

[Transcript from the Office for Victims of Crime (OVC) Fiscal Year 2018 Tribal Victim Services Set-Aside Program, Budget Detail Worksheet webinar, which was held on October 15, 2018. The archived webinar can be found at: <https://www.ovc.gov/news/fy18-tribal-set-aside.html>. The Solicitation can be found at <https://www.ovc.gov/grants/pdf/FY18-Tribal-Victim-Services-Set-Aside-Program-508.pdf>.]

MARY JO GIOVACCHINI: Good afternoon everyone. And welcome to today's webinar, OVC Fiscal Year 2018 Tribal Victim Services Set-Aside Program, Budget Detail Worksheet webinar.

At this time, I'm going to turn it over to our first presenter. Yeah.

ALLISON TURKEL: This is Allison Turkel. I'm the Deputy Director at the Federal, International, and Tribal Division of the Office for Victims of Crime, or OVC. I'm going to begin the webinar today. And then I'm going to turn it over to Angie Wade who's the Staff Accountant from the Office of the Chief Financial Officer, or OCFO.

Thank you all for joining us. You can see on our agenda that the--we're just going to do a little overview of the set-aside program. I think some of you were probably on our webinar last week, which was a, sort of, larger overview of Phase 2 of the Tribal Set-Aside Program. That should be posted probably within the next week. And you should be able to access that at [www.ovc.gov](http://www.ovc.gov) on our Tribal Set-Aside page. Today, we're then going to move on. And I'm going to hand it to Angie to do the Budget Detail Worksheet, which is a requirement for the Phase 2 awardees. And we'll have question and answers. As Angie goes through her presentation, she will find good times throughout, good natural breaks of topic to allow questions.

This webinar is being recorded and will be copied and put up on our website. And it is focused on the set-aside, since we're in the middle of phase--the beginning of Phase 2 for all of you. However, it will be applicable to all grants, at least from OJP that use the Budget Detail Worksheet. For this application, it is a requirement. Some of you have used it before for other grants that you've applied for. And will use it again for other grants you apply to in the future. So it is--glad to have you all onboard today, so that we can, sort of, get into the weeds a little bit on how it works and how to use it to your best advantage.

As every--as most folks probably know, but for those of you who missed the last few webinars, because we had a--We had a set-aside this year because three percent of the Crime Victims Fund obligations were set-aside for tribes to improve victim services to tribes. That obligation was \$4.4 billion from the Crime Victims Fund and of that three percent, off the top as they say, before there's any other monies taken away by statute, was made into this Tribal Set-Aside up to \$133 million. The amount of funding that was allocated for this particular grant program was up to \$110 million. So we have moved and obligated from phase one to Phase 2, since we have to do that by September 30th of this year. And that's how we're in this Phase 2 of the award.

Just as way of a reminder, your Phase 2 applications are due by 9:00 p.m., e.t., on January 4, 2019. As we went through in the webinar last week, if any of you missed that, as we said, it will be--should be posted within the week. You will see the details that we had in there. Detailing how you can go back in to GMS, which you can do now by the way, and open up that application, and put all those required documents in, and then submit it. The type of award under these--Some of you have had awards from OVC before, and they have been cooperative agreements. These set-aside funds however, are under a grant. And that really has to do to some extent, not so much with the work that you do, but with in some ways that our staff will engage with you in the future. It also gives you more flexibility around if you're going to do any sort of events or training. Although I don't think most of your grant applications are focused on that topic.

As a reminder, the--everybody should've received your grant award offer. If you're on this call, you receive the grant award offer and the second letter that we sent that contained a lot of information about how to do your Phase 2 application, including deadlines, and URLs, and other useful information. All of these were sent by email to the email addresses that were contained in your applications. We did have a few that we didn't have good app--good addresses for, but we fixed those, hopefully, and sent them out. And all of that grant award offer contains the information of what you need to submit in Phase 2. It also contains the amount to which you can apply for, which is known as the maximum award amount. So nobody--although you may have requested funds over that amount, you cannot apply for anything over what that maximum award amount is that is in your award offer letter.

This is just a slide that has the same thing that is in that work offer letter. Also, it has the same things that are listed in the solicitation. And for those of you who are on our webinar last week, you'll know that we did remind folks, and what--we'll do the same for all of you to please go back to the original solicitation. It has a lot of the information that is necessary for Phase 2, and will guide you to other resources, and places, and details that are necessary for you to complete this part of your application.

Today, we are going to focus on the Budget Detail Worksheet. As you all know in phase one, we had a preliminary budget that folks were allowed to use that was very simplified. The big news here for this one is the Budget Detail Worksheet, as Angie will show you shortly, is really pretty intuitive. It has--you have to link two concepts. What's the amount of money that you get to use and how is it broken down in a category? So there are appropriate categories. We'll remind you that in the app--the solicitation there is appendix A. Appendix A has the allowable and the unallowable costs. It should help guide you through these--some of the topic areas that Angie is going to go over with you, those budget categories. And then it calculates nicely for you, adds up those amounts. But then you also have a summary that you have to put in for what they're for. And for those of you that were instructed in your offer letter that you have to update your project narrative, that's the type of things that you need to put in your budget--your updated narrative; which is to link now which the money has been and to what activities you've been approved for. And make a linkage to what that costs. That will then take

you to the Budget Detail Worksheet where you will, as exactly what it says, detail that budget. So that's what we'll be looking for. And then also, in your--of course if you have other questions in your--the second letters you received from us, there's a variety of ways that you can contact both the GMS helpdesk if you have issues with GMS; (and) the NCJRS if you have other sensitive issues. Now if you have any questions outside of that, again, remember that OVC's email for this project is [ovtribalsetaside@ojp.usdoj.gov](mailto:ovtribalsetaside@ojp.usdoj.gov). And that is the place to send inquiries that cannot be answered by those other two places. The Budget Detail Worksheet can be found at this URL. [<https://ojp.gov/funding/Apply/Forms/BudgetDetailWorksheet.htm>] When Angie takes over, she will show you where that takes you. It'll be necessary to itemize all of your costs and to provide a narrative for each budget item. At that--at that moment right now, I am going to move it over to the expert on the topic. And take it away, Angie.

ANGELA WADE: Thank you, Allison. As Allison mentioned, we will be going through the complete analysis of the Budget Detail Worksheet. We want to make sure that you understand what information we're looking for and how you should be entering that information in our Budget Detail Worksheet.

So, what you should see on the screen now is the URL that will take you to the links to access the Budget Detail Worksheet. And if you notice, there are two links there. One says Budget Detail Worksheet Excel and one says Budget Detail Worksheet PDF. You should be using the Budget Detail Worksheet Excel. If for some reason you do not have Microsoft Excel, then you will be allowed to use the Budget Detail Worksheet, the PDF version. But today, I'm going to go through the actual Budget Detail Worksheet.

So, while this is loading, I just want to let you know that this Budget Detail Worksheet is new to OJP. We just started using it this year. We wanted to make sure that our grantees had access to something that was easy to use and that everybody was using the same format so we had some consistency when we were receiving budgets and reasons with your budget.

Now the worksheet is open, one of the first things that will happen when you open it up in Excel--you don't see it on my screen today because I've accessed this many times--but you have a pop-up window that will ask you to enable macros. So, you want to go ahead and enable macros when that pops up. So, the screen you see now is actually the first tab of the Budget Detail Worksheet. So, what I'm gonna do, is I'm going to go through the setup of the Budget Detail Worksheet, then I'll explain what you need to do to get started. Then we'll go through each budget category. Once I've set up the particular budget category, I'm going to jump to the example so you could see an example what your Budget Detail should look like once you complete that information for that particular category.

