



Department of Justice  
FY-2018  
Coordinated Tribal Assistance Solicitation  
(CTAS)

Purpose Area #1 (COPS Office):  
Improving Public Safety  
Within the  
Tribal Community

# COPS

## Purpose Area #1

Tribal Hiring Grant Program  
and  
Tribal Resources Grant Equipment/Training

# What is New in FY 2018 for PA # 1?

- \* Project abstracts for each purpose area are required for FY 2018.
- \* Applicants must budget to attend one meeting in Washington D.C. for the required DOJ CTAS training/orientation.
- \* Demographic form is applicable to PA1 applicants.
- \* Addressing human trafficking as a goal and objective.
- \* Overtime expenses for sworn officers engaging in community policing.

# What is New in FY 2018 for PA # 1?

- \* Point of Contact information should be completed within the Budget Detail Worksheet
- \* No prescribed form of documentation will be required for the tribal resolution.
- \* Deadline to contact the Response Center for alternative means for an application submission is February 15, 2018.

# Program Goals

- \* To proactively address the most serious law enforcement needs, to implement or enhance community policing strategies, and to engage in strategic planning.
- \* To increase the capacity of Tribal law enforcement agencies for safer communities, to enhance Tribal law enforcement's capacity to prevent, solve and control crime, engage in anti-methamphetamine activities, and address human trafficking.

# Eligibility

- \* Applicants are limited to federally-recognized Indian Tribal governments, as determined by the Secretary of the Interior. This includes Alaska Native villages and Tribal consortia consisting of two or more federally-recognized Indian Tribes.
- \* Applicants must have an established law enforcement agency that is operational as of March 20, 2018, which is the close of this application, or receive services through a new or existing contract for law enforcement services with the Bureau of Indian Affairs (BIA) or a state or local agency.

# Funding Amounts and Deadlines

- \* Solicitation opened January 3 2018 and Closes: March 20 2018.
- \* \$20 Million- Approximately 50 Awards length of an award is 3 years or 36 months.
- \* Awards will be capped based on the following:
  - \* Sworn Force of 1-9 Up to \$300,000
  - \* Sworn Force of 10-19 Up to \$600,000
  - \* Sworn Force of 20 or more Up to \$1,000,000

# Hiring Allowable Costs

- \* Approved entry-level salaries and fringe benefits of newly hired **OR** rehired full-time sworn career law enforcement officers including Village Public Safety Officers.
- \* Background investigations for newly hired officers.
- \* Positions may be requested specifically to address methamphetamine issues.



# Equipment Allowable Costs

- \* **Equipment**: Law enforcement equipment, uniforms, bullet-proof vests, basic-issue equipment, and police vehicles such as police cars, SUVs, ATVs, and boats.
- \* **Technology** :Computers hardware and software, mobile data terminals, radio upgrades, dispatch and communication systems.
- \* **Training** : Law enforcement training, such as basic, comprehensive or specialized police training at state academy or the Indian Police Academy in Artesia NM, as well as community policing, computer, crime reporting (e.g. NIBRS), to include anti-methamphetamine training and human trafficking training.

# Equipment Allowable Costs

- \* **Travel:** Airfare, lodging, and mileage reimbursement for meeting or training costs, related to purpose area activities, including costs associated with DOJ required training and anti-methamphetamine training.
- **Anti-Methamphetamine Activities:** Meth Coordinator position only and public awareness campaigns.
- Overtime costs for sworn officers.

# Budget Info...

- \* Using the budget template is highly recommended.
- \* If applying for indirect costs, clearly state what the indirect costs is being applied to and submit support documentation.
- \* Breakout the fringe benefits.

