

CTAS

Budget Development and Worksheet Completion

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CTAS Budget Process

The following supporting documents are available at www.justice.gov/tribal/

- CTAS Solicitation/Notice of Funding Opportunity
- Sample timeline template
- Sample Budget Detail Workbook and narrative with budget workbook instructions
- Sample Application Overview
- Table of statutory authority
- Allowable and unallowable costs
- Acronyms and abbreviations
- FAQs



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Allowable Costs vs. Unallowable Costs

Allowable Costs

Costs that are necessary, reasonable, allocable, not prohibited under State/local laws or regulations. Costs must conform to any limitations set forth in Federal laws and comply with the terms and conditions of the Federal award and claimed against only one award.



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Allowable Costs vs. Unallowable Costs

Allowable Costs

Costs that are not allowed under Federal programs include but are not limited to lobbying, fundraising, entertainment, land acquisition, contingencies, and alcoholic beverages.



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CTAS Budget Categories

- Personnel
- Fringe Benefits
- Travel
- Equipment
- Supplies
- Constructions
- Subawards/Procurement
- Other
- Indirect



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Budget Review

Personnel

- Position – (i.e.,) grant coordinator
- Title – (i.e.,) director, sheriff, secretary
- Percentage of time – (i.e.,) 50%, 100%
- Compensation – (i.e., show annual) \$60,000
- Increases – (i.e.,) raise, cost of living allowance (COLA)



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Budget Review

Personnel

- Only the salaries of direct employees should be in the personnel category
- Non-employee salaries should be in procurement contracts category
- Excessive annual salary limits require a signed waiver (DOJ Financial Guide Pg. 60)
 - For 2026, the maximum salary limit is 110% of the SES salary: $\$228,000 \times 110\% = \$250,800$



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Budget Review

Personnel

John Smith, Project Director	(\$60,000 x 100% x 2yrs)	\$120,000
Peter Mayes, Program Manager	(\$45,000 x 100% x 2yrs)	90,000
Mary Jones, Assistant Solicitor	(\$32,000 x 50% x 2yrs)	<u>32,000</u>
		\$242,000

Cost of living increase on second year

John Smith, Project Director	(\$60,000 x 2%)	\$1,200
Peter Mayes, Program Manager	(\$45,000 x 2%)	900
Mary Jones, Assistant Solicitor	(\$16,000 x 2%)	<u>320</u>
		\$2,420

Total Personnel \$244,420



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A. Personnel								
Name <i>List each name, if known.</i>	Position <i>List each position, if known.</i>	Computation <i>Show annual salary rate & amount of time devoted to the project for each name/position.</i>						
		Salary	Rate	Time Worked (# of hours, days, months, years)	Percentage of Time	Total Cost	Non-Federal Contribution	Federal Request
John Smith	Project Director	\$60,000	yearly	2	100%	\$120,000	\$0	\$120,000
Peter Meyers	Program Manager	\$45,000	yearly	2	100%	\$90,000	\$0	\$90,000
Mary Jones	Assistant Solicitor	\$32,000	yearly	2	50%	\$32,000	\$0	\$32,000
Total(s)						\$242,000	\$0	\$242,000
Narrative								
The project director will oversee and manage the daily operations of the County drug court program. He will provide clinical assessments, clinical staff hiring and training, clinical treatment curriculum and maintenance of required licensing of the treatment facility. The program manager will serve as coordinator and provide legal assessments. He will coordinate the legal and treatment aspect of the program, monitor the participants' progress and provide case management for each participant. The assistant solicitor will provide screening for eligible participants within the first week of arrest including regular visits to the County detention, attend team meetings and prosecute those participants who are to be unsuccessfully terminated from the program. The assistant solicitor's salary will be funded 50% by the grant, and 50% by the solicitor's office. The annual salaries of the project director, program manager and assistant solicitor are consistent with clinical directors, managers and solicitors in the area.								



Budget Review

Fringe Benefits

- What's included – (i.e., FICA, health, retirement, workman's comp)
- Unallowable – (i.e., excessive fringe for executives)
- Fringe benefits should be calculated on the actual salary of personnel versus the total costs (unless they are the same)
- Fringe benefits should be itemized



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Budget Review

Fringe Benefits

FICA	6.75%
Retirement	9.20%
Workman's Comp	3.70%
Health Insurance	<u>11.0%</u>

Fringe Benefit Rate 30.65%

The fringe benefit for each staff member is estimated at 30.65% of the salaries which is the current cost of fringe benefits for current full-time employees of the Third Judicial Circuit.