And one good thing about this Budget Detail Worksheet is, this first tab right here, you're able to print out these instructions. So, you could refer to them as you are working in the Budget Detail Worksheet.

And as Allison mentioned, you want to make sure you're itemizing all your expenses in each category. And each budget category, you will need to include a budget narrative. And then once you're finished entering all the information, at the end there's a budget summary so you could see your totals through each budget category. So, again, this first tab here has instructions. I'm scrolling down. It has step-by-step instructions. There's a section right there, in the middle, where you would complete your contact information. So, once we receive your Budget Detail Worksheet, if we have any questions, we know exactly who we need to contact or reach out to for additional information.

So, the Budget Detail Worksheet is broken out into seven tabs. The first tab is Budget Detail Year 1. Budget Detail Work--Year 1 has all the budget categories. You would enter your information for that very first year. And let me back up for a second.

The way this is broken down is we have five tabs for Budget Detail. So, if you have a grant that lasts for--goes for longer than 1 year, then you will complete a tab for each year that you're going to have this grant or award. So, this is the first year. The second, third, fourth, and fifth year tabs are exactly the same as the first year. The next tab over is a Budget Summary tab. Again, once you've finished completing your Budget Detail tabs, the workbook--the worksheet will automatically create a Budget Summary. So, it's good to go ahead and review that Budget Summary once you're done. Just keep in mind, if you see any errors on the Budget Summary page, you need to go back to that particular Budget Detail tab to make any corrections.

The next tab shows an example of what we're looking for or what your Budget Detail should look like once you're complete. So, again, once I go through each individual category, I'm going to flip to the budget example so you know what we're looking for.

And the last tab just has some definitions of terms that you may run across when you're completing your budget. If you're looking for a definition here and you don't see it on this list, we also have a link to the DOJ Financial Guide. You can go straight to the DOJ Financial Guide if you need additional information or if you have additional questions.

So, I'm going to go back to the first tab. So, the first tab here has a list of all the budget categories. We have personnel, fringe benefits, travel, equipment, supplies. Construction is on here, but generally, OJP does not allow funding for construction. The next category is subawards or subgrants. We have procurement, other costs, and indirect costs.

So, I'm going to go ahead and start with the personnel category. I'm going to go to the first tab of the Budget Detail. One good thing with the Budget Detail in each section or each category, if you need additional line or additional space, like, for example in personnel, there's one line already open. If you need to add an additional line item, you would just simply click on add personnel and it'll add an additional line for you to put in additional information. So, the personnel category, what we are looking for is the individuals that are actually going to be--that are employed at your organization that are

going to actually be working on this particular grant. So, some things you need to know upfront before you start entering the information, you need to know the title of the--of each position. You don't necessarily have to have a name of the person that's going to be working, but you do need to have the title. You need to know how much you're going to be paying this individual, what rate, the hours they're going to be working, and the percentage of time they're going to spend working on the grant. So, again, you need the position title, salary, rate, time worked, and the percentage of time. And once you enter that information, as Allison mentioned, it's going to automatically calculate the total for you. So, I'm going to jump to the example real quick and go through the example for personnel.

So, we'll send this--In this example here for personnel, the first line item is John Smith. Again, you do not have to have the individual's name. But John Smith is working as the Executive Director. His salary is \$140,000. And under rate, what we're looking for--rate is--the basis of that particular salary. So, in this example here, John's salary is \$140,000. It's marked yearly. That just tells us he just--he has an annual salary of \$140,000. Time worked, what we're looking for is if he's an annual employee--or should I say, his salary is annually. So, he gets paid for a year. So, the time worked would be during the next year. Percentage of time is the percentage of time during that year that he's going to be working on a particular grant. So, right here you see that it's five percent entered, so that means John is getting paid the annual salary of \$140,000. He's going to spend the next year working on the grant, five percent of his time. So, the total cost of his salary that's being charged to the grant is calculated as \$7,000.

I'm going to jump down to the third line. Alex Jones, Program Assistant, has a salary of \$22. Now, if you look under rate, Alex is getting paid hourly. So, that just tells me Alex is getting paid \$22 an hour. Time worked says 1,040. A thousand and forty is basically the number of hours he will work in a year being hourly. I already know off the top of my head 1,040 hours in a year is--would be half the time. Generally, if he would be work--if he was working full-time, that will be 2,080 hours. So, he's working 1,040 hours at this organization which tells me he's part-time. His percentage of time is 100 percent. So, all of his part-time hours is going to be charged to the grant, which calculates down to 22,880. So, John's amount of time that's going to be charged to this grant is 22,880. In addition to entering that information, you need to include the narrative.

The narrative should actually explain what these--what these individuals are going to be doing on the grant, the actual work they're going to be doing. And--it should also explain their salaries, where are their salaries coming from and how you came up with that calculation. So, for example, John Smith, Executive Director, it explains that he's providing oversight on the award and spends--and is going to be spending five percent of his time on the award. Down to the next line, Jane Doe, the Project Manager, it explains what she's going to be doing with the grant and how much time she's going to be spending on the program. And the same for Alex Jones, it explains what his role is and how much time he's going to be spending on the grant.

If you're completing the narrative and you've ran out of space, then you could click on the button that says Add Additional Narrative Text Area, so that you can add additional information.

Let's move on to the next budget category, Fringe Benefits. The first thing I want to tell you about fringe benefits, you should not be paying fringe benefits for anybody that was not listed up in your personnel section. Fringe benefits are only should be paid for your employees and employees that are going to be working on this grant. So, what we're looking for on fringe benefits, we want to know--what we're looking for in this little--this first line item, the name of the person that you're paying fringe benefits for, the basis of their fringe benefits, and the fringe benefit rate. And for the basis of their fringe benefits, usually fringe benefits is based off a percentage of what their salary is.

So, for the first line item, I'm going to jump to the example again. For the first line item for fringe benefits, you'll see John Smith's name, he was the first one in the personnel category. The base is \$7,000. It's \$7,000 because \$7,000 is the amount of salary that's going to be charge to the grant. The rate is 25 percent and calculates at a total cost of \$1,750. The rate for fringe benefits could be the rate that your organization usually pays for all the employees for fringe benefits or maybe based on your indirect cost rate agreement. So for fringe benefits in a narrative, we need to see a breakdown of what makes up that 25 percent rate. So on this example here, it tells us that this fringe benefit rate is 25 percent and then it is broken down into the usual fringe benefits--the fringe benefits category. Generally for fringe benefits, we're looking at FICA, health insurance, workman's comp, and retirement. So what you want to show us is the breakdown--the percentage of each one of those fringe benefits categories. Okay.

The next budget category is travel. A lot of times with the grant programs, you are required to travel for training, maybe conferences that are based on the program. So for travel, one thing you want to be mindful of is your organization's travel policy. So, you need to tell us what your organizational--organization's travel policy is in a narrative. If you do not tell us what your travel policy is, we're going to assume that you're following the federal policy. So you need to be very clear what your organization's travel policy is. Now, for travel, travel is broken out quite a bit. So for travel, you'll have a line item for lodging, transportation, (i.e., airline fare.), if you have local travel, your meals and incidentals, and also there's the other category in travel because you need charges--you need to include charges for baggage fees. I want to emphasize the baggage fees because a lot of times, we find that our grantees are submitting expenses for travel and they've left off their baggage fees and that's a big expense that we see left off a lot.

