</i>				
	<b>Base</b>	<b>Indirect Cost Rate</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
			\$0		\$0
<b>Total</b>			\$0	\$0	\$0

<b>Narrative</b>	
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SAMPLE

# Justice Systems and Alcohol and Substance Abuse

Purpose Area (3)

Program Office

**BJA**

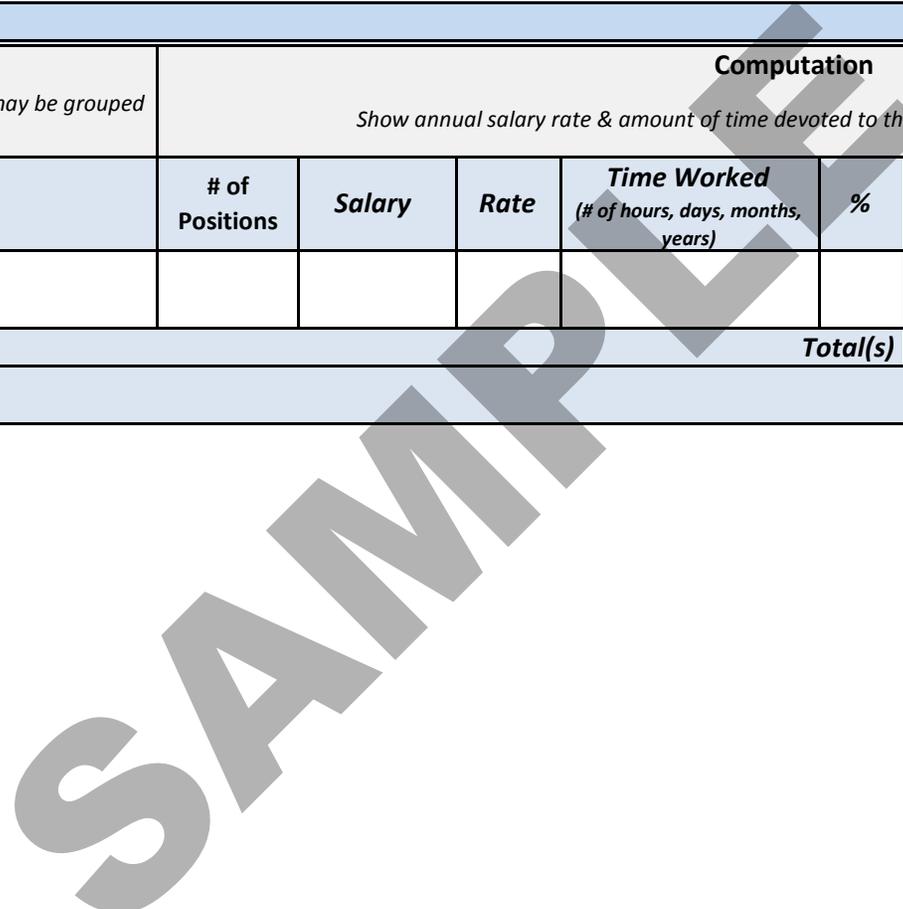
16.608

*Note: Non-Federal match is not required for this purpose area but can be provided if desired.*

**A. Personnel**

Name/Position <small>List each position and name, if known. New positions may be grouped by type.</small>	Computation <small>Show annual salary rate &amp; amount of time devoted to the project for each name/position.</small>							
	# of Positions	Salary	Rate	Time Worked <small>(# of hours, days, months, years)</small>	%	Total Cost	Non-Federal Contribution	Federal Request
						\$0		\$0
<b>Total(s)</b>						\$0	\$0	\$0

**Narrative**



**B. Fringe Benefits**

<b>Type of Benefit</b> <i>List each grant-support fringe benefit that is provided to the grant-funded position.</i>	<b>Computation</b> <i>Show the basis for computation.</i>				
	<i>Base</i>	<i>Rate</i>	<i>Total Cost</i>	<i>Non-Federal Contribution</i>	<i>Federal Request</i>
			\$0		\$0
<b>Total</b>			\$0	\$0	\$0

**Narrative**

SAMPLE

**C. Travel**

<b>Purpose of Travel</b> <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<b>Location</b> <i>Indicate the travel destination.</i>	<b>Type of Expense</b> <i>Hotel, airfare, per diem</i>	<b>Computation</b> <i>Compute the cost of each type of expense X the number of people traveling.</i>					
			<b>Cost</b>	<b>Duration or Distance</b>	<b># of Staff</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
						\$0		\$0
<b>Total</b>						\$0	\$0	\$0
<b>Narrative</b>								

SAMPLE

**D. Equipment**

<b>Item</b> <i>List and describe each item of equipment that will be purchased</i>	<b>Computation</b> <i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>				
	<b># of Items</b>	<b>Cost</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
			\$0		\$0
<b>Total</b>			\$0	\$0	\$0

**Narrative**

SAMPLE

**E. Supplies**

<b>Supply Items</b> <i>Provide a list of the types of items to be purchased with grant funds.</i>	<b>Computation</b> <i>Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.</i>				
	<b># of Items</b>	<b>Cost</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
			\$0		\$0
<b>Total</b>			\$0	\$0	\$0

**Narrative**

SAMPLE

**F. Construction**

<b>List of Construction Activities</b> <i>List and describe each item that is part of construction.</i>	<b>Computation</b> <i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>				
	<b># of Items</b>	<b>Cost</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
N/A			\$0		\$0
<b>Total</b>			\$0	\$0	\$0

<b>Narrative</b>	
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SAMPLE

**G. Consultants/Contracts**

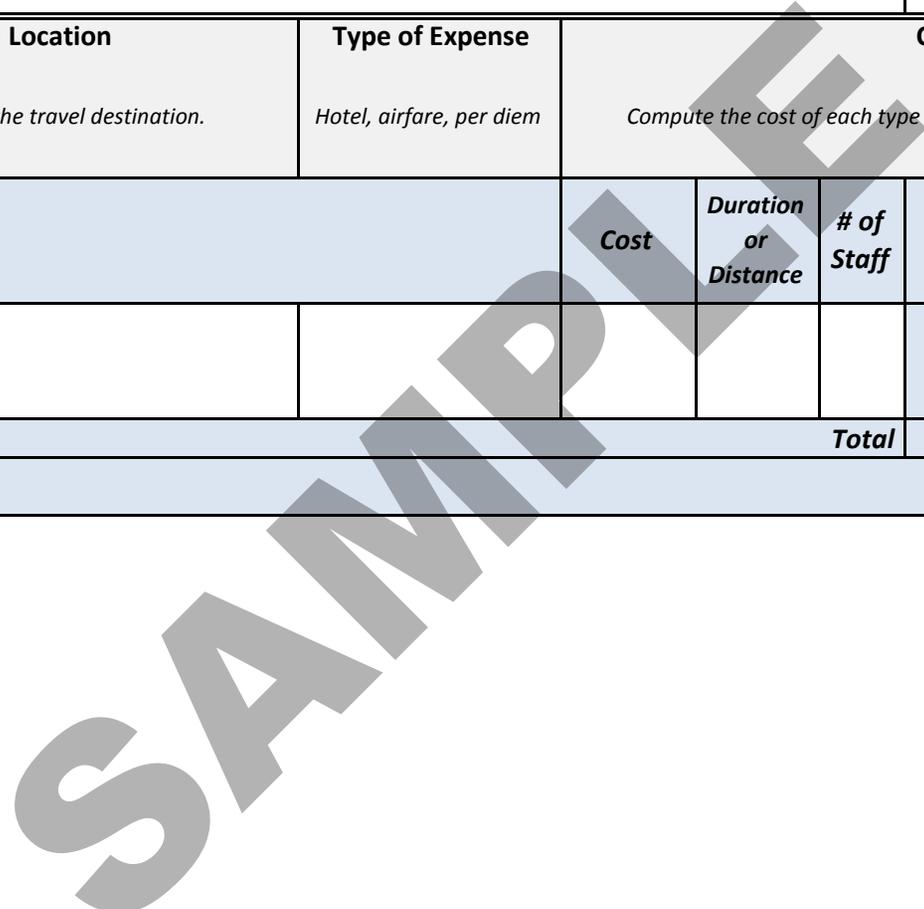
**Item**

*Provide a description of the producer or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100.00*

	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
			\$0

Purpose of Travel	Location	Type of Expense	Computation					
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Hotel, airfare, per diem</i>	<i>Compute the cost of each type of expense X the number of people traveling.</i>					
			<i>Cost</i>	<i>Duration or Distance</i>	<i># of Staff</i>	<i>Total Cost</i>	<i>Non-Federal Contribution</i>	<i>Federal Request</i>
						\$0		\$0
<b>Total</b>						\$0	\$0	\$0