# Budget Review

## **CTAS BUDGET REVIEW** **for Purpose Area 1**



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**A LOOK**  
*at the*  
**BUDGET**

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# Available Reference Material

## Reference Material

FY 2018 DOJ Coordinated Tribal Assistance Solicitation

<https://www.justice.gov/tribal/page/file/1021711/download>

Purpose Area 1—FY 2018 Allowable/Unallowable Costs List

<https://www.justice.gov/tribal/page/file/1019461/download>

Purpose Area 1—FY 2018 FAQs pages 21-28

<https://www.justice.gov/page/file/1019471/download>

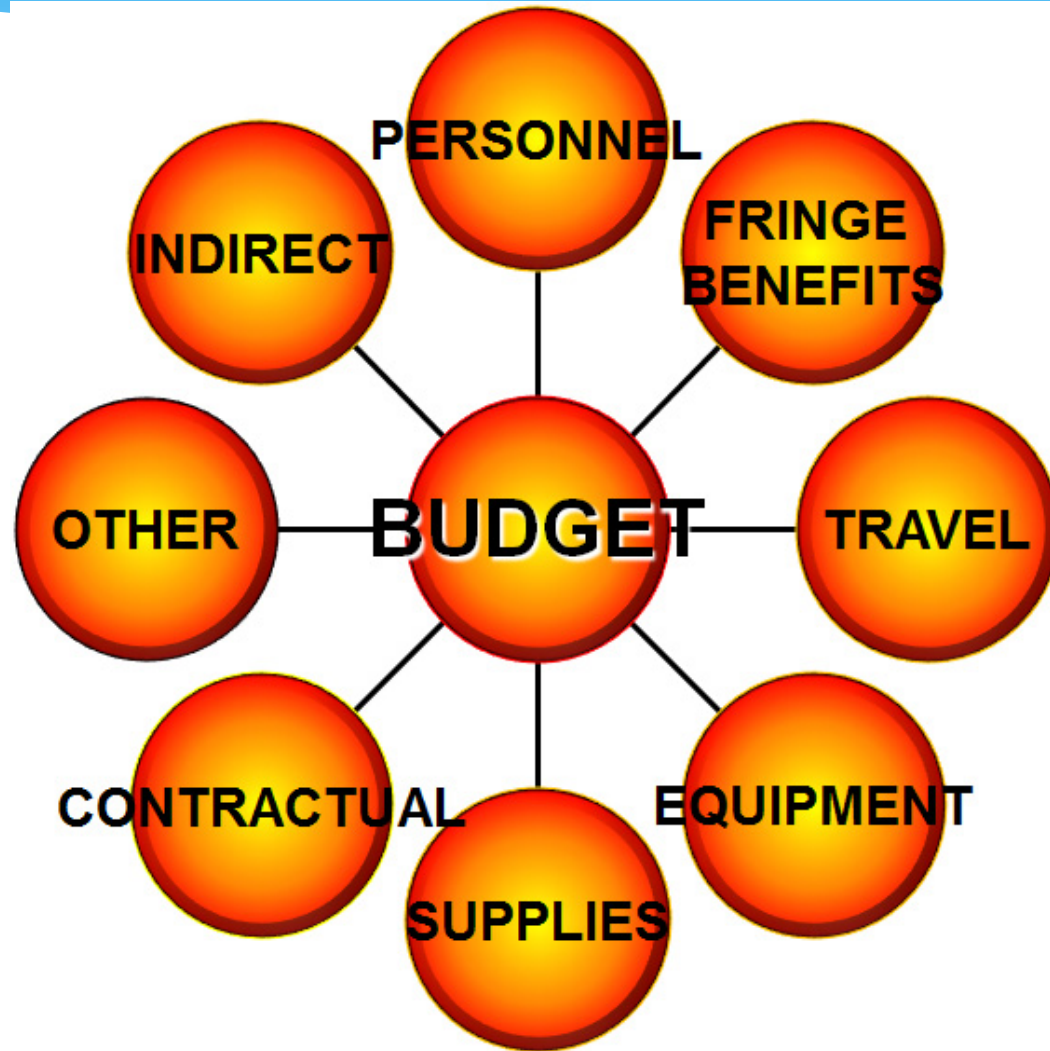
DOJ Grants Financial Guide

<https://ojp.gov/financialguide/DOJ/index.htm>

Department of Interior – Indirect Cost Services FAQs

<https://www.doi.gov/ibc/services/finance/indirect-cost-services/faqs>

# Budget Detail Worksheet



# Budget Detail Worksheet

- \* **Budget Detail Worksheet for Purpose Area #1:**
- \* Note: The Purpose Area 1 CTAS budget detail worksheet was redesigned to be more user-friendly and to reflect software updates. Most notably, you will find more instructional language throughout the worksheet. Just look for the little red triangles and hover your mouse pointer over top of the triangle. There are numerous areas on the budget worksheet that have helpful information at your fingertips. You are strongly encouraged to use the workbook when completing your proposed budgets, and fillable versions are available for download. An applicant that chooses to use a different format should ensure that all budget and demographic information requested in the provided workbook is included.

# Budget Detail Worksheet

- \* **Budget Detail Worksheet for Purpose Area #1:**
- \* The Budget Detail Worksheet should provide the detailed computation for each budget line item, listing the total cost of each line item and showing how it was calculated by the applicant. For example, costs for personnel should show the current negotiated annual salary for an entry-level officer with reasonably anticipated increases in year two and year three. In addition, please list the appropriate yearly totals for each allowable fringe benefit that will be paid by the agency for this salary. The Budget Detail Worksheet should present a complete itemization of all proposed costs. There should be a clear link between the activities proposed and the items included in the budget.



# Budget Detail Worksheet

<b>Public Safety and Community Pol</b>		
Program Office		
<i>Note: Non-Federal match is not required for this purpose area but can be provided if a</i>		
<b>A. Personnel</b>		