So I'm going to jump to the example real quick. So on the travel category, you need to tell us what the actual travel is. So in this example here, you see the first line item says Project Manager Training. So for this Project Manager Training, it'll be a line item for each category what's inside the travel. So you see a line item for other, local travel, transportation, mileage--mileage would be if you're driving your own personal vehicle--meals--meals is usually meals and incidentals--and lodging. So you need to breakdown each component in the travel category. And just be mindful of that your travel may not

be occurring immediately, it might be maybe a year later. So you want to keep that in mind when you're estimating the cost of travel because travel--we all know travel costs change a lot. So you want to make sure that you allow a little bit of flexibility when you're estimating your costs for travel.

So, again the first line item is Project Manager Training, it has the location of the travel. I'm going to click on this type of expense because it's usually a drop-down. Actually, I'm going to jump back to one of the budget details, so you can see the drop-down that I'm talking about. So there's a drop-down that says type of expense. So you can choose what type of expense you're entering information for, be it lodging, meals, mileage, transportation, local travel, and other. There's another drop-down for basis. For some reason, my drop-down for this is not opening. Okay. I had to put something in it for it to drop-down. So for lodging, lodging, the basis for lodging is usually per night. That go to meals, the basis will be per day. Mileage is per mile. Transportation, when we say transportation that's usually any airfare or maybe if you've taken a train that's usually would be the basis for that will be round trip. Local travel, and then other. So for each line item, you're going to choose the type of expense, the basis, the actual cost.

And now, I'm going to jump back into the example real quick. So in this first example was other. There's no basis because there's no basis for other. The cost is \$50, and you put the quantity. And if you click in the top of the header, it'll give you explanation of what we're asking for in that--in that column. The number of staff, the number of trips, and then the total calculation. And I'm going to drop-down to the narrative because just looking at this first line, other, we don't know what that other means. So down in the narrative, it says \$50. So I'm reading the narrative, baggage fee of \$50, \$25 for each way. So, that tells me that that other line is for baggage, so that's why we say your narrative needs to be able to explain what your actual calculation is. If there was nothing in the narrative, that says baggage fee of \$50 for \$25 each way, I would probably send this back to you, asking you what the \$50 is for. So, it's good--it's--you want to be very detailed as--hmm, I'm getting tongue-tied here. You want to be very detailed as much as possible so we'll know exactly what you're talking about and what you're asking for. The next line item is for local travel. When you're entering in information for local travel, again in your narrative, that's one of the things where you need to let us know what your travel policy is for local travel. One thing I didn't mention before, if your organization does not have their own travel policy then you need to follow the federal government's travel policy. So for local travel, there's no basis for it. There is an amount of \$50 entered in, a quantity of one, one staff, one trip, \$50. So I'm going to go down to the narrative and down in the narrative, I see that mileage to get to and from the airport and local travel for taxi to and from the airport, so that tells me that local--that's what that local travel is for, taxi service to and from the airport. The next line item is transportation. The basis is round trip. The cost is \$600, a quantity of one, number of staff, number of trips, total cost \$600. And there should be something down here that talked about the transportation.

ALLISON TURKEL: Yeah. One vehicle for travel.

ANGELA WADE: Yes. So, again you'll always want to make sure whichever line item you put in there, that you have something that references it in the narrative.

ALLISON TURKEL: I have a question for you, Angie. As I'm looking at this with you, if looking at this where it has the total of one, if multiple people were going to that Project Manager Training, would they use a single line item for each one and multiply it by the number of people?

ANGELA WADE: I'm glad you asked that, Allison. I'm going to scroll down to line number 46. Line number 46 is "Mandatory." It's the first line, that says "Mandatory Orientation Training," and if you scroll over to column eight, it is the number of staff, you'll see the number three. So, this tells me right here that for this particular training, there's three staff members are actually attending their training. So that's a good question. So if you have multiple people attending--having a--attending the same training or traveling for the same thing and their travel cost are exactly the same, then you can put them all in the same line. Now say for example in this mandatory orientation training, you have people traveling and say for example--I'm going to go down to the last line for lodging, it says right here, number three, which tells me they're staying three nights. Say for example only two of those people were staying three nights and you have one person--the third person was staying only two nights, then you would need to do a separate line item for that one person that's staying a different amount of time.

ALLISON TURKEL: Okay. Thank you.

ANGELA WADE: Thank you for that question, Allison.

So in addition to your transportation, I see mileage here, which means they have some local travel involved here so they have miles. The cost per mile, the quantity, this is probably the number of miles they're driving, and it comes out to \$51 for local travel, and I'm just assuming it's local travel because I look at budgets a lot. So, if you scroll down, you can see in the budget narrative--I can see in the budget narrative where they do have local travel. They have mileage listed as well. And the same if I scroll down to--just another line item, line item 45, "Project Manager Field Travel." It says "Various," so this tells me that this project manager is probably traveling to various locations. And if I go down to the narrative, the project manager will use their own vehicle to travel to complete fieldwork with the average of around 250 miles and--with the estimated 20 trips. So, in that case, she has one line item. She's completing a number of trips. Basically, she's saying that the number of miles are going to be basically the same. So she did one line item, .51 cents per mile at 250 miles, and she's going to have 20 trips to calculate all her local travels for this. So, again, what I--one thing I want to mention for this particular example, if I was reviewing it--this, I would send it back because they make a statement "that we are following our own written travel policy," but they never tell us what their travel policy is. So, that's one thing you want to be mindful of. Don't just say we're following our own travel policy. Let us know what your travel policy is. When I say what your travel policy is, what--how you pay out, your per diem rate for meals, your transportation, do you pay your employees upfront, do they have a travel card, do they



have to give me a book when they come back? Things like that. If you're following the Federal Travel Policy, you simply need to tell us we're following the Federal Travel Policy. We automatically know what to look for there.

SHANNON MAY: Angie, before you move on, kind of, we--we've had our couple of questions, but I'm going to--I'm going to save two for later, but one of them is, "To confirm, is there a mandatory--is there a mandatory training for this grant program? If yes, is it annual?"

And we just want to remind everybody from the--that for the Tribal Victim Services Set-Aside, there is no requirement to attend mandatory training. It is different than many other OJP grant programs. Some of you requested training in your Phase 1 application and unless you received a grant award offer that told you that was not okay, you are then allowed to budget for that, but there is no mandatory training that you have to attend as part of this particular grant program.

ANGELA WADE: And you said you had a second question.

SHANNON MAY: Yeah. There is one also that came up that--it looks to be related to fringe, so let me just tip that real quickly since we just did that section. "Because we have less than 50 employees on our health insurance, we are considered a small group, and health insurance is based on the employee's age because the rate for a 50-year-old employee is a lot higher than for a 25-year-old. How do we show that?"

ANGELA WADE: You would need to do a line item, again, for each employee that you're paying fringe benefits for, which what you would do anyway, but you need to just explain that breakdown in your budget narrative. A simple explanation is fine.

ALLISON TURKEL: And if you haven't,--The issue arises obviously, if you have not employed the person yet. Then the most like--best thing to probably do is to estimate the higher amount, you'll be able to justify your budget after you actually hire the person, right?

ANGELA WADE: That's correct, Allison. Yes, that's correct, Allison.

ALLISON TURKEL: Okay.

SHANNON MAY: Okay. And one more since we're right in the travel section here. Ms. Wade, "does this budget and the travel budget area only cover the personnel that is identified in that personnel section?"