**Narrative**



**H. Other Costs**

**Description**

*List and describe items that will be paid with grants funds.*

	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
			\$0
<b>Total</b>	\$0	\$0	\$0

**Narrative**

**SAMPLE**

**I. Indirect Costs**

<b>Description</b> <i>Describe what the approved rate is and how it is applied.</i>	<b>Computation</b> <i>Compute the indirect costs for those portions of the program which allow such costs.</i>				
	<b>Base</b>	<b>Indirect Cost Rate</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
			\$0		\$0
<b>Total</b>			\$0	\$0	\$0

<b>Narrative</b>	
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SAMPLE

# Corrections and Correctional Alternatives

Purpose Area (4)

Program Office

BJA

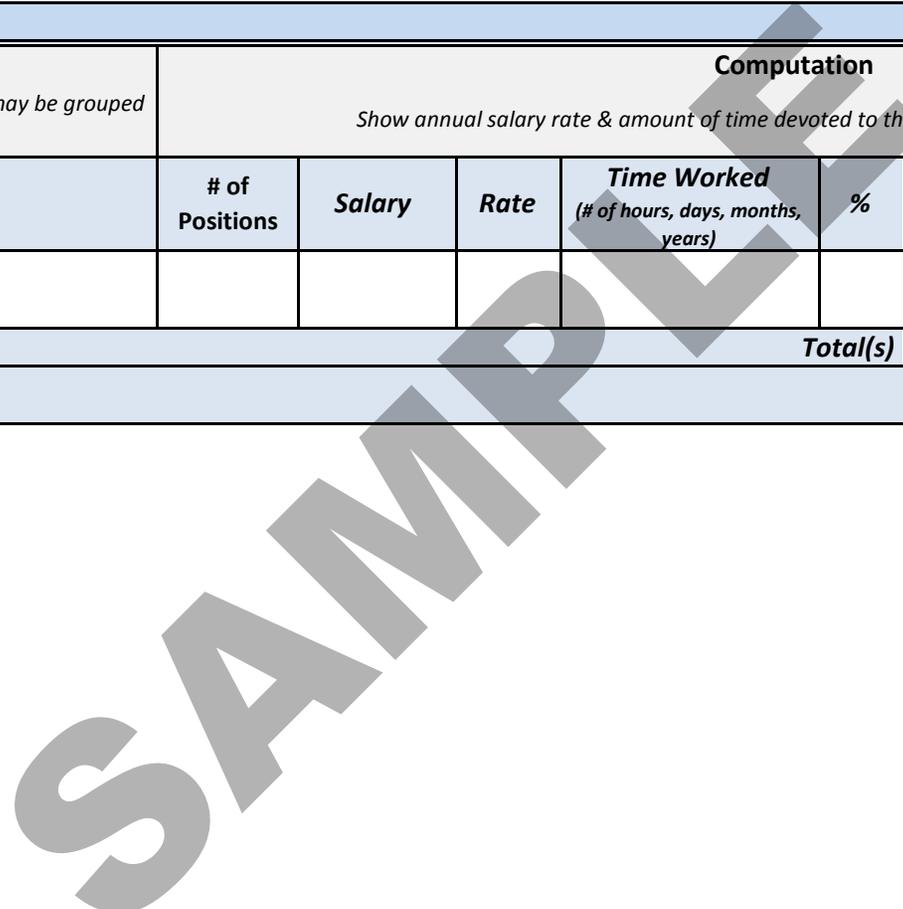
16.596

*Note: Non-Federal match is not required for this purpose area but can be provided if desired.*

## A. Personnel

<b>Name/Position</b> <small>List each position and name, if known. New positions may be grouped by type.</small>	<b>Computation</b> <small>Show annual salary rate &amp; amount of time devoted to the project for each name/position.</small>							
	# of Positions	Salary	Rate	Time Worked <small>(# of hours, days, months, years)</small>	%	Total Cost	Non-Federal Contribution	Federal Request
						\$0		\$0
<b>Total(s)</b>						\$0	\$0	\$0

## Narrative



**B. Fringe Benefits**

<b>Type of Benefit</b> <i>List each grant-support fringe benefit that is provided to the grant-funded position.</i>	<b>Computation</b> <i>Show the basis for computation.</i>				
	<i>Base</i>	<i>Rate</i>	<i>Total Cost</i>	<i>Non-Federal Contribution</i>	<i>Federal Request</i>
			\$0		\$0
<b>Total</b>			\$0	\$0	\$0

**Narrative**

SAMPLE

**C. Travel**

<b>Purpose of Travel</b> <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<b>Location</b> <i>Indicate the travel destination.</i>	<b>Type of Expense</b> <i>Hotel, airfare, per diem</i>	<b>Computation</b> <i>Compute the cost of each type of expense X the number of people traveling.</i>					
			<b>Cost</b>	<b>Duration or Distance</b>	<b># of Staff</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
						\$0		\$0
<b>Total</b>						\$0	\$0	\$0

**Narrative**

SAMPLE

**D. Equipment**

<b>Item</b> <i>List and describe each item of equipment that will be purchased</i>	<b>Computation</b> <i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>				
	<b># of Items</b>	<b>Cost</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
			\$0		\$0
<b>Total</b>			\$0	\$0	\$0

**Narrative**

SAMPLE

**E. Supplies**

<b>Supply Items</b> <i>Provide a list of the types of items to be purchased with grant funds.</i>	<b>Computation</b> <i>Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.</i>				
	<b># of Items</b>	<b>Cost</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
			\$0		\$0
<b>Total</b>			\$0	\$0	\$0

**Narrative**

SAMPLE

**F. Construction**

<b>List of Construction Activities</b> <i>List and describe each item that is part of construction.</i>	<b>Computation</b> <i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>				
	<b># of Items</b>	<b>Cost</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
			\$0		\$0
<b>Total</b>			\$0	\$0	\$0

<b>Narrative</b>	
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SAMPLE

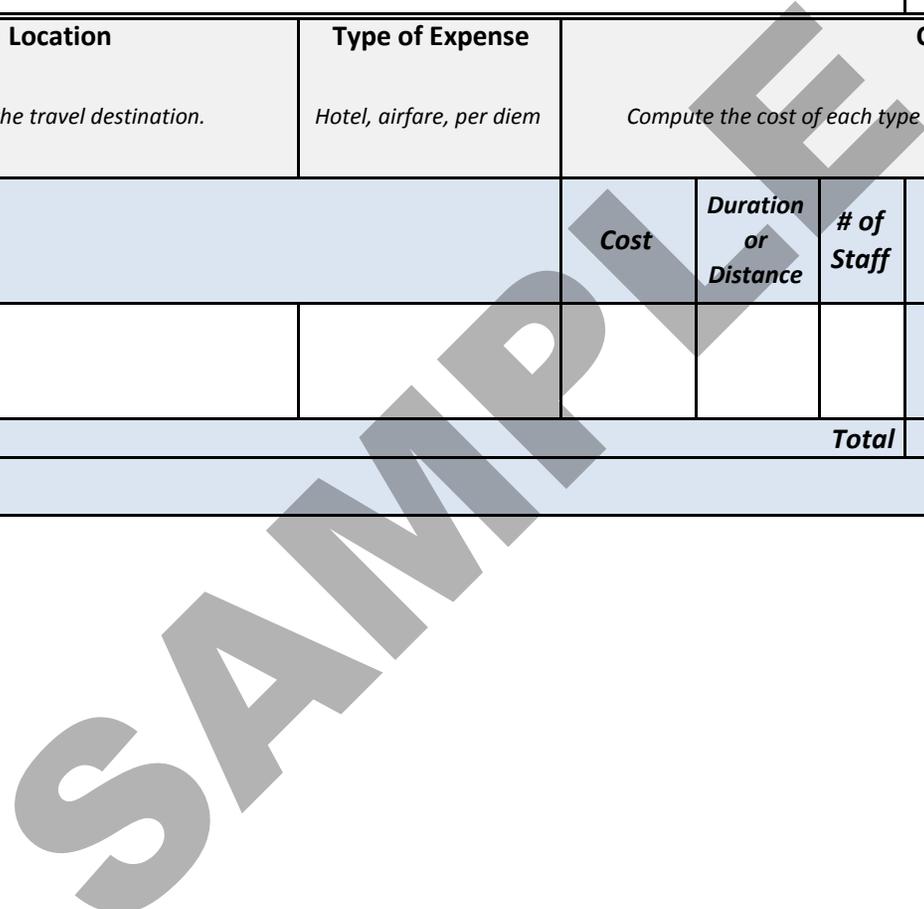
**G. Consultants/Contracts**

**Item**

*Provide a description of the producer or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100.00*