<b>Add Sworn Position</b>	<b>Add Civilian Position</b>	<b>Delete Selected Position</b>

	<b>Public Safety and Community Policing</b>
1	
2	Program Office
3	
4	<i>Note: Non-Federal match is not required for this purpose area but can be provided if a</i>
5	<b>A. Personnel</b>
6	<b>Add Sworn Position</b>
33	
34	
35	
36	

Select the appropriate button to add Personnel. Combine similar types by increasing the Quantity of personnel for that type. If you are requesting multiple types of Personnel, complete the first selection, then click on the appropriate button to select another type of Personnel. Sworn Officers will be limited to Entry level salaries and corresponding fringe benefits. Meth Coordinators should be based on a reasonable cost for salary and benefits. Enter the number of positions per type selected. All Personnel requests must be for Full-Time employees. Enter the established rate of pay for year one for the type of personnel selected. Enter the estimated rate of pay for year two and year three using reasonable increases for each year. Compensation paid to employees engaged in grant activities must be consistent with what is paid for similar work within the applicant organization. Annual salary should be based on a workload of 40 hours per week. The one year retention period applies to Sworn Officer positions only. A description of each position selected must be given in the Narrative box for this section, along with hourly rate calculations.

# Budget Detail Worksheet

- \* **Budget Narratives for Purpose Area #1:**
- \* Applicants should demonstrate in their budget narratives how they will maximize cost-effectiveness of grant expenditures. The Budget Narrative should thoroughly and clearly describe every expense listed in the Budget Detail Worksheet for each category. DOJ expects proposed budgets to be complete, cost-effective, and allowable. The narrative should correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should also explain how all costs were estimated and how they are relevant to the completion of the proposed project.

# CTAS PA#1 Budget Worksheet

## Section A: Personnel

- \* **Budget Category Descriptions:**

- \* Personnel

- \* Select either Sworn Officer or Civilian Position. Enter the current negotiated annual salary for an entry-level officer with reasonably anticipated increases in year two and year three. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. In the budget narrative, include a description of the responsibilities and duties of each position in relationship to fulfilling the project goals and objectives. All requested information must be included in the budget detail worksheet and budget narrative.