And actually, to some degree, we need the answer because there were certain cases with the Tribal Set-Aside where people applied and did not need us to pay for personnel because they already have personnel on board, but they were looking to get those folks trained and get--send them to conferences or get them some training, so they requested just the training piece. So, I believe what Angela will say is, "No. You don't have to only

put in travel for people that are in your personnel section, but that's only for those of you who are in the specific situation where, in your Phase 1 application, you explained who you were sending to training and that there was a reason it was not a grant-funded personnel.”

ANGELA WADE: In addition to that, even though you already explained that in your application, you want to make sure you explain that in your narrative as well.

ALLISON TURKEL: Otherwise, the OCFO folks also will be looking for the personnel in the personnel section.

ANGELA WADE: And again, the goal is to give us as much information as possible. Because we don't like sending budgets back and I'm sure you don't like us sending budgets back. So, if we have very little questions, that's fine with us.

So, the next category is the equipment category. I always say this is a fun category, equipment, because with equipment, it all depends on what your organization's capitalization policy is for the equipment. So, you want to make sure that you know that--your organization's capitalization policy. If you don't have your own capitalization policy, which most organizations do, then you need to file the federal policy. The federal policy for capitalization is \$5,000 with a youthful life of 1 year or more.

ALLISON TURKEL: Which means?

ANGELA WADE: Which means that if you purchase equipment under the federal policy and it costs \$5,000 or more, then that actual equipment would need to be listed in the equipment category on your budget. If you purchase equipment--and for example, when I say equipment, I'm thinking--I usually like to use computers as an example because that's generally--usually a purchase that a lot of grantees make. If you purchase, say, a computer and that computer system costs less than \$5,000 and you're following the federal policy, then that piece of equipment would not go into the equipment category, it would go under supplies.

So, the way the capitalization works is if your equipment costs more than what your organization's capitalization policy is, then it would go under equipment. If it's less than what your organization's capitalization policy, then it would go under supplies. Also with equipment, you need to be mindful of whether or not you're actually purchasing equipment or if you're leasing equipment.

If you're leasing equipment, then the equipment would not go under equipment category, it would go under procurement contracts category. So, I want you to keep that in mind, that if you're leasing it, it doesn't--you—I know you see equipment, and you always—or you automatically want to say it's equipment, it should go under equipment. No, but you need to be mindful of your capitalization policy and whether or not you're purchasing or leasing it.

So, one of the first things you need to do, again, is let us know what your organization's capitalization policy is for equipment. You'll need to list the actual equipment that you're purchasing with your grant funds, the number of items, and the actual cost. In the narrative, you need to explain to us how that equipment will be used to support the program, and then you need to state your--what capitalization policy you are following.

ALLISON TURKEL: Do you have to say what the policy is? Because I noticed in the example, it says "We are following our agency's capitalization policy, but does not say..."

ANGELA WADE: Thank you, Allison. This would be a budget that I would send back because it doesn't tell us what the capitalization policy is. So, you should say something like, "We are following--Our organization's capitalization policy is... and then the amount." List the threshold for that. Thank you, Allison.

ALLISON TURKEL: Uh-hmm.

ANGELA WADE: I always--I always--I mentioned supplies before. I always said if it doesn't fall within the lines of your capitalization policy threshold, then it's automatically a supply. And I know a lot of people look at supplies as a consumable goods, but if it doesn't meet the policy for capitalization, then it becomes a supply.

SHANNON MAY: And, Angela, we have a question. "Is a data system/computer program that costs more than \$5,000 equipment?"

ANGELA WADE: I'm going to give you the lawyer answer. That depends. Sometimes, it depends on whether or not that data--system--that data...

SHANNON MAY: Computer program.

ANGELA WADE: Or computer program was actually part of the computer package that you're purchasing or if it's separate. Sometimes, depending on what your organization's capitalization policy is, it may be combined into one item; and which, in that case, would cause it to be under equipment and be capitalized. So, you do want to make sure you know what your organization's capitalization policy is. Not just the threshold, but how they look at equipment. I know in the federal government, our threshold is, again, \$5,000, but we always say it's \$5,000, broken it down into the smallest component. So, for example, if you bought a computer system and it has a monitor and a CPU, and a printer that comes with it, federal government rules we're going to take apart the cost of that monitor and that CPU, and that printer and look at the cost separately versus a combined number.

SHANNON MAY: And while we're in equipment, this is getting a few questions. "What if the equipment is an alarm system that costs less than \$5,000?"

ANGELA WADE: An alarm system that costs less than \$5,000? Again, it's going to depend, because are we talking about the actual alarm system or are we talking about the service that goes along with the alarm system, too? Which could be two separate items. So, the actual alarm system that costs less than \$5,000 or less than your organization's capitalization policy would not go under equipment, it will go under supplies. Then you got to look at the service contract that goes along with that. So, your service contract, nine times out of ten, would go under procurement contracts.

SHANNON MAY: Excellent. And then this is a great question. "It was stated that if something is under \$5,000, it would be listed under supplies, but the example shows a \$2,500 computer, that is listed under equipment?"

ANGELA WADE: So in this example here, because it's in equipment, and it says the cost is \$2,500, down at the Program Narrative, they--the narrative they said they're using their own organization's capitalization policy, which automatically tells me they're not following the federal policy. That's why they need to go ahead and state what their organization policy is because if I'm not paying attention, and I'm not paying attention to them saying they're following their organization's capitalization policy, when I'm looking at this, I have my federal hat on, so I'm automatically thinking \$5,000. I might automatically say, "You need to move that to supplies because it says \$2,500." That's why you need to just go ahead and state what your capitalization policy is.

Okay. The next category is supplies. And again, as I mentioned, supplies, if it's something that doesn't fall under the qualifications of being equipment then it should go under supplies. So generally, with the federal policy, a supply would be anything, any expendable item, including equipment that costs less than \$5,000. And again, I keep talking about your capitalization policy, so it's all going to depend on what your capitalization policy states.

So in this example here, we see a printer for \$500, a file cabinet, \$1,000, flatbed scanner. You look at all those titles, you're thinking equipment, but again, under the federal policy, those are less than \$5,000, which automatically makes them supplies. The fourth line item says general office supplies. Now for supplies, we're looking at each item broken down, but when it comes to general office supplies, you don't need to break that down by how many pencils and pens that you have. You'd be surprised how many budgets we see when we see and grantees have tried to break that down.

So in the narrative for supplies, you need to explain how these supplies are going to be used to support the grant. For the office supplies that you could see here in the--in the example, it tells us that the office supplies are going to be based on 12 months at \$150 per month. And basically, just an explanation of what you put in supplies.

I'm going to skip over construction because, again, construction is not an allowable cost. It's very, very rare that you will see OJP allowance for construction. So we're going to move down to the next category, subawards.

Now if you've had awards with OJP before, we previously did not have a subawards category. So what happened was we had a contracts category, and subawards and contracts were all grouped together, and there was always some confusion of what was actually a subaward and what was actually a contract. So now we have it broken out. So the next category is subawards. So if you have a subrecipient or if you are subawarding any of your funds, meaning you're the direct recipient, and you're passing some of your funding down for someone to work on the grant with you, then you would enter that information in here.

So in the first example, it shows a description "conducts field activities in a remote area." One thing that you don't see here that we're also looking for, if you already know your subgrantee, or who you're awarding this money to--subawarding the money to, then you need to list that organization's or that consultant's name in this field here. And then under purpose, you need to tell us how they're going to support you on working on this particular grant. The next line item, you need to let us know if it's actually a consultant that you're subawarding the money to and then the actual cost that you're subawarding. And then in narrative, again you get--explain the calculation and how this subaward were going to--is going to actually support you in working on this grant. If your subaward is to a consultant and they had travel costs, you want to include their travel costs down here in subaward, not in the travel category that we went through previously. The travel category that we went through previously is for the employees of your organization, not for any consultants or contracts you may have.