						<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
								\$0
<b>Purpose of Travel</b>	<b>Location</b>	<b>Type of Expense</b>	<b>Computation</b>					
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Hotel, airfare, per diem</i>	<i>Compute the cost of each type of expense X the number of people traveling.</i>					
			<b>Cost</b>	<b>Duration or Distance</b>	<b># of Staff</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
						\$0		\$0
<b>Total</b>						\$0	\$0	\$0

**Narrative**



**H. Other Costs**

**Description**

*List and describe items that will be paid with grants funds.*

	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
			\$0
<b>Total</b>	\$0	\$0	\$0

**Narrative**

**SAMPLE**

**I. Indirect Costs**

<b>Description</b> <i>Describe what the approved rate is and how it is applied.</i>	<b>Computation</b> <i>Compute the indirect costs for those portions of the program which allow such costs.</i>				
	<b>Base</b>	<b>Indirect Cost Rate</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
			\$0		\$0
<b>Total</b>			\$0	\$0	\$0

<b>Narrative</b>	
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SAMPLE

# Tribal Sexual Assault Services Program

*Purpose Area (5)*

Program Office

**OVW**

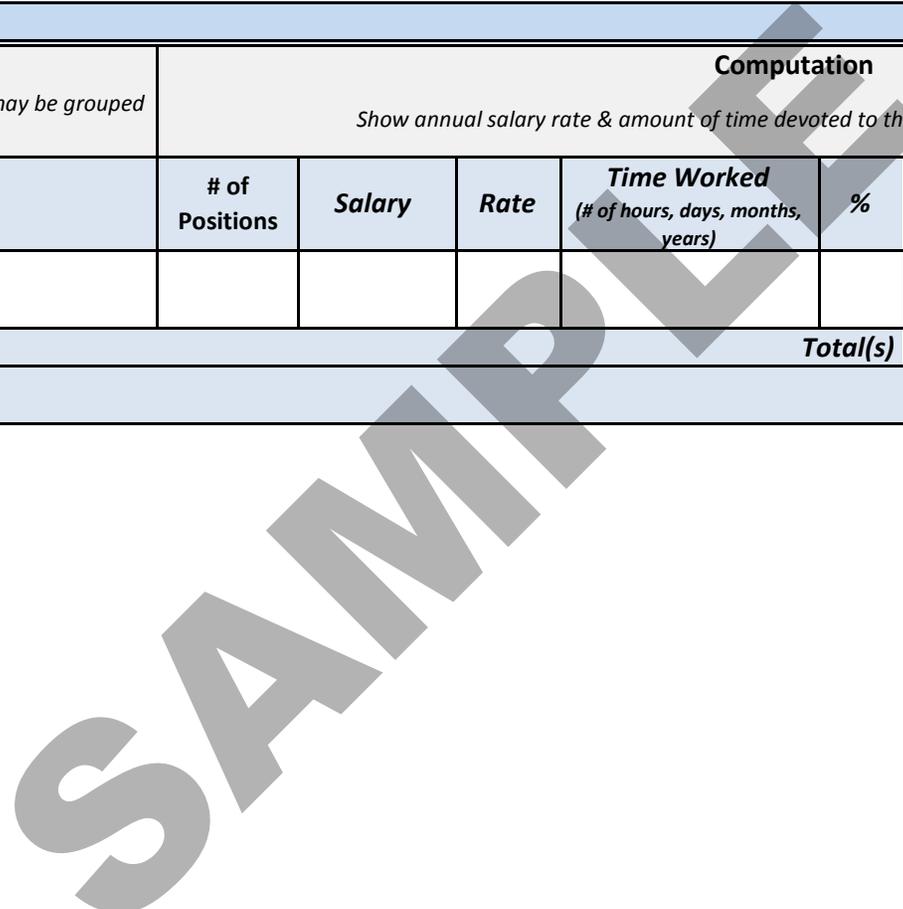
16.587

*Note: Non-Federal match is not required for this purpose area.*

**A. Personnel**

<b>Name/Position</b> <small>List each position and name, if known. New positions may be grouped by type.</small>	<b>Computation</b> <small>Show annual salary rate &amp; amount of time devoted to the project for each name/position.</small>							
	<b># of Positions</b>	<b>Salary</b>	<b>Rate</b>	<b>Time Worked</b> <small>(# of hours, days, months, years)</small>	<b>%</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
						\$0		\$0
<b>Total(s)</b>						\$0	\$0	\$0

**Narrative**



**B. Fringe Benefits**

<b>Type of Benefit</b> <i>List each grant-support fringe benefit that is provided to the grant-funded position.</i>	<b>Computation</b> <i>Show the basis for computation.</i>				
	<i>Base</i>	<i>Rate</i>	<i>Total Cost</i>	<i>Non-Federal Contribution</i>	<i>Federal Request</i>
			\$0		\$0
<b>Total</b>			\$0	\$0	\$0

**Narrative**

SAMPLE

**C. Travel**

<b>Purpose of Travel</b> <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<b>Location</b> <i>Indicate the travel destination.</i>	<b>Type of Expense</b> <i>Hotel, airfare, per diem</i>	<b>Computation</b> <i>Compute the cost of each type of expense X the number of people traveling.</i>					
			<b>Cost</b>	<b>Duration or Distance</b>	<b># of Staff</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
						\$0		\$0
						<b>Total</b>	\$0	\$0
<b>Narrative</b>								

SAMPLE

**D. Equipment**

<b>Item</b> <i>List and describe each item of equipment that will be purchased</i>	<b>Computation</b> <i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>				
	<b># of Items</b>	<b>Cost</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
			\$0		\$0
<b>Total</b>			\$0	\$0	\$0

**Narrative**

SAMPLE

**E. Supplies**

<b>Supply Items</b> <i>Provide a list of the types of items to be purchased with grant funds.</i>	<b>Computation</b> <i>Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.</i>				
	<b># of Items</b>	<b>Cost</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
			\$0		\$0
<b>Total</b>			\$0	\$0	\$0

**Narrative**

SAMPLE

**F. Construction**

<b>List of Construction Activities</b> <i>List and describe each item that is part of construction.</i>	<b>Computation</b> <i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>				
	<b># of Items</b>	<b>Cost</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
N/A			\$0		\$0
<b>Total</b>			\$0	\$0	\$0

**Narrative**

SAMPLE

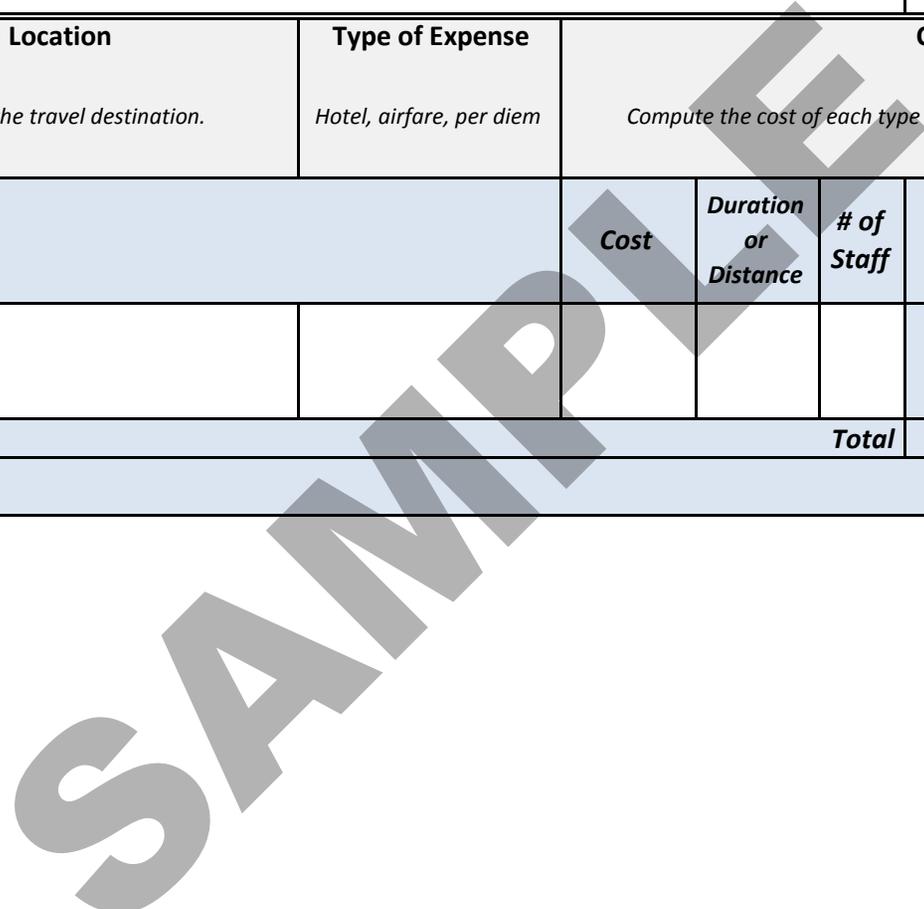
**G. Consultants/Contracts**

**Item**

*Provide a description of the producer or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100.00*