# CTAS PA#1 Budget Worksheet

## Section A: Personnel

A. Personnel											
<a href="#">Add Sworn Position</a>		<a href="#">Add Civilian Position</a>		<a href="#">Delete Selected Position</a>							
Type of Position		Computation									
<i>Sworn Officer</i>		<i>Show annual salary rate &amp; amount of time devoted to the project for each name/position.</i>									
Name/Position <small>Select appropriate position below using drop down arrow.</small>	Sworn Officer Category <small>Select appropriate type for Sworn Officer using drop down arrow.</small>	# of Positions	Rate			Salary	Time Worked (# of years)	%	Total Cost	Non-Federal Contribution	Federal Request
			Year 1	Year 2	Year 3						
Entry Level Sworn Conservation and Wildlife Officer	Rehire officers laid off (from any jurisdiction) as a result of tribal, state, or local budget reductions	1	\$32,000.00	\$33,000.00	\$34,000.00	\$99,000.00	3	100%	\$99,000	\$0	\$99,000

- \* Select the appropriate button to choose Sworn Officer or Civilian Position (civilian can only be a Meth Coordinator).
- \* Enter number of positions requested.
- \* Enter the negotiated annual salary for an entry-level Officer in year 1 with anticipated increases in year two and year three.

# CTAS PA#1 Budget Worksheet

## Section B: Fringe Benefits

### \* Budget Category Descriptions:

#### \* Fringe Benefits

- \* Fringe benefits should be based on actual known costs or an approved negotiated rate by a Federal agency. If not based on an approved negotiated rate, list the composition of the fringe benefit package by individual line items. Fringe benefits are for the personnel listed in the budget category (A) and should be reflective of the benefits that all other employees of the agency receive . All requested information must be included in the budget detail worksheet and budget narrative.

# CTAS PA#1 Budget Worksheet

## Section B: Fringe Benefits

<b>B. Fringe Benefits</b>	<b>Does Salary include Sick Leave? Choose One</b>			<b>Does Salary include Vacation Time? Choose One</b>					
<b>Type of Benefit</b>	<b>Computation</b>								
<i>List each grant-support fringe benefit that is provided to the grant-funded position.</i>	<i>Show the basis for computation.</i>								
	<b>Base</b>			<b>Rate</b>			<b>Total Cost (Per Position)</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>			
Social Security	\$1,984	\$2,046	\$2,108	6.20%	6.20%	6.20%	\$6,138	\$0	\$6,138
Medicare	\$464	\$479	\$493	1.45%	1.45%	1.45%	\$1,436	\$0	\$1,436
Health Insurance	\$8,960	\$9,240	\$9,520	28.00%	28.00%	28.00%	\$27,720	\$0	\$27,720
Life Insurance	\$640	\$660	\$680	2.00%	2.00%	2.00%	\$1,980	\$0	\$1,980
Vacation	\$0	\$0	\$0	0.00%	0.00%	0.00%	\$0	\$0	\$0
Sick Leave	\$0	\$0	\$0	0.00%	0.00%	0.00%	\$0	\$0	\$0
Retirement	\$3,840	\$3,960	\$4,080	12.00%	12.00%	12.00%	\$11,880	\$0	\$11,880
Worker's Compensation	\$1,280	\$1,320	\$1,360	4.00%	4.00%	4.00%	\$3,960	\$0	\$3,960
Unemployment Insurance	\$320	\$330	\$340	1.00%	1.00%	1.00%	\$990	\$0	\$990
Other (Please specify in Narrative field below)	\$1,280	\$1,320	\$1,360	4.00%	4.00%	4.00%	\$3,960	\$0	\$3,960
<b>Number of Positions: 1</b>	<b>Total Fringe (All Positions)</b>						\$58,064	\$0	\$58,064

**Personnel Salary & Fringe Benefits Narrative**

Base salary for an entry-level Officer is \$32,000, with \$1,000 increase each year. The Agency cost for approved fringe benefits are listed above. The "Other" cost line includes Prescription Drugs @ 2% (\$640) and Vision Insurance @ 2% (\$640).