Which brings us to the next category, procurements contracts. This is always a fun category. I'd be surprised if we don't get a lot of questions here. The first remark I want to make about procurement contracts is something that has changed since this workbook has come out and since your actual grant solicitation came out.--Is for the simplified acquisition threshold, or sole-source, the sole-source threshold has changed from \$150,000 to a threshold of \$250,000. So if you're using sole-source, be mindful of--if you're using the sole-source, \$250,000 or more, then you're required to get prior approval before using that particular sole-source.

So in contract category here, we want to know what you're contracting for. If you're actually using a procurement process, you need to make sure you tell us what your organization's policy is for procurement, and just to ensure that when you're using a procurement process that you are using a free and open competitive bidding process when you're going through that. So you need to tell us what you're actually--what kind of contract you actually have or what kind of service you're procuring or working on, how this particular service is going to support the grant award, if it's an individual consultant.

Keep in mind for individual consultants, the threshold for paying individual consultants, OJP's threshold has a consultant rate of \$650 per day for an 8-hour day, that's \$81.25 per hour. One thing you want to be mindful of, we're not saying that you cannot exceed that amount, but that is the rate for OJP. You should be paying a consultant what they're worth. You always want to make sure you're paying what they're worth. If you are paying no more than \$650 per day for an 8-hour day, then you need to include that in

your justification. Or should I say you need to include that in your budget narrative that you are paying them this rate, and this is why you're paying them this rate.

So in this example here for procurement contracts, you say--you see William Penn, CPA. He's providing accounting assistance, he is an individual consultant, and there's the total charge for his services. If you scroll down in the narrative, it has estimation of what he will be doing, the kind of work he's going to be doing, or the services he's going to be performing, his actual rate, and the number of hours he's going to be performing.

The second line item says ABC Company. It tells what they're going to be doing for the award under this contract; survey creation and data entry service. Are they a consultant? No. The total cost for their services, and then in the narrative, it explains exactly what they'll be doing for this award, or work they're going to be performing, for you for this award.

SHANNON MAY: So can you take questions now for procurement?

ANGELA WADE: Yes. I was waiting for questions.

SHANNON MAY: That's all. One of them, "If we originally put a vehicle under equipment, is there now an issue moving a leased vehicles to procurement contract?"

So one of the things we really want everybody to do in their Phase 2 Budget Detail Worksheet is make sure they're getting things in the correct category. It could be that you just misput it somewhere or it may be that something has changed. Originally when you wrote your application, you thought you would probably purchase a vehicle. You've now done an analysis and have decided that leasing it is a better option for you. So it is--there is no problem with moving those things to the correct category. What will cause the problem is, if you never mentioned a vehicle in your Phase 1 application and you're just adding that in, in Phase 2, that is not allowable. You have to think about Phase 1 as being what, kind of, locked in what you're approved for, and Phase 2 you're going to explain exactly how it all plays out. So we're not--you can't add in new things that were not approved as part of Phase 1, or requested in Phase 1. But you certainly can manipulate that Budget Detail Worksheet and change what you have before to make sure that in Phase 2, you've got everything in the proper location. So that was the question about procurement contracts that I could answer. The rest, I probably can't. So, from here, they come to the expert.

"Would a grant evaluator be under subaward or procurement contract?"

ANGELA WADE: That's going to depend. That's really going to depend. A lot of times, it's a case-by-case situation. It's going to be--depend on the extent of the work, they're going to be performing for you. What kind of, should I say, contract you have set up with them? Are they an integral part of your grant program, or are they actually just performing one particular service and that's it? I do have a checklist available that we could send out to you that will help you determine if it's someone you're not sure

whether or not they're actually a subrecipient or a vendor, or just a regular contract, that can assist you with it. But a lot of times, it depends on exactly what they're going to be doing for you.

SHANNON MAY: Okay. "For procurement contracts, it looks like the ABC Company in the example is for \$40,000. The budget worksheet is for year one, but this \$40,000 looks like the entire POP same as for the CPA, is that correct?"

ANGELA WADE: I want to say in this example here, you are correct. It looks like they only have broken out for this--the entire grant program. And generally, what we're looking for is the amount of time per year. So, I would say this should be broken out into the amount they're going to be paid and the hours they're going to work for year one and the year two.

SHANNON MAY: Okay. I'm looking through questions a couple I'm going to come back to at the end because they relate to different categories from where we are. And a similar question, the one that I answered before regarding vehicles, "If we put it in in as a lease in Phase 1, can we change it to purchased?"

And again, yes you can, provided that you can justify that that's the better option for you as the applicant.

Okay. Then the next one, "We put the subscription for cell phones, software, and internet access into the procurement contracts category. These have gone through the PMP process as our vendors. Is this the right place under procurement contracts?"

ANGELA WADE: I'm glad you asked that question because when it comes up to items like that, cell phone service, and we get that question a lot in our trainings. I hate to say it, but it depends and it depends on--a lot of times that particular--those particular items depends on who is actually reviewing your budget. Because program contract--procurement contracts would be the ideal place for it, but depending on--unfortunately, depending on who's reviewing your budget, they might prefer to see those items on other. So there are some items in your budget that can go into multiple categories. Some are concrete, like when we talked about equipment, purchasing a vehicle versus leasing equipment, that's concrete. If you're purchasing, it's going to go under equipment based on your capitalization policy. If you're leasing, it's definitely going to go on procurement contracts. But things like the subscriptions on the cell phones and stuff, sometimes that could go under contract, sometimes you may find that whoever's reviewing your budget would like to see it on the other. So you might get a question back like that or you might get something back saying, "I'm going to need you to move this to other." So, you know what I want you to do? If they tell you to move it to other, go ahead and move it to other.

SHANNON MAY: Okay. Great. Thanks. "If we are renovating an existing building and are going to pay a contractor a flat rate requested in Phase 1 for separate renovations,

example roof, plumbing, should we put all costs together under procurement or separate itemized costs under other?"

ANGELA WADE: Separate itemized costs under other.

SHANNON MAY: Okay. "Phase 1 funded \$100,000 procurement contract, stating planning, policy, etc. Question, to repeat this response in the Budget Detail, is this okay?"

ALLISON TURKEL: I think I understand everything that you requested. You--now if you got to get an adjustment from Phase--in Phase 1, to what you requested, everything has to go into the Budget Detail Worksheet. So if this is, for example, for that planning, it's going to be three years' worth. You could break that down. It would be like \$33,000 per year and then you can describe what it is, depending what it is you're going to do based on what Angie said. That you're going to hire a consultant, for example, who may come out there. Or you're going to go to training, for example. Or you're going to do a meeting for planning purposes. Those may be three totally different things that you do that then that would max you out to approximately \$33,000 per year for the total. And obviously, I'm not adding it up totally, but then we'd get you across the three years, to that \$100,000. So, all your Phase 1 was preliminary budget, everything that was in preliminary budget now has to go into the full Budget Detail Worksheet for the maximum award amount in your letter to reflect that. That work--that preliminary budget essentially, it was just a "get you in the door," now you've got to get all those details straight.

SHANNON MAY: Okay. Next question, "Is capital equipment, such as a vehicle, included in procurement contracts?"