						<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
								\$0
<b>Purpose of Travel</b>	<b>Location</b>	<b>Type of Expense</b>	<b>Computation</b>					
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Hotel, airfare, per diem</i>	<i>Compute the cost of each type of expense X the number of people traveling.</i>					
			<b>Cost</b>	<b>Duration or Distance</b>	<b># of Staff</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
						\$0		\$0
<b>Total</b>						\$0	\$0	\$0

**Narrative**



**H. Other Costs**

**Description**

*List and describe items that will be paid with grants funds.*

	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
			\$0
<b>Total</b>	\$0	\$0	\$0

**Narrative**

**SAMPLE**

<b>I. Indirect Costs</b>						
<b>Description</b> <i>Describe what the approved rate is and how it is applied.</i>		<b>Computation</b> <i>Compute the indirect costs for those portions of the program which allow such costs.</i>				
		<b>Base</b>	<b>Indirect Cost Rate</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
				\$0		\$0
<b>Total</b>				\$0	\$0	\$0
<b>Narrative</b>						

SAMPLE

# Tribal Governments Program

*Purpose Area (6)*

Program Office

**OVW**

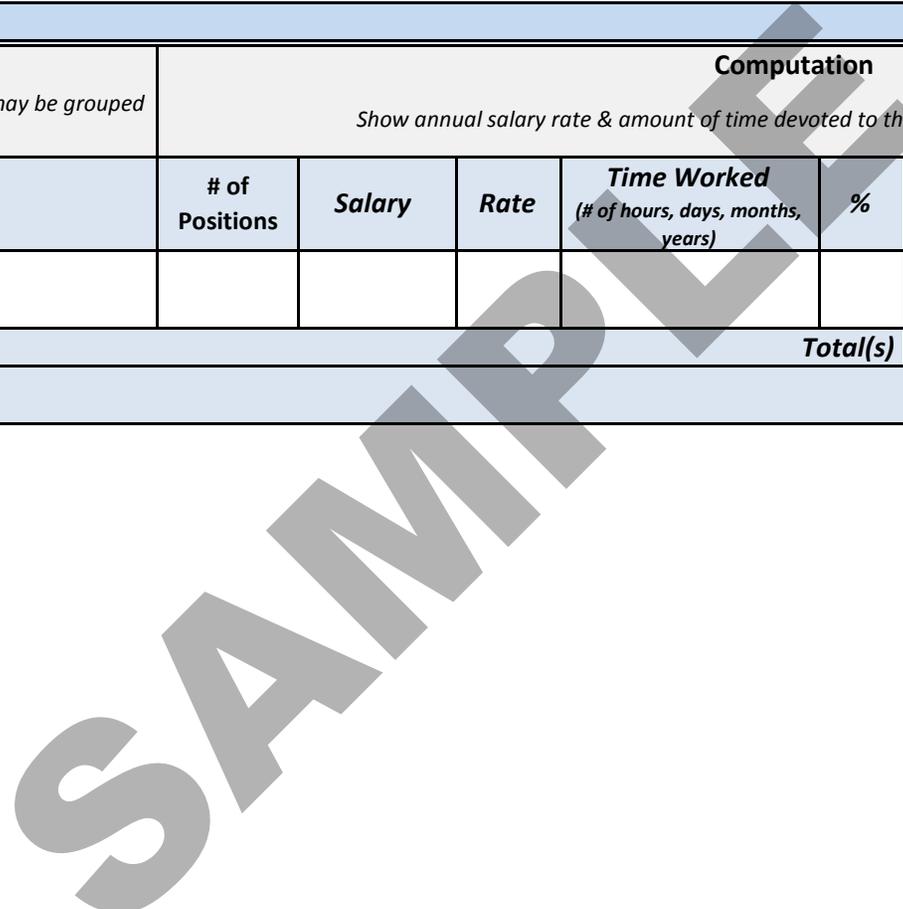
16.587

*Note: Non-Federal match is not required for this purpose area but can be provided if desired.*

**A. Personnel**

Name/Position <small>List each position and name, if known. New positions may be grouped by type.</small>	Computation <small>Show annual salary rate &amp; amount of time devoted to the project for each name/position.</small>							
	# of Positions	Salary	Rate	Time Worked <small>(# of hours, days, months, years)</small>	%	Total Cost	Non-Federal Contribution	Federal Request
						\$0		\$0
<b>Total(s)</b>						\$0	\$0	\$0

**Narrative**



**B. Fringe Benefits**

<b>Type of Benefit</b> <i>List each grant-support fringe benefit that is provided to the grant-funded position.</i>	<b>Computation</b> <i>Show the basis for computation.</i>				
	<i>Base</i>	<i>Rate</i>	<i>Total Cost</i>	<i>Non-Federal Contribution</i>	<i>Federal Request</i>
			\$0		\$0
<b>Total</b>			\$0	\$0	\$0

**Narrative**

SAMPLE

**C. Travel**

<b>Purpose of Travel</b> <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<b>Location</b> <i>Indicate the travel destination.</i>	<b>Type of Expense</b> <i>Hotel, airfare, per diem</i>	<b>Computation</b> <i>Compute the cost of each type of expense X the number of people traveling.</i>					
			<b>Cost</b>	<b>Duration or Distance</b>	<b># of Staff</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
						\$0		\$0
						<b>Total</b>	\$0	\$0
<b>Narrative</b>								

SAMPLE

**D. Equipment**

<b>Item</b> <i>List and describe each item of equipment that will be purchased</i>	<b>Computation</b> <i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>				
	<b># of Items</b>	<b>Cost</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
			\$0		\$0
<b>Total</b>			\$0	\$0	\$0

**Narrative**

SAMPLE

**E. Supplies**

<b>Supply Items</b> <i>Provide a list of the types of items to be purchased with grant funds.</i>	<b>Computation</b> <i>Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.</i>				
	<b># of Items</b>	<b>Cost</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
			\$0		\$0
<b>Total</b>			\$0	\$0	\$0

**Narrative**

SAMPLE

**F. Construction**

<b>List of Construction Activities</b> <i>List and describe each item that is part of construction.</i>	<b>Computation</b> <i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>				
	<b># of Items</b>	<b>Cost</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
N/A			\$0		\$0
<b>Total</b>			\$0	\$0	\$0

<b>Narrative</b>	
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SAMPLE

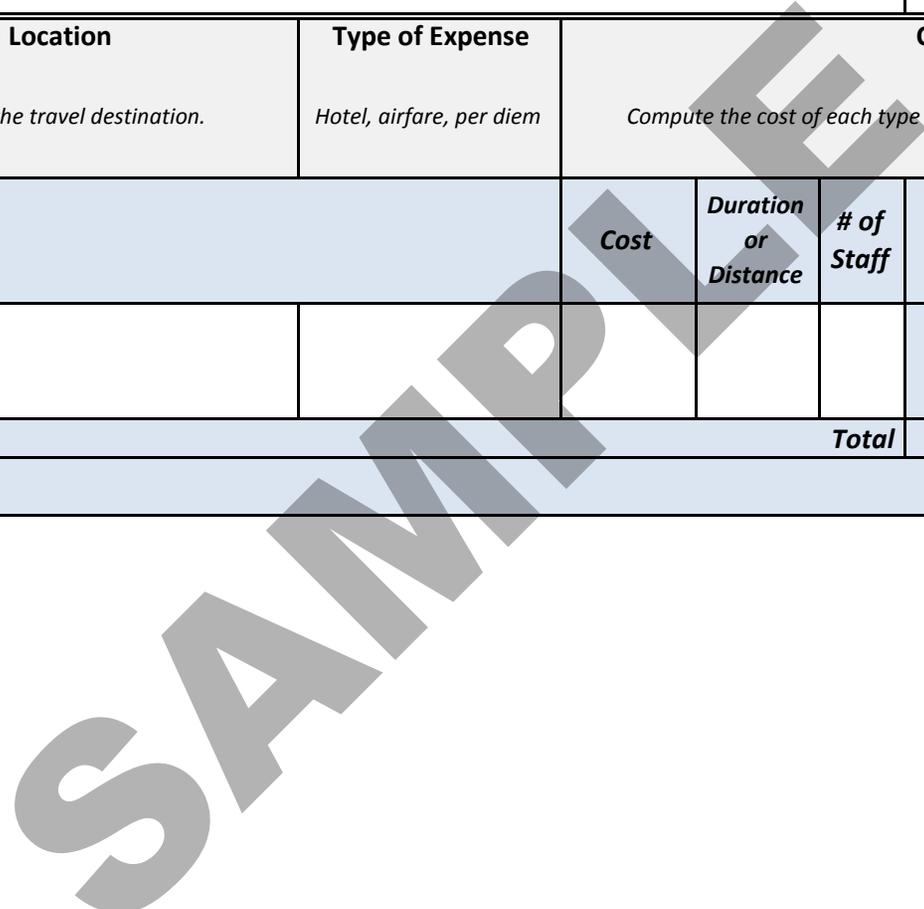
**G. Consultants/Contracts**

**Item**

*Provide a description of the producer or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100.00*