# CTAS PA#1 Budget Worksheet

## Section B: Fringe Benefits

<b>Does Salary include Sick Leave?</b>		<b>Choose One</b> ▾	<b>Does Salary include Vacation Time?</b>		<b>Choose One</b>
not-funded		Choose One Yes No	<b>Computation</b>		
			Show the basis for computation.		

Life Insurance		\$040	\$000	\$000
Vacation				
Sick Leave				
Retirement				

**Do not enter an amount here if your agency allows for accrual of hours to use as Vacation. Please select Yes or No to the question above that asks "Does Salary include Vacation Time?"**

- \* You must answer the two questions at the top of the fringe benefits chart. "Yes" means that you allow vacation & sick leave time to be accrued as part of your salary. If you answer "Yes", do not enter separate amounts on the line items for Vacation or Sick Leave.

# CTAS PA#1 Budget Worksheet

## Section C: Travel

- \* **Budget Category Descriptions:**

- \* Travel/Training

- \* Describe the purpose of each travel request in reference to the project objectives. Show the basis of computation. Show the number of trainees and the unit costs involved. Identify the location of travel, if known; or if unknown, indicate "to be determined." Indicate whether applicant's formal written travel policy or the Federal Travel Regulations are followed.



# CTAS PA#1 Budget Worksheet

## Section C: Travel

<b>C. Travel</b>									
<b>Event Title</b> <small>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</small>	<b>Location</b> <small>Indicate the location of the event</small>	<b>Item Narrative</b>	<b>Type of Expense</b> <small>Registration, Hotel, airfare, per diem</small>	<b>Computation</b> <small>Compute the cost of each type of expense X the number of people traveling.</small>					
<b>Add Travel Expense</b>	<b>Delete Travel Expense</b>		<b>Type of Expense</b>	<b>Cost Per Staff</b>	<b>Duration or Distance (text only)</b>	<b># of Staff</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
Title	Any Town	Training	Registration:	\$0.00		2	\$2,000	\$0	\$2,000
			Transportation:	\$500.00					
			Lodging:	\$300.00					
			Per Diem:	\$200.00					
<b>Total</b>							\$2,000	\$0	\$2,000
<b>Travel Narrative</b>								Add Additional Narrative Text	
Explain what, where, and how much for each item requested above.									

# CTAS PA#1 Budget Worksheet

## Section C: Travel

### \* Budget Category Descriptions:

- \* Travel
- \* Click on the appropriate button to Add or Delete a Travel/Training request. Refer to the Allowable Costs list for guidance on what type of training can be requested.
- \* Enter the name of the training course and the location of travel, if known; or if unknown, indicate "location to be determined."
- \* Enter the total costs for estimated expenses for 1 staff in the "cost" column, and identify the total number of staff traveling in the "# of staff column".

# CTAS PA#1 Budget Worksheet

## Section C: Travel

### \* **Budget Category Descriptions:**

- \* Travel (continued)
- \* All requested information must be included in the budget detail worksheet and the budget narrative should provide greater details about the items that you have requested.
- \* Describe the purpose of each travel request in reference to the project objectives. Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence).
- \* Indicate whether applicant's formal written travel policy or the Federal Travel Regulations are followed.
- \* Note: Travel expenses for consultants should be included in the “Consultant Travel” data fields under the “Subawards (Subgrants)/Procurement Contracts” category.

# CTAS PA#1 Budget Worksheet

## Section D: Equipment

### \* Budget Category Descriptions:

#### \* Equipment

- \* Law enforcement equipment can include, bullet-proof vests, basic-issue equipment, and police vehicles, such as police cars, SUVs, ATVs, boats, (as needed for law enforcement purposes and anti-methamphetamine activities); technology such as computer hardware and software, mobile data terminals, narrow-band radio upgrades, and dispatch and communication systems.
- \* Applicants who do not already have an information gathering system compatible with the FBI Uniform Crime Reporting (UCR) system are encouraged to apply for funds to pay for National Incident-Based Reporting System (NIBRS)/UCR compliant crime data systems.