Again, as Angie was just mentioning, that's a very cut and dry one. If you are purchasing a vehicle, it will fall under equipment. If you are leasing a vehicle, you will put it under procurement contracts. But either way, in that budget narrative, you need to explain that you did an analysis of the two and whichever one is the most beneficial.

Okay. I think any--oh, hold on. "Can a procurement contract be sole-sourced?"

ANGELA WADE: A procurement contract can be sole-sourced, but if the procurement contract is \$250,000 or more then you need to include that--include that in your budget along with a request for prior approval for that sole source, which will require a sole source justification.

SHANNON MAY: So as of right now there are a couple more questions but they relate to other budget categories so I'm going to hold them until the end, so. Okay. You're welcome, we will proceed.

ANGELA WADE: Okay. The next category is Other Costs. So, in this example here for Other Costs, we see items like rent, telephone service. I just talked about telephone



service a second ago. Telephone service can either go on Other or Procurement Contracts. A lot of times, again, like I said, it's going to all depend on who's reviewing your budget.

So, you have, rent, telephone, reproduction, which I'm assuming is copy service, postage for quarterly newsletter. So, for rent you see here, the quantity says 500, the basis is square feet. So that tells me to charging rent based on 500 square feet at a cost of \$2.51, so I guess \$2.51 per square foot. Length of time is 12. Twelve is, would probably be for a year since we're talking about year one. And then it has the total cost of rent that's being charged. One thing I want to tell you about rent, you cannot charge rent on a building or property that you only--you already own. So you cannot charge rent to the grant if you already own the property.

So, in the line item for telephone is says one for monthly rate, cost is \$50 per month for 12 months and it has a total. The same for reproduction and postage, it has the breakdown. And the narrative just explains the basis for the calculation for other costs.

The next category is Indirect Costs. In order to charge indirect costs, you need to have an approved and current indirect cost rate agreement from your federal cognizant agency. If you have never had an approved indirect cost rate agreement from a cognizant agency, then you may be able to pay that--to use the de minimis rate. But keep in mind if you--that's only if you've never had indirect cost rate agreement. So, say, you've had grant with us before and you had indirect cost rate agreement 15 years ago and it's expired, and you never got another one, you will not be able to use the de minimis rate because you've had one before. So, I just want you to be mindful of that. If you are electing to use the de minimis rate you need to let us know that you're electing to use the de minimis rate and you're eligible to use it. If you are charging indirect costs, you need to let us know who your cognizant federal agency is, what your rate is, the effective date of your rate, and the basis of your rate. Is it based on--generally, it's usually based on Direct Labor or Total Direct Labor, that's personnel plus fringe benefits; or Modified Total Direct Costs, which is generally direct salary, their wages, fringe benefits, materials and supplies, services, travel, subawards and subcontracts up to the first \$25,000. So, what we're looking for here is, just the description indirect costs, the base, and your indirect cost rate. So, in the narrative here, it says the rate is based on Total Direct Labor, personnel and fringe benefits. So, in this example here, they have the base as \$121,725. So, if I add up the total costs that's--requesting for personnel or fringe benefits, that total cost should come up to \$121,725 as the base. And it actually has indirect cost rate base, and it's calculated out. If DOJ is not your federal cognizant agency, then you need to attach a copy of your current indirect cost rate agreement along with your budget.

ALLISON TURKEL: Is that uploadable, in GMS?

ANGELA WADE: Yes, that's upload--your indirect cost rate agreement is uploadable in GMS.

I want to back up for a second, back to Personnel. One thing I forgot to mention with Personnel, if your organization currently pays raises or a cost of living increase, then you may be able to include that within your budget in the previous years. So you want to keep in mind that—for--when you're doing the year two, that you actually include a cost of living increase, if your organization currently pays that out, and then in your narrative you want to make sure you explain that you're paying in salary and you're paying whatever--a cost of living increase, whatever percentage you're increasing them by. I needed to mention that because I know a lot of grantees forget that and then they end up having to pay for that cost of living increase out of their own pockets.

SHANNON MAY Okay. There's some questions for Indirect Costs?

ANGELA WADE: Yes.

SHANNON MAY: Okay. And we have gotten this in a couple different formats, too, but here's one of the questions. "Our new IDC rate for FY 18-19 isn't--is currently being negotiated. Should we or may we still submit our IDC for FY 17-18?"

We get this asked a lot not just in this particular setting.

ANGELA WADE: You may go ahead and submit that. And--but you want to keep in mind that if you--your budget--once your budget is approved, that amount of money that you're charge--requesting to charge for Indirect Costs will be put on hold until you have another approved indirect cost rate agreement.

SHANNON MAY: "In our Phase 2 letter, we were awarded a specific amount for indirect cost rate and they gave a dollar figure. Do we need to use the specific amount?"

You don't actually need to use that specific amount unless it's the correct amount when whatever other changes you may have been asked to submit in Phase 2 to your budget, then you need to recalculate based on your indirect cost rate to get to the final exact dollar figure. Keeping in mind that if changes have been made to other categories because you need to include the cost of living increases or whatever, you still can't go over the maximum award amount, even if your indirect cost rate is what pushes it over that maximum award amount.

Let me look down questions here, one sec.

"If we underestimated a line item in our initial budget, can we reallocate those funds to another line item as long as our maximum award amount stays the same and all items existed in our preliminary budget?"

Yes. I guess, that comes back to--now that you know the maximum award amount that you have been granted by OJP and you know what items were approved, you can do some minimal reworking of those to make those calculations work out, but you cannot add new items in Phase 2.

Yeah, looks like somebody started a question but hasn't finished the last part of it so I'm just going to wait on that one. If you were going to still go over some other things, you can do that and now we can get back to questions we didn't answer or...

ANGELA WADE: I just was going to talk about the budget summary.

SHANNON MAY: Okay.

ANGELA WADE: So, once you finish completing your budget details for year one, year two, or however many years you're completing it for, if you go to the budget summary tab, it'll show you a breakdown of what you've completed for each budget category for each year. Then you'll have a total amount of what you're requesting for your total budget for. Not just the year and not just each category, but for the total cost of the project, for the total time of the project. If you see--again, I mentioned this earlier, if you see any errors when you're reviewing that budget summary, you will want to go straight to the budget detail and make any corrections there. And again, this budget summary is automatically calculated, which I find very useful. Because in previous years, before we started using this particular Budget Detail Worksheet, you had to manually create this budget summary and a lot of times, our grantees would just totally forget the budget summary. And our--and our goal here is to get your budget reviewed and approved as soon as possible so you could get--work on your program.

SHANNON MAY: Okay. There's one more that relates to the IDC. I think we've somewhat already answered it. But, "we are waiting for our approved IDC, which will increase. Can we revise our budget prior to submission?"

Yes, for those of you who were on the previous webinar, we talked very specifically about how you can go back in and out of GMS to continue to work on your Phase 2 Program Narrative budget, all the documents you have to upload. You can do that as many times as you need to up to the deadline of January 4th. But when you get to a stage where you are finished with your Phase 2 application and want to submit it, you are able to then hit the button instead that says Submit Application. What we need to tell you is, is that by that time, that's your--whenever you decide to submit, that is what we're going to consider your Phase 2 budget. So, if you don't have your approved IDC rates for the next fiscal year, this current fiscal year, you can upload the current one. But you're going to need to do your best to estimate and put in your Budget Detail Worksheet very specifically what the situation is, that you're waiting for it to be redone. But you can--if you know it's already--what the rate's going to be and you just don't have the final paperwork, you certainly can adjust your budget before you submit.

