



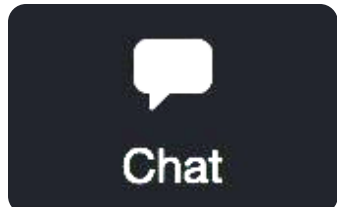
Strategies for Success: Navigating the Budget Clearance Process

Tuesday, November 19th, 2024

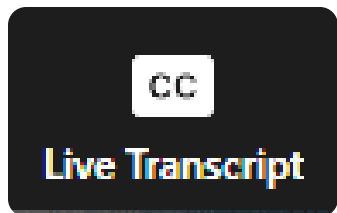
Zoom Overview



Enter your webinar questions into the Chat.



Watch the Chat for links to the handouts and messages from the webinar organizers.



Click to view subtitles or a real-time transcript of the webinar.

Presenters



Tara Kay Wolfe

Financial Specialist, FMRC

Lawrence, KS



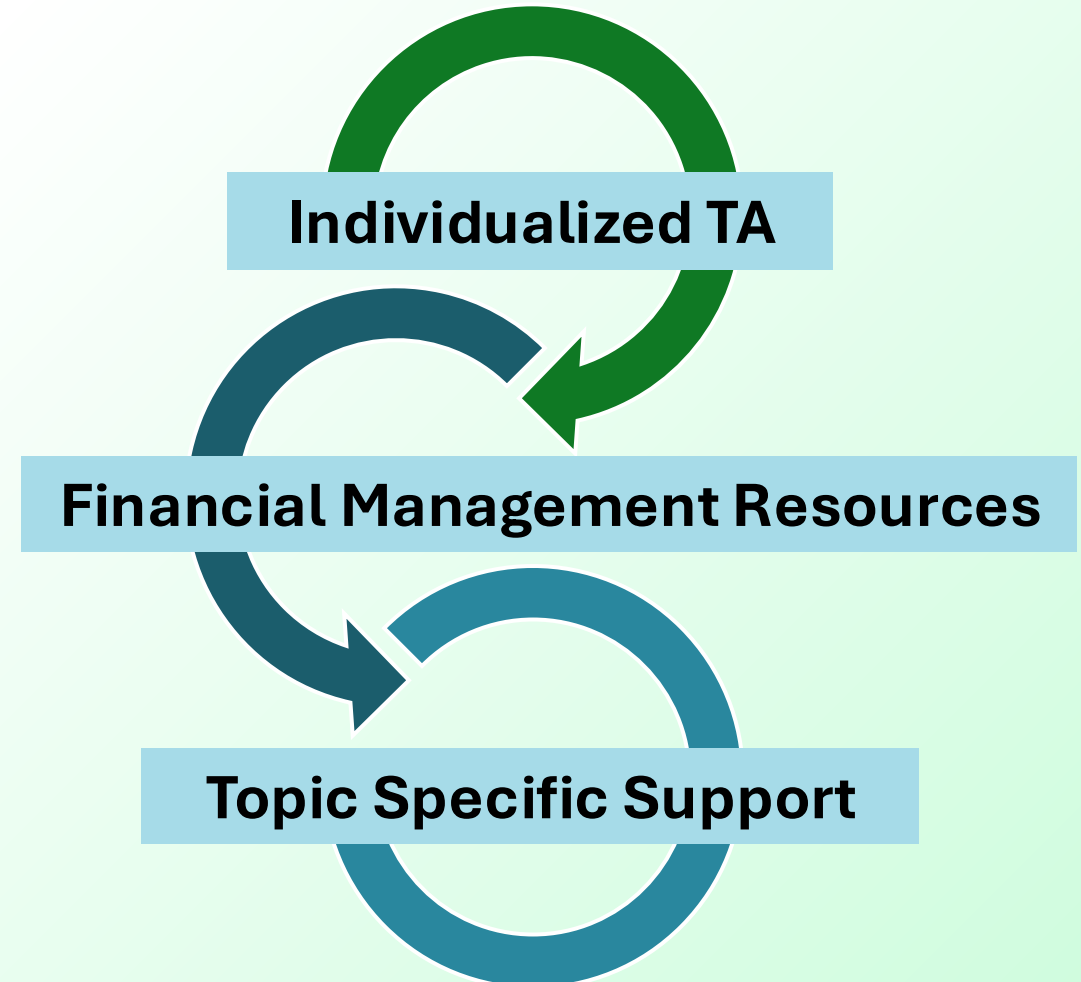
Kyle Wade

Financial Specialist, FMRC

Lexington, KY

FMRC: Your Grants Financial Management Partner

- ▶ Individualized financial assistance supports grant compliance
- ▶ Financial specialists **build relationships** throughout the award life cycle
- ▶ Need-based TTA delivered **virtually or onsite**
- ▶ **Topic specific** training, tools and resources



Learning Objectives

- ▶ Review the budget clearance and change request process.
- ▶ Learn how to overcome common challenges such as internal communication, role assignment, and budget discrepancies.
- ▶ Learn best practices for maintaining accurate grant award roles and responsibilities within your entity.
- ▶ Receive a compilation of critical resources to support you through the process.