# CTAS PA#1 Budget Worksheet

## Section D: Equipment

<b>D. Equipment</b>						
<b>Item</b> <small>List and describe each item of equipment that will be purchased</small>	<b>Item Narrative</b>	<b>Computation</b> <small>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</small>				
<b>Add Equipment</b>	Delete Selected	<b># of Items</b>	<b>Cost</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
Vehicles w/ accessory package	Patrol Cars	2	\$52,000	\$104,000	\$0	\$104,000
Communication System	Comm System	1	\$26,000	\$26,000	\$0	\$26,000
Computers	Mobile Data Terminals	2	\$4,500	\$9,000	\$0	\$9,000
<b>Total</b>				\$139,000	\$0	\$139,000
<b>Equipment Narrative</b>					Add Additional Narrative Text	
Explanations and descriptions						

# CTAS PA#1 Budget Worksheet

## Section D: Equipment

- \* Click on the appropriate button to Add Equipment or Delete a request. Enter the Equipment costs accordingly for each line item selected.
- \* Indicate whether your organization will use their own capitalization policy for classification of equipment.
- \* The Federal threshold for non-expendable items is defined as having a useful life of more than one year with a fair market value (FMV) of \$5,000 or more.
- \* Provide greater details about the items that you have requested in the Narrative section at the end of each Category.

# CTAS PA#1 Budget Worksheet

## Section E: Supplies

### \* **Budget Category Descriptions:**

#### \* Supplies

- \* Expendable items costing less than \$5,000 should be included in the "Supplies" category.
- \* List items by type (standard issued apparel, uniforms, accessories, binoculars, books, hand held tape recorders etc.) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.
- \* All requested information must be included in the budget detail worksheet and budget narrative.

# CTAS PA#1 Budget Worksheet

## Section E: Supplies

<b>E. Supplies</b>						
<b>Supply Items</b> <i>Provide a list of the types of items to be purchased with grant funds.</i>	<b>Item Narrative</b>	<b>Computation</b> <i>Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.</i>				
<input type="button" value="Add Supply"/>	<input type="button" value="Delete Selected"/>	<b># of Items</b>	<b>Cost</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
Basic Issue Uniforms	Dress Blues	10	\$400.00	\$4,000		\$4,000
Hand Held Radios	Mobile Radios	10	\$200.00	\$2,000		\$2,000
<b>Total</b>				\$6,000	\$0	\$6,000
<b>Supplies Narrative</b>					Add Additional Narrative Text	
Explanations and descriptions						



# CTAS PA#1 Budget Worksheet

## Section E: Supplies

- \* Include expendable equipment items costing less than \$5,000 with a useful life of less than one year.
- \* Provide greater details about the items that you have requested in the Narrative section at the end of each Category.

# CTAS PA#1 Budget Worksheet

## Section F: Construction

- \* Budget Category Descriptions:
  - \* Construction
- \* Not Applicable to COPS grants

# CTAS PA#1 Budget Worksheet

## Section G: Contracts

### \* Budget Category Descriptions:

- \* Subawards (Subgrants) / Procurement Contracts
- \* **Procurement contracts** (see “Contract” definition at 2 CFR 200.22): Provide a description of the product or service to be procured by contract and an estimate of the cost. Indicate whether the applicant’s formal, written Procurement Policy or the Federal Acquisition Regulation is followed. Applicants are encouraged to promote free and open competition in awarding procurement contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold set in accordance with 41 U.S.C. 1908 (currently set at \$150,000).