ALLISON TURKEL: And also once you've submitted and now what happens when you submit is, it goes into our review process. Part of that review process is that folks from OCFO review your Budget Detail Worksheet. If in the course of that, period--time period before it's announced to you that now you've received a grant and we don't have the right IDC, what'll happen is you'll have a withholding special condition until you provide

it. So, they may go through and process your budget. It may even be cleared. And it may be fine if you put the amount. But as Shannon mentioned, you may be able to say, it's going up from 23 percent to 25 percent but it's not signed yet. And if we don't receive it in the course of that time period then you'll--your award will still (go) forward. They'll clear your budget, but until you can actually have access to your funds, they'll put on what they called a withholding special condition. So, it's not like do or die, no one's ever going to look at your IDC rate. It just will delay your ability for you to have access to your funds.

SHANNON MAY: Okay. Now, Angie, are there other things that you'd like to go over or would you like us to just go back up to the top and see if we can catch some additional questions?

ANGELA WADE: Let's see if we could catch some additional questions and I'll try to see if I can think of anything that usually jumps out when we're looking at budgets.

SHANNON MAY: Okay. I'm going to go way back up to the top. We got a couple early on that were--and I'm having the hardest time getting this to move, hold on. Okay.

“So the offer letter reduced the categories that included operating costs like office utilities and telephone. How should we proceed?”

So, for any of you who received grant award offers that reduced or eliminated specific items, what you need to do in your Phase 2 budget is when you're filling out the Budget Detail Worksheet, you need to ensure that you did not include any charges that we reduced or eliminated or you put the reduced amount in. And then make sure that your maximum award amount does not go above--or the amount that you're budgeting does not go over the maximum award amount that you were given in your grant award offer.

ALLISON TURKEL: Yeah, and [INDISTINCT] just to add in a little bit about that. For some folks, and we understand it was sort of a foible of the preliminary budget form, but folks just bunched a lot of things together at a very high rate just into the other category without any explanation as to what things were. So we had to try and figure out what category and what was sort of the going rate for some of those things in context of what it was that was being asked for. So, that--that's why that looks like that. So there probably is money accounted for it. You just have to put it in the right category, at the appropriate rate.

SHANNON MAY: Okay. Next question. “Do we need to have the same level of detail in the Program Narrative as we put in the Budget Detail Worksheet?”

Not exactly. The Budget Detail Worksheet is where you are literally listing every item, how much it's going to cost. Except for that one caveat that Angie covered with the general office supplies, where you don't have to get down to the minutia of every pen and item like that. But generally, you're itemizing every cost. What we want to see in the Program Narrative is a really clear understanding of generally what you're going to do.

So, for example, many applicants to this program requested money in the Other category for emergency support, for emergency supplies, emergency assistance for victims. So, they may have said to us we need \$75,000 or \$100,000 for emergency--to meet the emergency needs of our victims and that's all the Program Narrative said. Some of you will see that we reduced the amount you asked for because it was completely difficult and hard for us to tell, is that reasonable? Is that justified? We don't know how many people that covers. We don't know what kind of assistance you're talking about. So, in your Budget Detail Worksheet, you'll be giving very, very clear guidance of all those expenses you expect to pay out to victims or to provide to victims. But in your Program Narrative, we would want to see some type of assessment such as we expect to provide rental assistance at the cost of \$800 per month to five victims a year at approx., you know, for approximately 2 years each or whatever that might be. Your Budget Detail Worksheet is really like the calculations where we see your work, we see how you calculated. The Program Narrative needs to include enough detail that even without looking at your budget, we generally know very clearly what you're planning to do.

ANGELA WADE: And just to piggyback off that, keep in mind that the individuals that are reviewing your budget in the OCFO are all finance people. They have no knowledge of what's going on with the program. They're strictly finance. So, financially, they need to be--to understand exactly what you're requesting. And I always like to recommend that you find someone within your organization that's not familiar with the program read through your budget narrative to see if it actually makes any sense to them.

ALLISON TURKEL: Good idea.

SHANNON MAY: Very good idea.

Okay. We have a question that goes back to travel. "Non-grant funded personnel training is not put in the travel section, correct? Only personnel that the grant pays for."

I just want to clarify for everybody. If you're talking about a consultant that you are hiring, say, to do a needs assessment for you and that consultant will need to travel; correct. You do not put that in the travel category. You put it under Consultant Travel in the section that Angelie--Angie is...

ANGELA WADE: I'm scrolling up to it right now.

SHANNON MAY: And she's going to show it on the screen in a second so you can see where that is. However, we also want you to know in some cases, you can provide travel to people who are not grant-funded positions, given the circumstances of your award. So we don't want in any way imply that nobody can travel if they want your grant-funded personnel because we, in some cases, offer that based on your request.

ANGELA WADE: But keep in mind also, as we mentioned before, you need to just make sure you let us know that they aren't funded by the grant because we're automatically going to look for the names that we see in personnel. So you need to make sure you include that in your narrative.

SHANNON MAY: Okay. We have a question. "If we have two FTEs of the same position, (i.e., two case managers), do we have two lines in Fringe for each FTE or can we have one row since it's the same position title?"

ANGELA WADE: For FTEs, even for Fringe Benefits, list them out separately, please.

SHANNON MAY: Okay. And we're just looking through questions here. I'm scrolling down through the ones we've already answered, looking for any we haven't. So, give us one second.

This is a person who'd like the answer clarified one more time. "Can a \$100,000 procurement contract be sole-sourced?"

ANGELA WADE: A \$100,000 procurement contract can be sole-sourced without prior approval, because it falls under the \$250,000 sole source threshold.

SHANNON MAY: We also had a question from somebody that didn't appear to continue all the way. So, I'm going to give you the gist of the question but this is going to be somebody who's going to need--or maybe they--hold on, hold on. So, what--we have to look to--in two different places to see the full question.

Essentially, they're saying that "in the Phase 2 letter, it was stated that your requested amount of funding has been changed. The following items have been reduced or eliminated, and then they list some equipment and indirect costs." And I believe what they're saying is they didn't budget the amount indicated in Phase 1 for the amount that we were saying it was reduced.

So, what I'm going to ask that person to do--thank you for writing that in, we're going to need to look at your very specific situation and re-open up your grant application. So, if you could please email the specifics in that question to us at--oh, I just blanked, at [ovctribalsetaside@ojp.usdoj.gov](mailto:ovctribalsetaside@ojp.usdoj.gov). We say it a hundred times a day but it's all one word, no spaces, no capitalization, [ovctribalsetaside@ojp.usdoj.gov](mailto:ovctribalsetaside@ojp.usdoj.gov). And we'll respond to you on that specific question.

Okay. "If there wasn't any salary included for oversight or supervision in the Phase 1 budget, can it be added in the Phase 2 budget?"

Unfortunately, it cannot in this specific grant program and the reason for that is this unique two-phase approach that we're using makes it a little bit different than typical grants if you're used to having that happen in other grants. So, at this stage,

unfortunately, the money has been obligated and in Phase 2 you cannot add anything additional to what you were approved for in Phase 1.

“Our award offer letters said to revise the Program Narrative to provide additional explanation and a breakdown of the funding requested for certain categories. Will this detailed budget suffice or do we also need to break it down in a new Program Narrative?”