						<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
								\$0
<b>Purpose of Travel</b>	<b>Location</b>	<b>Type of Expense</b>	<b>Computation</b>					
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Hotel, airfare, per diem</i>	<i>Compute the cost of each type of expense X the number of people traveling.</i>					
			<b>Cost</b>	<b>Duration or Distance</b>	<b># of Staff</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
						\$0		\$0
<b>Total</b>						\$0	\$0	\$0

**Narrative**



**H. Other Costs**

**Description**

*List and describe items that will be paid with grants funds.*

	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
			\$0
<b>Total</b>	\$0	\$0	\$0

**Narrative**

**SAMPLE**

**I. Indirect Costs**

<b>Description</b> <i>Describe what the approved rate is and how it is applied.</i>	<b>Computation</b> <i>Compute the indirect costs for those portions of the program which allow such costs.</i>				
	<b>Base</b>	<b>Indirect Cost Rate</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
			\$0		\$0
<b>Total</b>			\$0	\$0	\$0

<b>Narrative</b>	
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SAMPLE

# Children's Justice Act Partnerships for Indian Communities

Purpose Area (7)

Program Office

OVC

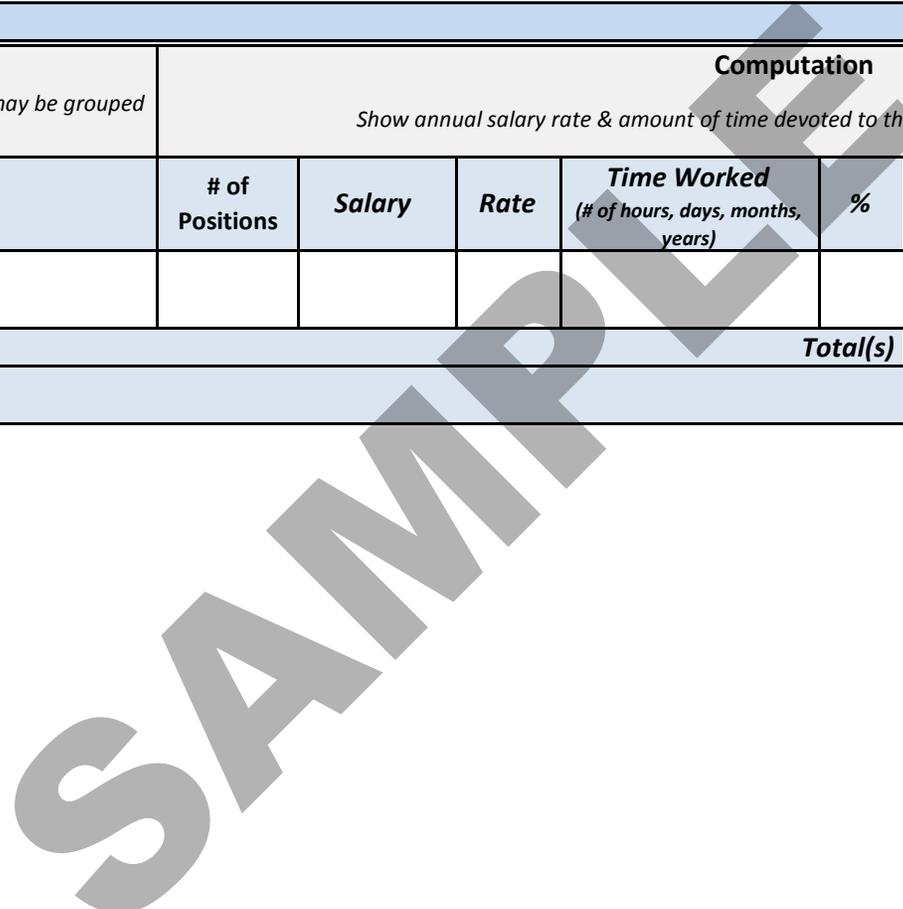
16.582

*Note: Non-Federal match is not required for this purpose area but can be provided if desired.*

**A. Personnel**

Name/Position <small>List each position and name, if known. New positions may be grouped by type.</small>	Computation <small>Show annual salary rate &amp; amount of time devoted to the project for each name/position.</small>							
	# of Positions	Salary	Rate	Time Worked <small>(# of hours, days, months, years)</small>	%	Total Cost	Non-Federal Contribution	Federal Request
						\$0		\$0
<b>Total(s)</b>						\$0	\$0	\$0

**Narrative**



**B. Fringe Benefits**

<b>Type of Benefit</b> <i>List each grant-support fringe benefit that is provided to the grant-funded position.</i>	<b>Computation</b> <i>Show the basis for computation.</i>				
	<i>Base</i>	<i>Rate</i>	<i>Total Cost</i>	<i>Non-Federal Contribution</i>	<i>Federal Request</i>
			\$0		\$0
<b>Total</b>			\$0	\$0	\$0

**Narrative**

SAMPLE

**C. Travel**

<b>Purpose of Travel</b> <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<b>Location</b> <i>Indicate the travel destination.</i>	<b>Type of Expense</b> <i>Hotel, airfare, per diem</i>	<b>Computation</b> <i>Compute the cost of each type of expense X the number of people traveling.</i>					
			<b>Cost</b>	<b>Duration or Distance</b>	<b># of Staff</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
						\$0		\$0
<b>Total</b>						\$0	\$0	\$0

**Narrative**

SAMPLE

**D. Equipment**

<b>Item</b> <i>List and describe each item of equipment that will be purchased</i>	<b>Computation</b> <i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>				
	<b># of Items</b>	<b>Cost</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
			\$0		\$0
<b>Total</b>			\$0	\$0	\$0

**Narrative**

SAMPLE

**E. Supplies**

<b>Supply Items</b> <i>Provide a list of the types of items to be purchased with grant funds.</i>	<b>Computation</b> <i>Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.</i>				
	<b># of Items</b>	<b>Cost</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
			\$0		\$0
<b>Total</b>			\$0	\$0	\$0

**Narrative**

SAMPLE

<b>F. Construction</b>							
<b>List of Construction Activities</b> <i>List and describe each item that is part of construction.</i>		<b>Computation</b> <i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>					
		<b># of Items</b>	<b>Cost</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>	
N/A				\$0		\$0	
				<b>Total</b>	\$0	\$0	\$0
<b>Narrative</b>							

SAMPLE

**G. Consultants/Contracts**

**Item**

Provide a description of the producer or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100.00

						Total Cost	Non-Federal Contribution	Federal Request
								\$0
Purpose of Travel	Location	Type of Expense	Computation					
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Hotel, airfare, per diem</i>	<i>Compute the cost of each type of expense X the number of people traveling.</i>					
			Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
						\$0		\$0
<b>Total</b>						\$0	\$0	\$0

**Narrative**

SAMPLE

**H. Other Costs**

**Description**

*List and describe items that will be paid with grants funds.*

	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
			\$0
<b>Total</b>	\$0	\$0	\$0

**Narrative**

**SAMPLE**

<b>I. Indirect Costs</b>						
<b>Description</b> <i>Describe what the approved rate is and how it is applied.</i>		<b>Computation</b> <i>Compute the indirect costs for those portions of the program which allow such costs.</i>				
		<b>Base</b>	<b>Indirect Cost Rate</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
				\$0		\$0
<b>Total</b>				\$0	\$0	\$0
<b>Narrative</b>						

SAMPLE

# Comprehensive Tribal Victim Assistance Program

Purpose Area (8)