Getting Started

Login to JustGrants



THE UNITED STATES
DEPARTMENT *of* JUSTICE

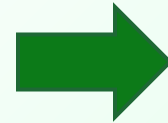
Sign In

Email Address

Remember me

Next

Need help signing in?



GAM

JustGrants Role Assignments

Entity
Administrator

Authorized
Representative

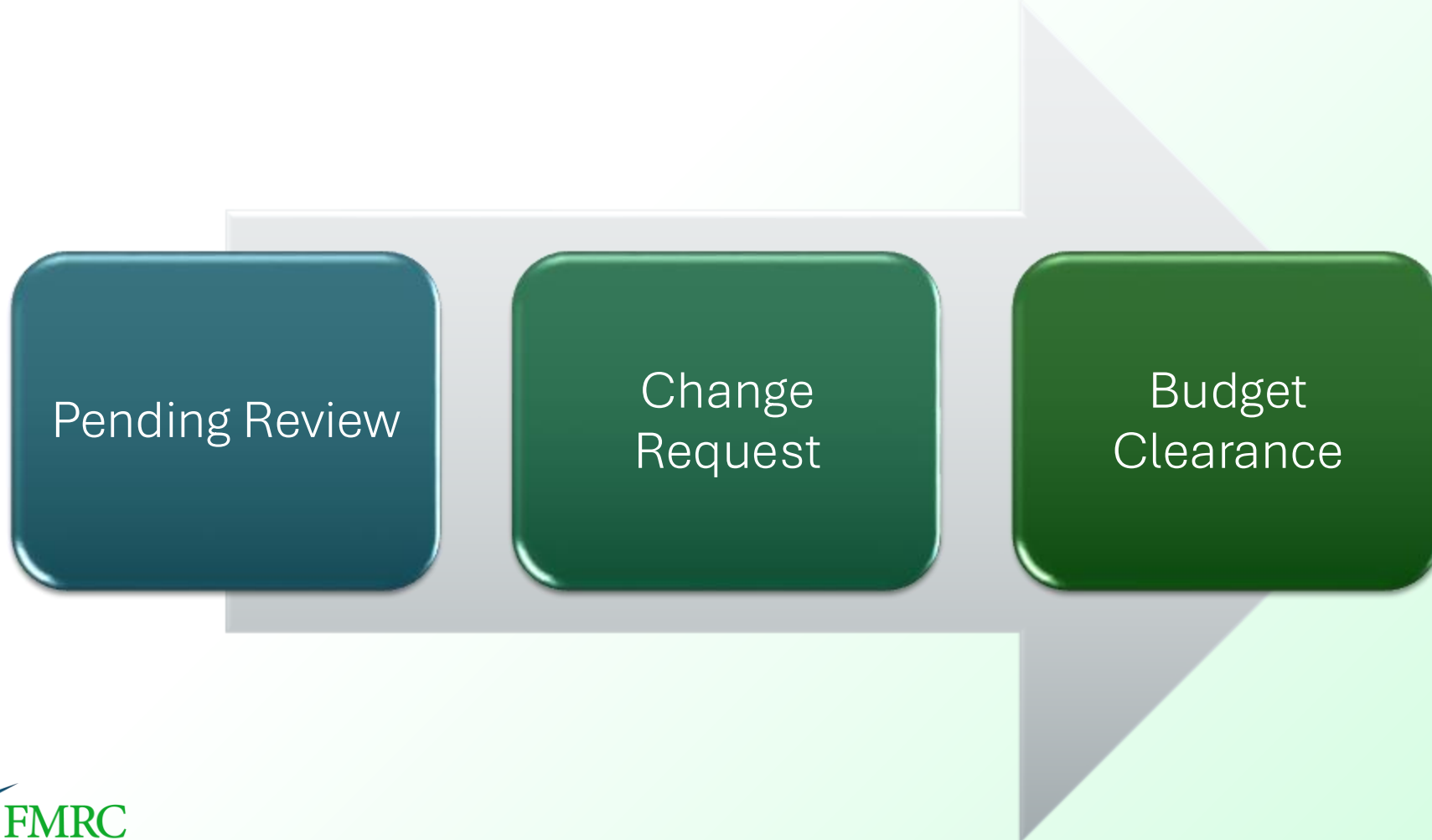
Application
Submitter

Financial Manager

Grant Award
Administrator

Alternate Grant
Award
Administrator

Importance of Budget Clearance and Change Requests



Poll Question

POLL: Does your entity keep a printed copy of the [JustGrants](#) "Entity Administrator's Checklist" for sharing with all project team members?