We are going to have you do it in both places. Part of the reason is what Angie mentioned, the financial folks are looking very closely at financial-related information and the justification for those finances, the programmatic staff at OVC that will be reviewing your Phase 2 applications are looking at it from a slightly different perspective. And even though we're all looking at everything, we would like it in both places. If your grant award offer said that in Phase 2 you need to revise your Program Narrative, you need to go in and revise your Program Narrative even if you're providing detail in the detail worksheet about exactly how you got to the cost. We need you to do whatever we've asked you to do in your Program Narrative because sometimes it comes down to not just the dollar figure but the justification, the explanation of why you need it. Not so much the explanation of how much it will cost, which you'll do in the budget, but the explanation of why it's needed is what the programmatic staff's going to be looking for. So, follow the guidance in your award offer letter.

Next question was, "We were awarded only one staff person, an advocate. We would like to have a volunteer advisory committee and fund their travel and seminars. Can we do this?"

Again, it sounds--unless I'm misinterpreting your question, it sounds to me like you're asking for travel that was not requested in Phase 1 for that voluntary advisory group. So at this stage, you cannot add anything new to your--to your request in Phase 2.

ALLISON TURKEL: Let me go back for a second. For those you who were not on the webinar last week, although this information is in your letter and in your second letter that was sent out to folks. If you're revising your Program Narrative, if you've been instructed to revise your Program Narrative, you leave the Program Narrative fully in that you have there. The only piece in your Program Narrative you need to revise is the project design and implantation description section, and you will upload a new document that is called Phase 2 Program Narrative. So, don't go in and try and change the one you had or delete the one that you submitted. You're going to add a new document called Phase 2 Program Narrative.

SHANNON MAY: And, folks, you'll see that Mary Jo, here is uploading the address that you can send questions to if you have specific questions that are very unique to your own application. So, she just put that address in. Okay.

Next question. "Our personnel total included new grant-funded positions, as well as 5 percent of the program director. The program director is not discussed in the narrative. Is this considered a new expense and that's not allowed?"

Yeah. I think that's another one where we're going to have to look at your application to be clear on what it was that we saw when we made the approval and we'll look at your grant award offer letter to clarify. So please go ahead and send that question to [ovctribalsetaside@ojp.usdoj.gov](mailto:ovctribalsetaside@ojp.usdoj.gov) which is also being included in the Q&A section for you to see.

MARY JO GIOVACCHINI: Actually, it will be included in the chat section.

SHANNON MAY: Okay.

MARY JO GIOVACCHINI: One second.

SHANNON MAY: In a second, it's going up the chat.

ALLISON TURKEL: I think it's at the end of the PowerPoint. Isn't it?

MARY JO GIOVACCHINI: It should be there, too, I think.

SHANNON MAY: Okay. We have the next question. "Our budget is pretty much the same from year to year. Is there a way to copy year one to years two through five without re-entering every item individually?"

And the very first thing I want to say about that before I let Angie answer the technical question is, nobody should be entering any, any, any expenses for years four or five. This tribal grant program is a 3-year program, and so you will have expenses showing for years one, two, and three, or less than that if for whatever reason you're not proposing a 3-year project. So, as far as the technical question of can you copy and paste or transfer, I'll let Angie answer it.

ANGELA WADE: You're able to copy and paste using the Excel functions, yes.

SHANNON MAY: So, you'll still probably have to do some of it, section by section or line by line?

ANGELA WADE: Yeah.

SHANNON MAY: But you can't copy them--all of year two and paste it in?

ANGELA WADE: Yes.

SHANNON MAY: Okay. All right. This is a question about does this fall on the Other Costs category and, again, it may be somewhat variable depending on the situation but



they're asking about "insurance, licenses, and fees for vehicles." So, all vehicle-related but insurance, license, and fees for vehicles.

ANGELA WADE: So, those are all items that could either go on Procurement or Other. I would just say when you come across those items, just use your best judgment.

SHANNON MAY: Okay. Good. Okay. And since we have about five minutes, we still have questions coming in. Here's the next one, "Is there an example of the detailed budget worksheet for the emergency line, rent, etc., and where in the budget worksheet would that be entered?"

So, there's not a specific example that shows how you might record individual costs for emergency assistance for victims. But I'll let Angie weigh in about typically, like if a tribe wanted to provide emergency rental assistance to five victims of domestic violence each year and needed to pay their rent. Where would they record that in the Budget Detail Worksheet?

ANGELA WADE: That would definitely go on Other.

SHANNON MAY: Okay. So, as of right now we're pretty sure--we did ask one or two of you to email us directly, but we're pretty sure we've gotten to all these questions. We do have just two or three minutes left. And in fact, if we don't get any quickly, we're going to turn it back over to Allison so she can give you some final email--or sorry, places that you can go, some contact information where you'll be able to go for additional help.

ALLISON TURKEL: Unfortunately, my WebEx is not...

SHANNON MAY: Me, too.

ALLISON TURKEL: ...responding. Mary Jo, do you want to put it up on yours?

MARY JO GIOVACCHINI: Yes. I'll be happy to do that. Can you--you should be able to see where we're at.

ALLISON TURKEL: I got nothing.

ANGELA WADE: You can look at mine.

SHANNON MAY: Yeah.

ALLISON TURKEL: I'm going to look at Angela's.

Okay. Thank you. Okay. So, let me just go back up here for a sec, make sure we have—alright. Good. Okay. As I mentioned, we did put up new FAQs about two weeks ago and you'll see the URL there. You could also just go, and if you put Phase 2--OVC Tribal-Set Aside Phase 2 FAQs in Google, that is what'll come up. You'll get that URL

and it'll take you to a whole bunch of questions and their answers, as well as in the second letter that we send everyone. There's a lot of questions--a lot of questions answered, and URLs for other things like the DOJ Financial Guide that Angie mentioned, and also the grants help page which also has a lot of information for you.

Some final tips and reminders, don't wait until January 4th to submit your application. Folks, who--if you have program staff on here and your financial staff were not on this, again, this webinar will be posted in about 10 days. It's usually a little faster. But if they're not familiar with using this worksheet, you may want them to take a look with you also. And we really do think--as Angie said, we are the programmatic people here at OVC and OCFO are the financial folks so they're really looking with a financial eye and that's what this Budget Detail Worksheet is. But they also need to link it so they need you--that's why there's a summary place. What is this? It just can't be numbers.

Make sure when you fill out your application that you have all of the required documentation that is in your offer letter. in the solicitation, in the second letter we sent you that you have covered everything. So that it's uploaded before you hit that Submit button. As you're adding documents into your GMS page, you will be able to save it. You'll just hit Save. And until you hit Submit, it's still open, and you're going to be able to add to it.

Here's the--help information is here. We have NCJRS and their information. If you need help with your FCQ or with--by the way, I'll mention if you're--or on the first webinar but those of you weren't, some folks did have FCQs. Make sure you go in and look at them because some of them were uploaded and they're blank, so they need to be filled in and accurate. That's another financial document that gets reviewed, so make sure that that has the right information in it. Do not print it, sign it, and scan it. That will not work. A scan is a photograph and GMS does not recognize photographs so make sure you follow the directions. And if you need any help, the GMS Help Desk Information is there and they're always available.

And we've gone through the questions and answers that we had for the day. And we thank you all so much for applying, signing on, and listening for the webinar. We're very excited about what you're all going to do with this funding and how we're going to really, we think, change the course of history really for our victims of crime in your communities. So, here is where there's other sources that you may need and be helpful. And of course, you have multiple ways to reach us if you need assistance. Thank you all so much for being with us today.

SHANNON MAY: Thanks, everyone.

ALLISON TURKEL: And, thank you, Angie.

ANGELA WADE: Thank you.

SHANNON MAY: Thank you so much, Angie.