# CTAS PA#1 Budget Worksheet

## Section G: Subawards

### \* Budget Category Descriptions:

#### \* Subawards (Subgrants) / Procurement Contracts

- \* **Subawards** (see “Subaward” definition at 2 CFR 200.92): Provide a description of the Federal award activities proposed to be carried out by any subrecipient and an estimate of the cost (include the cost per subrecipient, to the extent known prior to application submission). For each subrecipient, enter the subrecipient entity name, if known. Please indicate any subaward information included under budget category G. Subawards (Subgrants)/Procurement Contracts by including the label “(subaward)” with each subaward entry.

# CTAS PA#1 Budget Worksheet

## Section G: Contracts/Subawards

### G. Subawards (Subgrants)/Procurement Contracts

#### Subawards (Subgrants) or Procurement Contracts

*Procurement contracts: Provide a cost estimate for the product or service to be procured by contract.*

*Subawards (Subgrants): Provide a cost estimate for activities to be carried out by subrecipients.*

Item	Item Narrative	Computation			
<p><i>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).</i></p> <p><i>Subawards (Subgrants): Provide a description of the activities to be carried out by subrecipients. Include "(subaward)" label for each "Subawards (Subgrants)" entry.</i></p>		<i>Compute the cost (e.g Cost-Non-Federal Contribution)</i>			
Add Item	Delete Selected		<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
			\$0	\$0	\$0
<b>Total</b>			\$0	\$0	\$0

# CTAS PA#1 Budget Worksheet

## Section G: Consultants

### \* Budget Category Descriptions:

- \* Subawards (Subgrants) / Procurement Contracts
- \* **Consultant Fees:** For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees **in excess** of the DOJ grant-making component's maximum rate for an 8-hour day (currently \$650 for OJP, OVW, and COPS Office) require additional justification and prior approval from the respective DOJ grant-making component. All requested information must be included in the budget detail worksheet and budget narrative.
- \* Travel expenses for consultants should be included in the "Consultant Travel" data fields under the "Subawards (Subgrants)/Procurement Contracts" category

# CTAS PA#1 Budget Worksheet

## Section G: Consultants

Consultant Fees										
<i>For each consultant enter the name (if known), service to be provided, hourly or daily fee (based upon an 8-hour day), and estimated length of time on the project.</i>										
Consultant Name/Title		Consultant Services Provided			Computation					
Add Fee	Delete Selected				Daily Rate	Number of Days	Total Cost	Non-Federal Contribution	Federal Request	
<b>Total</b>							\$0	\$0	\$0	
Consultant Travel										
<i>List all travel-related expenses to be paid from the grant to the individual consultants (e.g., transportation, meals, lodging) separate from their consultant fees.</i>										
Event Title		Location	Type of Expense		Computation					
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>		<i>Indicate the location of the event</i>	<i>Hotel, airfare, per diem</i>		<i>Compute the cost of each type of expense X the number of people traveling.</i>					
Add Travel Expense	Delete Travel Expense				Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
<b>Total</b>							\$0	\$0	\$0	
Consultant Expenses										
<i>List all expenses to be paid from the grant to the individual consultants separate from their consultant fees and travel expenses (e.g., computer equipment and office supplies).</i>										
Consultant Name/Title		Item			Computation					
Add Expense	Delete Selected				Cost	Total Cost	Non-Federal Contribution	Federal Request		
<b>Total</b>							\$0	\$0	\$0	

# CTAS PA#1 Budget Worksheet

## Section H: Other Costs

### \* Budget Category Descriptions:

- \* Other Costs
- \* List items (e.g., Overtime, Background investigations, reproduction, janitorial or security services, and investigative or confidential funds) by type and the basis of the computation.
- \* List any item that cannot be classified as Equipment or Supplies.
- \* All requested information must be included in the budget detail worksheet and budget narrative.



# CTAS PA#1 Budget Worksheet

## Section H: Other Costs

### \* Budget Category Descriptions:

#### \* Other Costs (Continued)

- \* Overtime will be listed as a single line item entry in the “Other Costs” category labeled “Overtime” for the entire eligible amount of overtime that you are requesting.
- \* This amount includes your hourly overtime rate as well the corresponding eligible fringe benefits.
- \* Review the chart for maximum allowable costs for overtime, and keep in mind the potential effect of overtime on indirect costs as that may limit your potential buying power.