Program Office

OVC

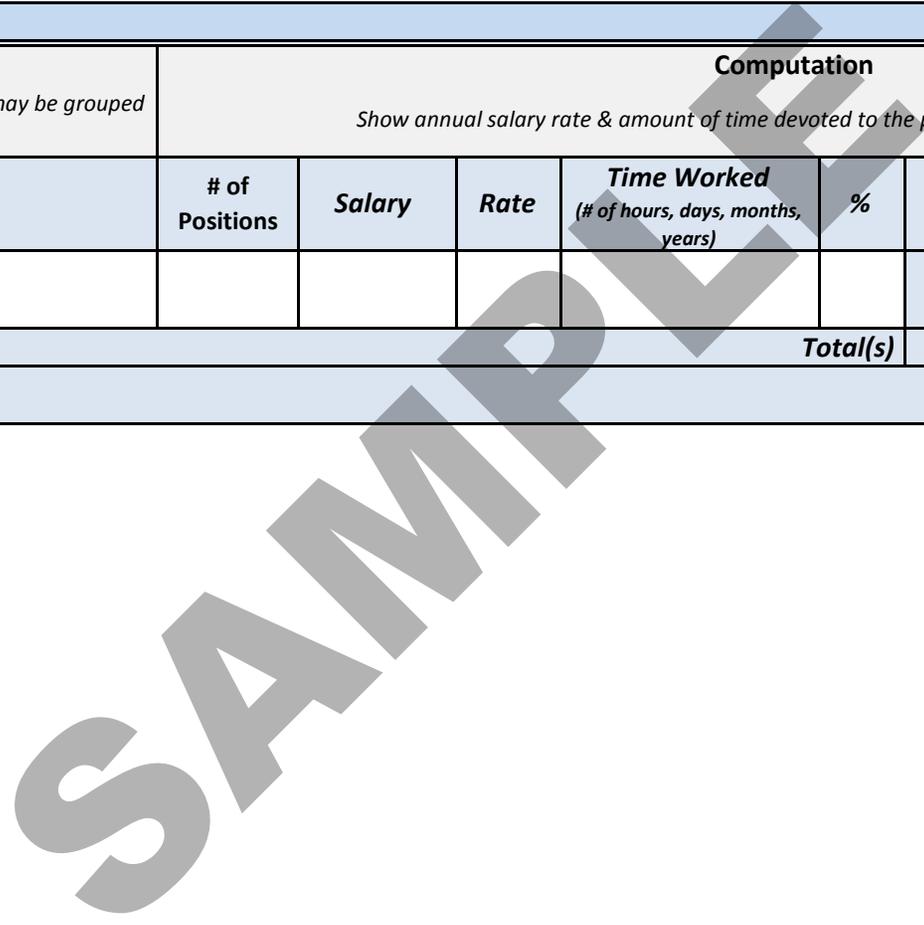
16.582

*Note: Non-Federal match is not required for this purpose area but can be provided if desired.*

**A. Personnel**

Name/Position <small>List each position and name, if known. New positions may be grouped by type.</small>	Computation <small>Show annual salary rate &amp; amount of time devoted to the project for each name/position.</small>							
	# of Positions	Salary	Rate	Time Worked <small>(# of hours, days, months, years)</small>	%	Total Cost	Non-Federal Contribution	Federal Request
						\$0		\$0
<b>Total(s)</b>						\$0	\$0	\$0

**Narrative**



**B. Fringe Benefits**

<b>Type of Benefit</b> <i>List each grant-support fringe benefit that is provided to the grant-funded position.</i>	<b>Computation</b> <i>Show the basis for computation.</i>				
	<i>Base</i>	<i>Rate</i>	<i>Total Cost</i>	<i>Non-Federal Contribution</i>	<i>Federal Request</i>
			\$0		\$0
<b>Total</b>			\$0	\$0	\$0

**Narrative**

SAMPLE

**C. Travel**

<b>Purpose of Travel</b> <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<b>Location</b> <i>Indicate the travel destination.</i>	<b>Type of Expense</b> <i>Hotel, airfare, per diem</i>	<b>Computation</b> <i>Compute the cost of each type of expense X the number of people traveling.</i>					
			<b>Cost</b>	<b>Duration or Distance</b>	<b># of Staff</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
						\$0		\$0
<b>Total</b>						\$0	\$0	\$0

**Narrative**

SAMPLE

**D. Equipment**

<b>Item</b> <i>List and describe each item of equipment that will be purchased</i>	<b>Computation</b> <i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>				
	<b># of Items</b>	<b>Cost</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
			\$0		\$0
<b>Total</b>			\$0	\$0	\$0

**Narrative**

SAMPLE

**E. Supplies**

<b>Supply Items</b> <i>Provide a list of the types of items to be purchased with grant funds.</i>	<b>Computation</b> <i>Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.</i>				
	<b># of Items</b>	<b>Cost</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
			\$0		\$0
<b>Total</b>			\$0	\$0	\$0

**Narrative**

*(This area is currently blank and contains a large diagonal watermark reading "SAMPLE")*

<b>F. Construction</b>						
<b>List of Construction Activities</b> <i>List and describe each item that is part of construction.</i>		<b>Computation</b> <i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>				
		<b># of Items</b>	<b>Cost</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
N/A				\$0		\$0
<b>Total</b>				\$0	\$0	\$0
<b>Narrative</b>						

SAMPLE

**G. Consultants/Contracts**

**Item**

Provide a description of the producer or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100.00

						Total Cost	Non-Federal Contribution	Federal Request
								\$0
Purpose of Travel	Location	Type of Expense	Computation					
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Hotel, airfare, per diem</i>	<i>Compute the cost of each type of expense X the number of people traveling.</i>					
			Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
						\$0		\$0
<b>Total</b>						\$0	\$0	\$0

**Narrative**

SAMPLE

**H. Other Costs**

**Description**

*List and describe items that will be paid with grants funds.*

	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
			\$0
<b>Total</b>	\$0	\$0	\$0

**Narrative**

**SAMPLE**

<b>I. Indirect Costs</b>						
<b>Description</b> <i>Describe what the approved rate is and how it is applied.</i>		<b>Computation</b> <i>Compute the indirect costs for those portions of the program which allow such costs.</i>				
		<b>Base</b>	<b>Indirect Cost Rate</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
				\$0		\$0
<b>Total</b>				\$0	\$0	\$0
<b>Narrative</b>						

SAMPLE

# Juvenile justice

Purpose Area (9)

Program Office

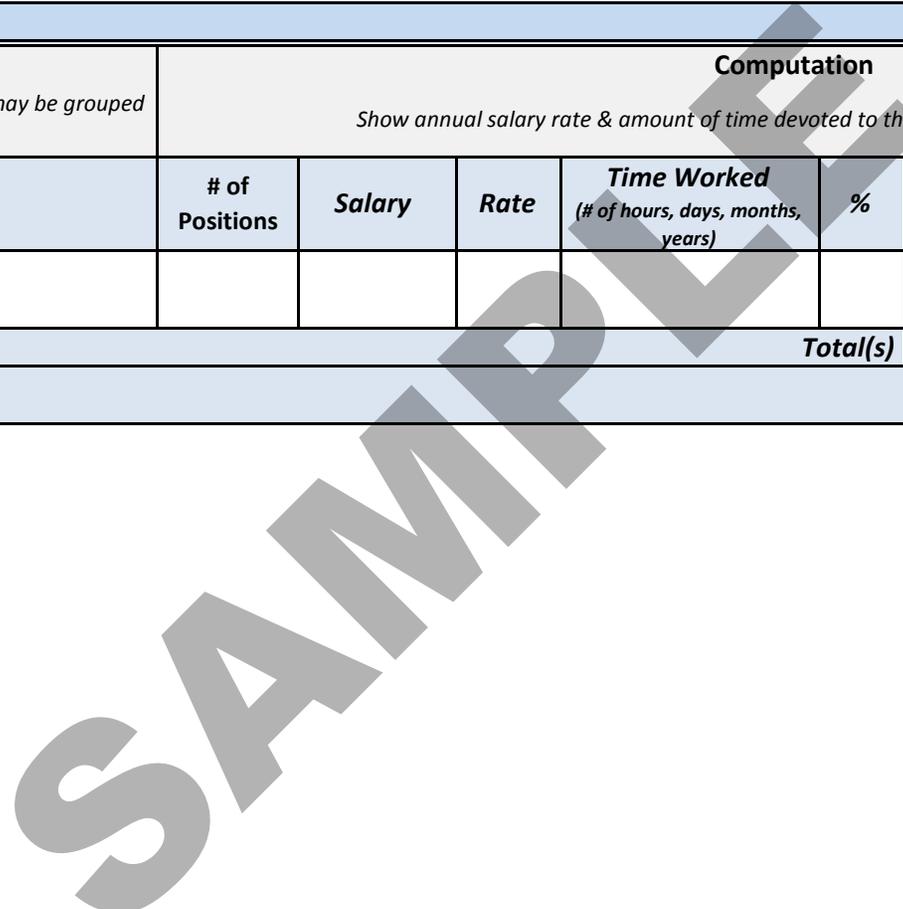
OJJDP

16.731

## A. Personnel

<b>Name/Position</b> <i>List each position and name, if known. New positions may be grouped by type.</i>	<b>Computation</b> <i>Show annual salary rate &amp; amount of time devoted to the project for each name/position.</i>							
	# of Positions	Salary	Rate	Time Worked (# of hours, days, months, years)	%	Total Cost	Non-Federal Contribution	Federal Request
						\$0		\$0
<b>Total(s)</b>						\$0	\$0	\$0