John Smith, Project Director	(30.65% x 2yrs)	\$37,148
Peter Mayes, Program Manager	(30.65% x 2yrs)	27,861
Mary Jones, Assistant Solicitor	(30.65% x 2yrs)	<u>9,906</u>
Total Fringe		\$74,915



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B. Fringe Benefits

Name		Computation				
List each grant-supported position receiving fringe benefits.		Show the basis for computation.				
		Base	Rate	Total Cost	Non-Federal Contribution	Federal Request
John Smith		\$60,000	30.65%	\$18,390	\$0	\$18,390
Peter Meyers		\$45,000	30.65%	\$13,793	\$0	\$13,793
Mary Jones		\$16,000	30.65%	\$4,904	\$0	\$4,904
Total(s)				\$37,087	\$0	\$37,087
Narrative						
The fringe benefit rate for full time employees at the Third Judicial Circuit is made up of FICA 6.75%, Retirement 9.2%, Workman’s Comp. 3.7%, Health Insurance 11.0%						



Budget Review

Travel Category

- Travel Policy
- Computation – number of travelers x cost
- Purpose – grant/program requirements
- Per Diem – use agency policy and, if no policy, must follow *Federal Travel Regulations*
- Transportation – air, taxi (show each separately)
- Other – parking, tolls
- Local Travel – mileage, use agency policy and, if no policy, must follow Federal policy



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Budget Review

Travel Category

- Registration/Conference fees should be in the “Other Category”
- Please include applicable taxes and fees with lodging rates
- If using Air travel, include a line item for baggage fees
- If the lodging rate per night is more than the GSA rate, the grantees need a justification and state travel policy used



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C. Travel

Purpose of Travel	Location	Type of Expense	Basis	Computation						
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Lodging, Meals, Etc.</i>	<i>Per day, mile, trip, Etc.</i>	<i>Compute the cost of each type of expense X the number of people traveling.</i>						
				Cost	Qty	# of Staff	# of Trips	Total Cost	Non-Federal Contribution	Federal Request
Mandatory Training	Washington, DC	Transportation	Round-trip	\$500.00	1	3	1	\$1,500	\$0	\$1,500
Mandatory Training	Washington, DC	Lodging	Night	\$207.00	3	3	1	\$1,863	\$0	\$1,863
Mandatory Training	Washington, DC	Meals	Day	\$71.00	3.5	3	1	\$746	\$0	\$746
Mandatory Training	Washington, DC	Other	Trip	\$150.00	1	3	1	\$450	\$0	\$450
Total(s)								\$4,559	\$0	\$4,559

Narrative

Travel to Washington, DC for the Project Director, Program Manager, and Assistant Solicitor to attend the mandatory OJP sponsored National Drug Court Conference in December 2016.



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Budget Review

Lodging Rates at Per Diem

- All OJP funded contracts for events that include 30 or more participants (both Federal and non-Federal) lodging costs for any number of attendees requiring lodging must not exceed Federal per diem rate for lodging.
- Conferences that include less than 30 people are exempt from this requirement.
- The web-site address for obtaining the current rates is <http://www.gsa.gov>
- OJP Financial Guide provides further clarification of this requirement at <http://www.ojp.usdoj.gov/financialguide>



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Budget Review

Equipment

- Unit & cost – (i.e., 1 computer @ \$2,000)
- Purpose – (i.e., grant/program requirement)
- Items that do not fit in the guidelines for capitalization, should be in the Supplies category
- Rented or leased equipment should be in the Procurements Contracts category



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Budget Review

Equipment

- Federal Definition – useful life of more than one year with a fair market value (FMV) of \$10,000 or more.
- Disposition – when equipment is no longer needed for criminal justice purposes, and its FMV is less than \$10,000, the equipment can be retained with no further obligation to the awarding agency.
- If the FMV is \$10,000 or more, the equipment can be retained or sold; however, the proceeds (Federal participation) must be returned to the awarding agency.