# CTAS PA#1 Budget Worksheet

## Section H: Other

<b>H. Other Costs</b>				
Description <i>List and describe items that will be paid with grants funds.</i>	Item Narrative	Computation		
<div style="display: flex; justify-content: space-between; width: 100%;"> <div style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 10px;">Add Other Cost</div> <div style="border: 1px solid #ccc; padding: 2px 5px;">Delete Selected</div> </div>		<i><b>Total Cost</b></i>	<i><b>Non-Federal Contribution</b></i>	<i><b>Federal Request</b></i>
				\$0
<b>Total</b>		\$0	\$0	\$0
<b>Other Costs Narrative</b>			Add Additional Narrative Text	

# CTAS PA#1 Budget Worksheet

## Section I: Indirect Costs

- \* **Budget Category Descriptions:**

- \* Indirect Costs

- \* Indirect costs are allowed only if: a) the applicant has a current, federally approved indirect cost rate; or b) the applicant is eligible to use and elects to use the “de minimis” indirect cost rate described in 2 C.F.R. 200.414(f).

# CTAS PA#1 Budget Worksheet

## Section I: Indirect Costs

### \* Budget Category Descriptions:

#### \* Indirect Costs (continued)

- \* An applicant with a current, federally approved indirect cost rate must attach a copy of the rate approval, (a fully-executed, negotiated agreement). If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories. (Applicant Indian tribal governments, in particular, should review Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals regarding submission and documentation of indirect cost proposals.) Narrative for any indirect costs should clearly state which direct costs the indirect cost agreement is being applied to. All requested information must be included in the budget detail worksheet and budget narrative.

# CTAS PA#1 Budget Worksheet

## Section I: Indirect Costs

### \* **Budget Category Descriptions:**

#### \* Indirect Costs (continued)

- \* In order to use the “de minimis” indirect rate an applicant would need to attach written documentation to the application that advises DOJ of both the applicant’s eligibility (to use the “de minimis” rate) and its election. If the applicant elects the de minimis method, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. In addition, if this method is chosen then it must be used consistently for all federal awards until such time as the applicant entity chooses to negotiate a federally approved indirect cost rate.

# CTAS PA#1 Budget Worksheet

## Section I: Indirect Costs

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

# CTAS PA#1 Budget Worksheet

## Section I: Indirect Costs

- \* Enter the current Indirect Cost Rate as listed on the approved negotiated Indirect Cost Rate Agreement.
- \* Enter the amount that will be used as the “base”. Identify the direct costs in the budget that will be excluded from the base as required by the IDC agreement. Use the Narrative section to adequately describe the items that make up the “base”.
- \* Review and understand the Rate Type that has been approved on your indirect cost negotiation agreement in order to apply it correctly to your budget request.

# CTAS PA#1 Budget Worksheet

## Section I: Indirect Costs

- \* What happens if our tribe does not include a current federal approved indirect cost rate at the time of application?
- \* Indirect costs are generally allowed only if the applicant has a current federally approved indirect cost rate. Attach a copy of the federally approved indirect cost rate agreement to the application. Specifically, a copy of your agency's most current, signed, federally approved negotiated indirect cost rate agreement must be included with your application. If the rate agreement is expired at the time of application, then you should be able to demonstrate that negotiations with the Interior Business Center for a current rate are in progress. An award recipient without an approved federal indirect cost rate will be unable to recover funds budgeted for indirect costs until a rate is approved. The recipient will need to provide the awarding office with an updated agreement in order to begin recovering funds for indirect costs.



# CTAS-FY 2018 COPS Points of Contact

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# Questions



**Remember**

**Deadline is**

**March 20, 2018**

**9:00 p.m. Eastern Time**