Narrative



**B. Fringe Benefits**

<b>Type of Benefit</b> <i>List each grant-support fringe benefit that is provided to the grant-funded position.</i>	<b>Computation</b> <i>Show the basis for computation.</i>				
	<i>Base</i>	<i>Rate</i>	<i>Total Cost</i>	<i>Non-Federal Contribution</i>	<i>Federal Request</i>
			\$0		\$0
<b>Total</b>			\$0	\$0	\$0

**Narrative**

SAMPLE

**C. Travel**

<b>Purpose of Travel</b> <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<b>Location</b> <i>Indicate the travel destination.</i>	<b>Type of Expense</b> <i>Hotel, airfare, per diem</i>	<b>Computation</b> <i>Compute the cost of each type of expense X the number of people traveling.</i>					
			<b>Cost</b>	<b>Duration or Distance</b>	<b># of Staff</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
						\$0		\$0
<b>Total</b>						\$0	\$0	\$0

**Narrative**

SAMPLE

**D. Equipment**

<b>Item</b> <i>List and describe each item of equipment that will be purchased</i>	<b>Computation</b> <i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>				
	<b># of Items</b>	<b>Cost</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
			\$0		\$0
<b>Total</b>			\$0	\$0	\$0

**Narrative**

SAMPLE

**E. Supplies**

<b>Supply Items</b> <i>Provide a list of the types of items to be purchased with grant funds.</i>	<b>Computation</b> <i>Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.</i>				
	<b># of Items</b>	<b>Cost</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
			\$0		\$0
<b>Total</b>			\$0	\$0	\$0

**Narrative**

SAMPLE

**F. Construction**

<b>List of Construction Activities</b> <i>List and describe each item that is part of construction.</i>	<b>Computation</b> <i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>				
	<b># of Items</b>	<b>Cost</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
			\$0		\$0
<b>Total</b>			\$0	\$0	\$0

**Narrative**

SAMPLE

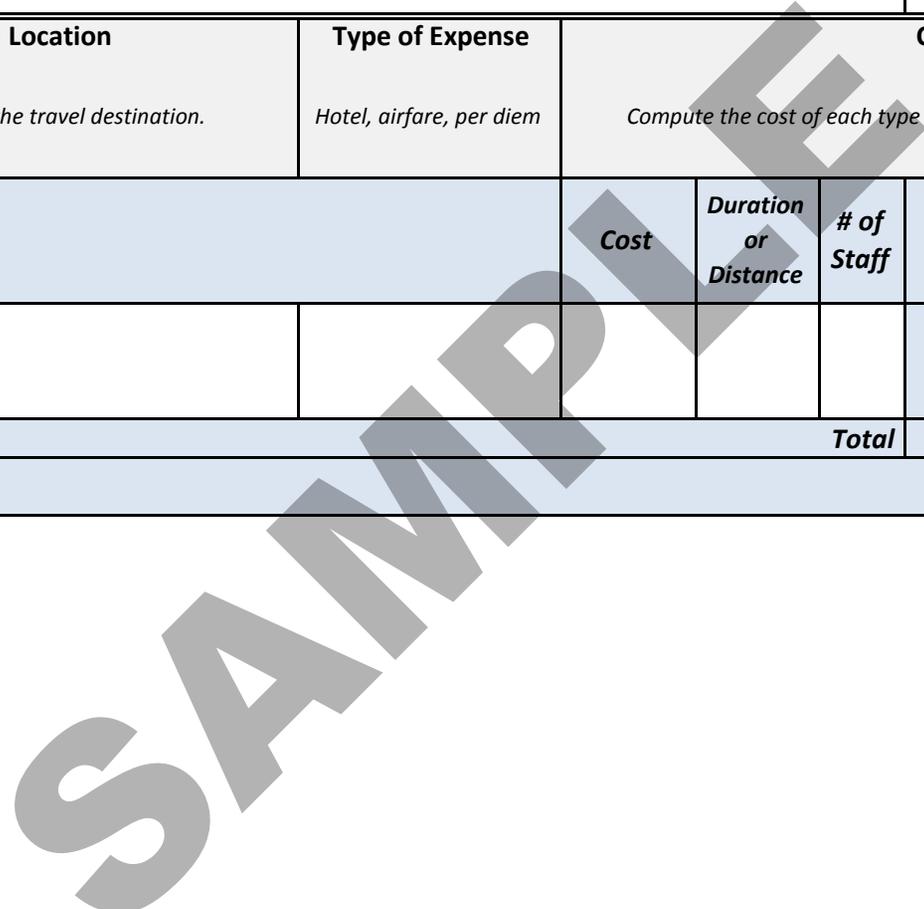
**G. Consultants/Contracts**

**Item**

Provide a description of the producer or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100.00

						Total Cost	Non-Federal Contribution	Federal Request
								\$0
Purpose of Travel	Location	Type of Expense	Computation					
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Hotel, airfare, per diem</i>	<i>Compute the cost of each type of expense X the number of people traveling.</i>					
			Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
						\$0		\$0
<b>Total</b>						\$0	\$0	\$0

**Narrative**



**H. Other Costs**

**Description**

*List and describe items that will be paid with grants funds.*

	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
			\$0
<b>Total</b>	\$0	\$0	\$0

**Narrative**

**SAMPLE**

<b>I. Indirect Costs</b>						
<b>Description</b> <i>Describe what the approved rate is and how it is applied.</i>		<b>Computation</b> <i>Compute the indirect costs for those portions of the program which allow such costs.</i>				
		<b>Base</b>	<b>Indirect Cost Rate</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
				\$0		\$0
<b>Total</b>				\$0	\$0	\$0
<b>Narrative</b>						

SAMPLE

# Tribal youth program

Purpose Area (10)

Program Office

**OJJDP**

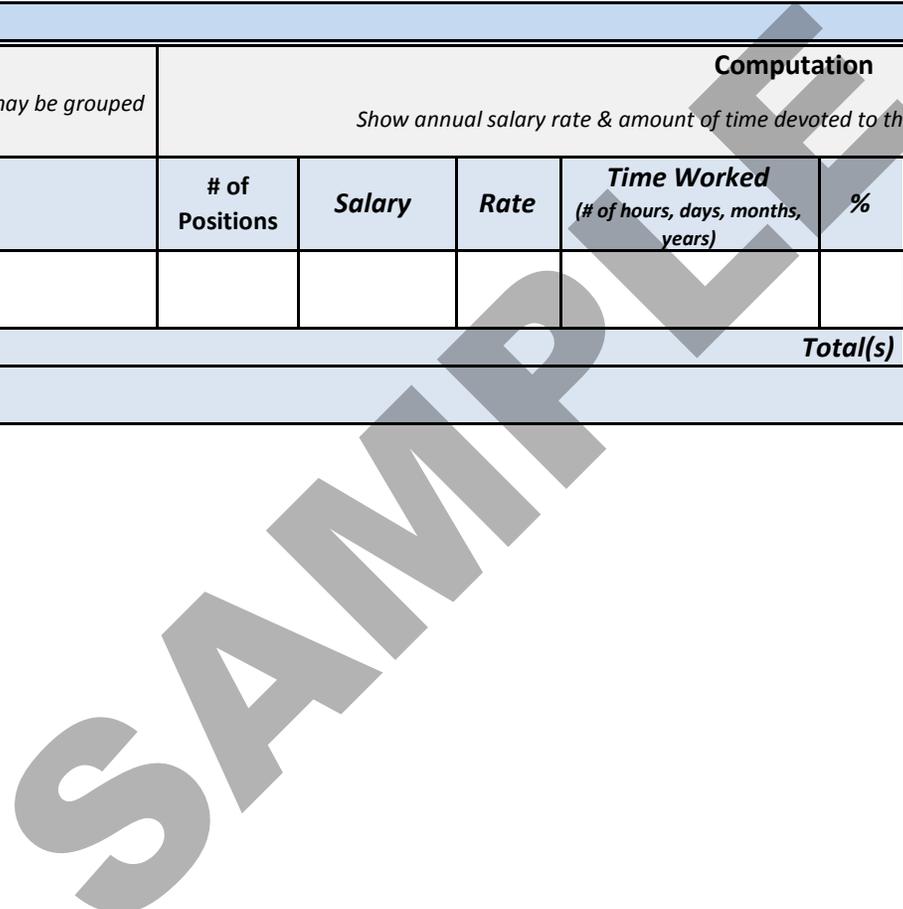
16.731

*Note: Non-Federal match is not required for this purpose area but can be provided if desired.*