***Note-Tribal organizations are allowed to use their own procedures for the use, management, and disposal of equipment .**



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D. Equipment

Item		Computation				
List and describe each item of equipment that will be purchased		Compute the cost (e.g., the number of each item to be purchased X the cost per item)				
		# of Items	Cost	Total Cost	Non-Federal Contribution	Federal Request
Laptop Computers		2	\$2,500.00	\$5,000	\$0	\$5,000
Copier Machine		1	\$2,000.00	\$2,000	\$0	\$2,000
Total(s)				\$7,000	\$0	\$7,000
Narrative						
		A laptop computer will be needed by the Program Manager and Assistant Solicitor for the flexibility of using the computer at the office, at the courthouse, or the detention center. These laptops will be capable of supporting information shared by the team members and will be compliant with appropriate standards of confidentiality. The laptop computers and the copier machine are essential to the daily operations and effective job performance. The capitalization threshold per our agency’s fixed asset policy is \$2,000.				



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Budget Review

Supplies

- Major types – (i.e., office, training, postage)
- Project benefits – (i.e., how supplies will support efforts)
- Supplies should be itemized in detail
- Miscellaneous expense needs to be itemized
- Cell phone service and software should be in the “Other” category



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E. Supplies

Supply Items <i>Provide a list of the types of items to be purchased with grant funds.</i>	Computation <i>Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.</i>				
	# of Items	Cost	Total Cost	Non-Federal Contribution	Federal Request
Cell Phones	3	\$35.00	\$105	\$0	\$105
Portable Printers	2	\$200.00	\$400	\$0	\$400
General Office Supplies	2	\$1,090.00	\$2,180	\$0	\$2,180
Total(s)			\$3,485	\$0	\$2,685

Narrative

A portable printer is essential to the daily operations and effective job performance. Cell phones for each staff is necessary for flexibility of using the phone at the office, at the courthouse or the detention center, and for confidential calls. Office supplies will be needed for the job and program implementation and operations and are estimated to include 6 boxes of envelopes, 25 cases of paper, 20 cartridges for the printers, pens, clips, staples totaling \$1,090 annually.



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Budget Review

Construction

- As a rule, construction costs are generally not allowable.
- Consult with the program office before budgeting funds in this category.



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F. Construction <i>As a rule, construction costs are not allowable. Consult with the program office before budgeting funds in this category.</i>						
Purpose <i>Provide the purpose of the construction</i>	Description of Work <i>Describe the construction project(s)</i>	Computation <i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>				
		# of Items	Cost	Total Cost	Non-Federal Contribution	Federal Request
Renovation of Modular Jail	The renovation will consist of replacing the drywall in several of the cells where it is been crumbling and replacing several sinks in the bathroom and other plumbing work.	1	\$15,000	\$15,000		\$15,000
Total(s)				\$15,000	\$0	\$15,000
Narrative						



Budget Review

Subaward (Subgrants)/ Procurement/Contracts Category

Subawards (Subgrants)

- Carry out program activities
- Pass through entities follow 2 CFR 200.331

Procurement Contracts

- Procurement for goods or services
- Consultant rates – (*i.e.*, \$650 threshold)
- Sole source justification – over \$350K



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Budget Review

Subaward (Subgrants)/ Procurement/Contracts Category

- Procurement Standards—General Guidance for Open Competition (Uniform Guidance at 2 C.F.R. § 200.317 through 2 C.F.R. § 200.326)
- Please describe services being provided
- Indicate whether the applicant's formal written procurement policy or federal acquisition regulations is followed



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G. Subawards (Subgrants)/Procurement Contracts**Item**

Procurement contracts: Provide a description of the products 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 procurements in excess of the Simplified Acquisition Threshold (currently \$150,000).

Subawards (Subgrants): Provide a description of the activities to be carried out by subrecipients. Include "(subaward)" label for each "Subawards (Subgrants)" entry.

Add Item Delete Selected		Total Cost	Non-Federal Contribution	Federal Request
Cultural Service Center-Subgrant		\$100,000		\$100,000
Law Firm Services-Procurement Contract		\$30,000		\$30,000
Casa Activities Director-Consultant		\$180,000		\$180,000

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.					
Add Travel Expense Delete Selected			Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
			Total			\$310,000	\$0	\$310,000

Narrative

Subaward to the local cultural service center to carry out to host the all cultural program activities for the adult recidivism program. Consultant to provide 2 cultural activities per year for children who are being served by the program. Costs are based on \$3,000 per activity x 2/year x 3 years. Indigenous Connectedness Workshops will explore the transfer of ancestral knowledge, bringing awareness that enhances participants' physical, emotional, intellectual, and spiritual well being. Law firm will be contracted as per tribal Procurement Policies and Procedures to provide legal assistance to the project in rewriting Codes for a total of \$30,000