- Yes
- No





The Budget Clearance Process and Change Request Steps

Pending Change Request

Grant Award Modification GAM-217670
(15PBJA-24-GG-00216-AWAX) **PENDING-CHANGEREQUEST**
Awarded Entity Legal Name (New JustGrants Test Stage Org)
Current Entity Legal Name (New JustGrants Test Stage Org)

Grants Management Comments

Format - [List Bulleted] [List Numbered] **B** *I* U [Strike] [ABC] **A-** **A-**

JUSTgrants JUSTICE GRANTS SYSTEM

Welcome justgrants026.grantawardadmin jgitsext

Alerts (0)
No data to display

My Worklist
1575 results

Case ID	Due Date	Case Type	Award	Solicitation Title
GAM-216182	---	Grant Award Modification	15COPS-22-GG-03355-METH	Community Oriented Policing Serv
GAM-217670	---	Grant Award Modification	15PBJA-24-GG-00216-AWAX	Mush OJP WSB Ini
GAM-212207	---	Grant Award Modification	15OVW-22-GG-01930-STOP	SI OVW Stage Custom Section- Cnt
GAM-214821	---	Grant Award Modification	15OVW-23-GG-03234-STOP	DG TEST
GAM-214786	---	Grant Award Modification	15OVW-22-GG-03284-STOP	FY22 OVW Solicitation
GAM-212581	---	Grant Award Modification	15PSMA-22-GG-02996-AWAX	SMART FY 22 Support for Adam W
GAM-211752	---	Grant Award Modification	15PSMA-22-GG-01791-AWAX	SMART FY 22 Support for Adam W

Grant Award Administrator Tools

Grant Award Administrator (GAA) Budget Clearance Change Request

GRANT AWARD
ADMINISTRATOR



JUSTgrants
JUSTICE GRANTS SYSTEM

OVERVIEW

If a budget needs revisions, the Department of Justice (DOJ) Financial Grants Management Initiator will create a Budget Clearance Grant Award Modification (GAM) and change request the GAM to the entity's Grant Award Administrator (GAA), who will access the GAM from JustGrant's *My Worklist*.

When the GAM is displayed, it will contain one of two main budget structures: one for applications with web-based budgets, or one for applications with budget attachments. The structure of each budget format can be found on pages two (2) and ten (10).

Once the GAA makes the necessary changes to the budget and submits the Budget Clearance GAM, the GAM is routed through the DOJ approval process. This guide provides step-by-step instructions for editing the budget once the Budget Clearance GAM has been change-requested.



Common Budget Clearance Challenges and Strategies to Address Them

JustGrants Notifications

Common Challenge- Roles may not be current in the JustGrants system.

- ▶ Who is getting the notifications?
- ▶ Is the right person in the right role to get the work done?

Strategy - Clarify the Grant Award Administrator's role and responsibility to communicate with the appropriate staff within the grantee's organization.

Award Conditions

Common Challenge- Lack of awareness of award conditions.

- ▶ There may be a condition that prohibits the recipient from obligating, expending, or drawing down funds in excess of 10% of the total award amount until the budget is cleared by OJP.

Strategy- Download the Award Package and read the award conditions.