**A. Personnel**

Name/Position <small>List each position and name, if known. New positions may be grouped by type.</small>	Computation <small>Show annual salary rate &amp; amount of time devoted to the project for each name/position.</small>							
	# of Positions	Salary	Rate	Time Worked <small>(# of hours, days, months, years)</small>	%	Total Cost	Non-Federal Contribution	Federal Request
						\$0		\$0
<b>Total(s)</b>						\$0	\$0	\$0

**Narrative**



**B. Fringe Benefits**

<b>Type of Benefit</b> <i>List each grant-support fringe benefit that is provided to the grant-funded position.</i>	<b>Computation</b> <i>Show the basis for computation.</i>				
	<i>Base</i>	<i>Rate</i>	<i>Total Cost</i>	<i>Non-Federal Contribution</i>	<i>Federal Request</i>
			\$0		\$0
<b>Total</b>			\$0	\$0	\$0

**Narrative**

SAMPLE

**C. Travel**

<b>Purpose of Travel</b> <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<b>Location</b> <i>Indicate the travel destination.</i>	<b>Type of Expense</b> <i>Hotel, airfare, per diem</i>	<b>Computation</b> <i>Compute the cost of each type of expense X the number of people traveling.</i>					
			<b>Cost</b>	<b>Duration or Distance</b>	<b># of Staff</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
						\$0		\$0
<b>Total</b>						\$0	\$0	\$0

**Narrative**

SAMPLE

**D. Equipment**

<b>Item</b> <i>List and describe each item of equipment that will be purchased</i>	<b>Computation</b> <i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>				
	<b># of Items</b>	<b>Cost</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
			\$0		\$0
<b>Total</b>			\$0	\$0	\$0

**Narrative**

SAMPLE

**E. Supplies**

<b>Supply Items</b> <i>Provide a list of the types of items to be purchased with grant funds.</i>	<b>Computation</b> <i>Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.</i>				
	<b># of Items</b>	<b>Cost</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
			\$0		\$0
<b>Total</b>			\$0	\$0	\$0

**Narrative**

SAMPLE

<b>F. Construction</b>						
<b>List of Construction Activities</b> <i>List and describe each item that is part of construction.</i>		<b>Computation</b> <i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>				
		<b># of Items</b>	<b>Cost</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
N/A				\$0		\$0
				<b>Total</b>	\$0	\$0
<b>Narrative</b>						

SAMPLE

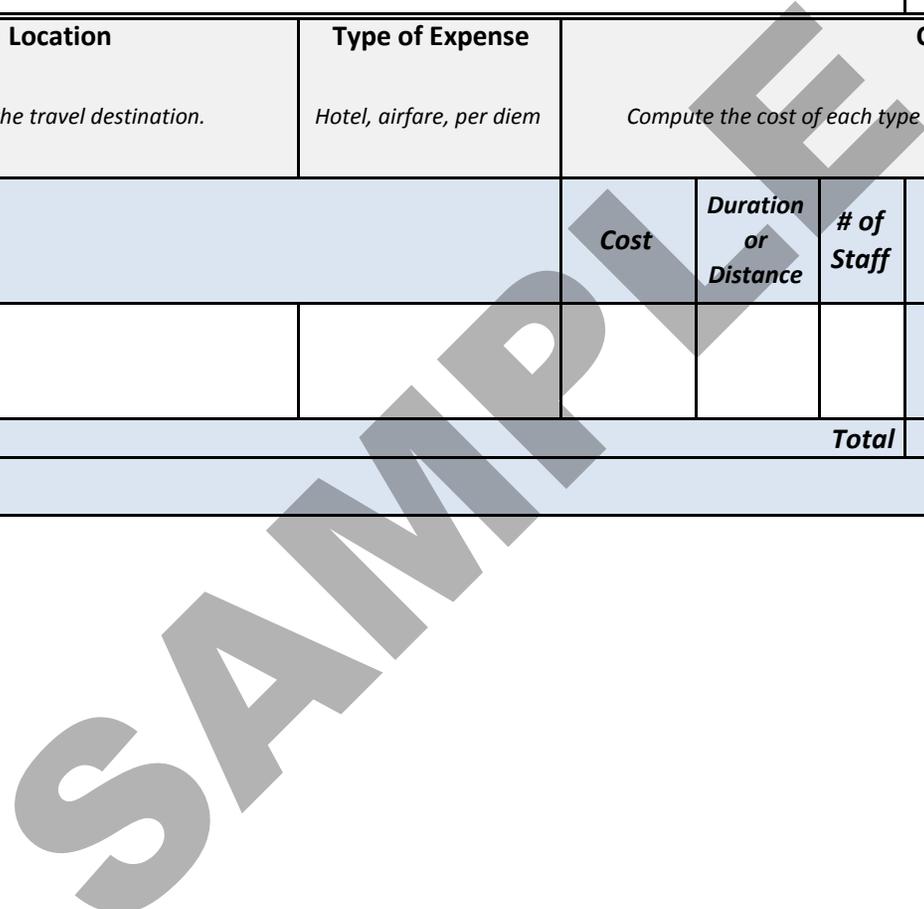
**G. Consultants/Contracts**

**Item**

*Provide a description of the producer or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100.00*

						<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
								\$0
<b>Purpose of Travel</b>	<b>Location</b>	<b>Type of Expense</b>	<b>Computation</b>					
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Hotel, airfare, per diem</i>	<i>Compute the cost of each type of expense X the number of people traveling.</i>					
			<b>Cost</b>	<b>Duration or Distance</b>	<b># of Staff</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
						\$0		\$0
<b>Total</b>						\$0	\$0	\$0

**Narrative**



**H. Other Costs**

**Description**

*List and describe items that will be paid with grants funds.*

	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
			\$0
<b>Total</b>	\$0	\$0	\$0

**Narrative**

**SAMPLE**

<b>I. Indirect Costs</b>						
<b>Description</b> <i>Describe what the approved rate is and how it is applied.</i>		<b>Computation</b> <i>Compute the indirect costs for those portions of the program which allow such costs.</i>				
		<b>Base</b>	<b>Indirect Cost Rate</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
				\$0		\$0
<b>Total</b>				\$0	\$0	\$0
<b>Narrative</b>						

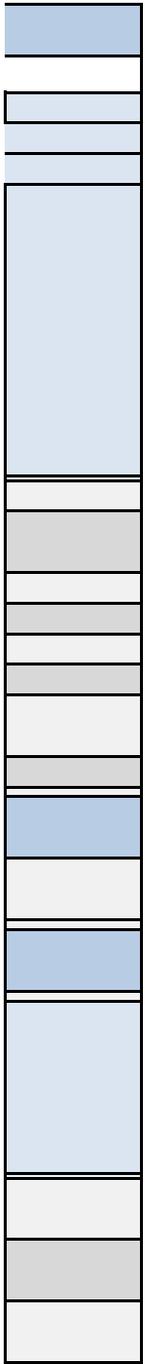
SAMPLE

# Budget Summary

*Note: Any errors detected on this page should be fixed on the Purpose Area specific tab.*

Budget Category	PA(1)	PA (2)	PA (3)	PA (4)	PA (5)	PA (6)	PA (7)	PA (8)	PA(9)	PA(10)
	COPS	BJA	BJA	BJA	OVW	OVW	OVC	OVC	OJJDP	OJJDP
	16.710	TBD	16.608	16.596	16.587	16.587	16.582	16.582	16.731	16.731
	Public Safety and Community Policing	Comprehensive Planning Demonstration Program	Justice Systems and Alcohol and Substance Abuse	Corrections and Correctional Alternatives	Tribal Sexual Assault Services Program	Tribal Governments Program	Children's Justice Act Partnerships for Indian Communities	Comprehensive Tribal Victim Assistance Program	Juvenile justice	Tribal youth program
A. Personnel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Fringe Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C. Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
D. Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E. Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
F. Construction	N/A	N/A	N/A	\$0	N/A	N/A	N/A	N/A	\$0	N/A
G. Consultants & Contracts	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
H. Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Direct Costs</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
I. Indirect Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Costs</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Up to 100% of total Project	Up to 100% of total Project	Up to 100% of total Project	Up to 100% of total Project	Up to 100% of total Project	Up to 100% of total Project	No more than 50% of an award may be used for salary and fringe benefits	Up to 100% of total Project	Up to 90% of total project (50% if construction project)	Up to 100% of total Project
Federal Request	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Non-Federal Contribution	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Required Match Met	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Budget Summary



SAMPLE