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Budget Review

Other Category

- Major types – (i.e., rent, utilities)
- Basis – (i.e., 1200 sq ft @ \$22 per sq ft)
- Please list out each item type
- Examples of Other: registration fees, rent, software, etc



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I. Other Costs							
Description		Computation					
List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).		Show the basis for computation					
	Quantity	Basis	Cost	Length of Time	Total Cost	Non-Federal Contribution	Federal Request
Rent	2500	sq feet	1.76	12	\$52,800	\$0	\$52,800
Telephone	3	monthly rate	40	12	\$1,440	\$0	\$1,440
Total(s)					\$54,240	\$0	\$54,240
Narrative							
Monthly rental payment for rental office space estimated at the cost of \$1.76 per square foot with 2500 square feet of space needed for the Drug Court office and group rooms. This would incur a cost of 4,400 per month rent totaling \$52,800 per year. Cell phones are needed at a cost of \$40 per month for service for three people x 12 months = 1,440.							



Budget Review

Indirect Costs Category

- Approved rate – (i.e., by cognizant Federal agency)
- Current negotiated agreement – (i.e., provisional, fixed, final)
- De Minimis rate – must specify in application the amount to be claimed
- The correct indirect cost base should be used



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Budget Review

De-Minimis Rate

- Any non-federal entity that does not currently have a negotiated indirect cost rate may elect to charge a de minimis rate of 15% of modified total direct cost (MTDC).
- Rate may be used indefinitely or until the entity elects to negotiate for a rate.
- Costs must be consistently charged as either indirect or direct – (not both).
- Subrecipients use the same guidelines as recipients.



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J. Indirect Costs						
Description		Computation				
Describe what the approved rate is and how it is applied.		Compute the indirect costs for those portions of the program which allow such costs.				
		Base	Indirect Cost Rate	Total Cost	Non-Federal Contribution	Federal Request
Indirect Costs		\$279,087	18.00%	\$50,236	\$0	50,236
Total(s)				50,236	\$0	50,236
Narrative						
A fixed rate of 18% of direct salaries and fringe benefits had been approved by the U.S. Department of Health and Human Services. This rate is effective through December 31, 2023.						



Budget Summary

Budget Categories

Personnel	\$242,000
Fringe Benefits	\$37,087
Travel	\$4,559
Equipment	\$7,000
Supplies	\$2,685
Construction	\$0
Subawards (Subgrants)	\$0
Procurement Contracts	\$26,000
Other Costs	<u>\$54,240</u>
Total Direct Costs	\$373,571
Indirect Costs	<u>\$50,236</u>

Total Project Costs \$423,807



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)	
	COPS		BJA	BJA	OVW	OVC	OVC	OJJDP	OJJDP	
	16.710	16.608	16.608	16.596	16.587	16.582	16.582	16.585	16.731	
	Public Safety and Community Policing	Comprehensive Tribal Justice Systems Strategic Planning	Justice Systems and Alcohol and Substance Abuse	Tribal Justice System Infrastructure Program	Office on Violence Against Women Tribal Governments Program	Children's Justice Act Partnerships for Indian Communities	Comprehensive Tribal Victim Assistance Program	Tribal Juvenile Healing To Wellness Courts	Tribal Youth Program	Total(s)
A. Personnel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Fringe	\$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	N/A	\$0
G. Subawards (Subgrants)/ Procurement Contracts	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
H. Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Direct	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
I. Indirect Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Project	\$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	Up to 100% of total Project	Up to 100% of total 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



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Top Reasons Why Budgets Do Not Clear

- The budget detail narrative amounts and descriptions do not match the budget line item.
- Costs are allocated to the wrong category (i.e. fringe benefits in personnel; registration in travel; contracts listed in other, etc.)
- The required match percentage has not been met or source identified, and/or the match is calculated incorrectly.
- Unallowable costs are included in the budget detail.
- Incomplete Budget – missing budget narrative.



Top Reasons Why Budgets Do Not Clear

- IDC rate used in computation is calculated incorrectly.
- Prior budget did not clear, or pending budget modification not approved (applies to supplemental awards).
- Fringe Benefits Base is different from the calculated salaries in Personnel category.
- Responses to the initial budget financial review memo were insufficient.
- Total Project Costs do not equal the Federal Funds and Match amount.



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CTAS Budget Detail Workbook Overview



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Questions



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