Fringe Benefits

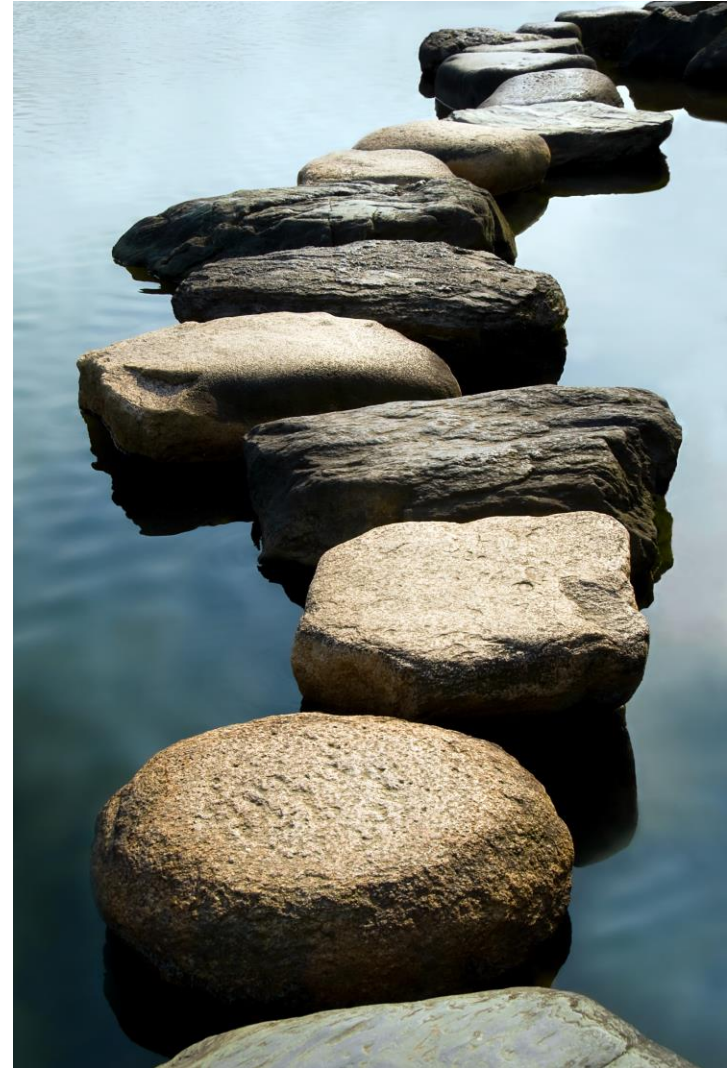
Common Challenge- Detail of fringe benefits is not included. Fringe benefits are presented as a “bundle.”

Strategy- This needs to be “unbundled” in the narrative and each benefit needs to be named and assigned an amount.

Poll Question

POLL: Which budget category would you enter your entity's annual pay increases:

- Personnel
- Fringe Benefits
- Other



Indirect Costs

Common Challenge- Grantee does not have an approved indirect plan.

Strategy- Grantees can use the de minimis rate (up to 15% on all actions taken after October 1, 2024) or apply for a Federally Negotiated Indirect Cost Rate with their cognizant agency. DOJ Grants Financial Guide provides the steps on how to do this.

Modified Total Direct Costs

Common Challenge- Modified Total Direct Cost (MTDC) is calculated incorrectly.

Strategy- When calculating the base for MTDC, certain items must be excluded such as: excess of \$25,000 of each subaward (or \$50,000 on/after October 1, 2024), rental costs, equipment, tuition, and participant support costs.

Travel Costs

Common Challenge- There isn't enough detail in the line items and/or narrative.

Strategy- Check the Notice of Funding Opportunity and budget development guidance for travel specific instructions, including attendance at required events.

Poll Question

POLL: If your staff is traveling to a professional training class and there is a registration fee, where does the cost go in the budget:

- Personnel
- Travel
- Other



Budget Narrative

Common Challenge- Budget narrative lacks detail.

Strategy- include a detailed, accurate, clear, and concise breakdown of each budget category.

Consultant Fees

Common Challenge- Sufficient detail is not provided for the awarding agency to determine if it is an allowable cost.

Strategy- Provide the appropriate justification if the consultant rate is outside of the DOJ approved consultant fee rate of \$650 per day or \$81.25 per hour.

Budget Categories

Common Challenge- Items are included in the incorrect budget category.

Strategy- Review grant Notice of Funding Opportunity guidance on budget categories and allowable/unallowable expenses.

Validation Errors

Common Challenge- The revised budget no longer adds up to the penny.

Strategy- Leverage a line item in Year Three budget.

Tips for Success



OJP Budget Detail Worksheet

Budget Detail - Year 1

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N
[\(DOJ Financial Guide, Section 3.10\)](#)

A. Personnel

Name	Position	Computation						
<i>List each name, if known.</i>	<i>List each position, if known.</i>	<i>Show annual salary rate & amount of time devoted to the project for each name/position.</i>						
Add Personnel	Delete Selected	Salary	Rate	Time Worked (# of hours, days, months, years)	Percentage of Time	Total Cost	Non-Federal Contribution	Federal Request
John Smith	Victim Advocate	\$20.00	hourly	2,080	100%	\$41,600		\$41,600
Jane Doe	Project Director	\$37.00	hourly	2,080	15%	\$11,544		\$11,544
Total(s)						\$53,144	\$0	\$53,144

Review Award Documentation

- ▶ Original application
- ▶ Award package
- ▶ Notice of Funding Opportunity



Tip: Create a grant file to keep all your important award related records.

Budget Clearance



Project Budget Summary
"Final Budget Clearance"
and
Completed GAMs
"Resolved-Completed"



Questions?

Contact **OVC FMRC** with any financial questions regarding your award.



askfmrc@usdoj.gov



202.572.9500



[OJP.GOV/FMRC](https://www.ojp.gov/fmrc)

We want to hear from you!

Thank you!



Please reach out. We look forward to working with you.