

Example Narrative Language for Budget Line Item Notes

Personnel and Fringe*

Notes for Personnel and Fringe costs are grouped together in the line item notes for each staff position in the Personnel section of your budget.

Title	Narrative/Notes Information
Victim advocates, coordinators, specialists, etc.	A professional trained to support crime victims (e.g., counsel victims, offer emotional support, provide information, accompany victims, staff crisis hotlines, run support groups).
Case manager	Staff member will provide follow-up care and identify, coordinate, and link victims to services.
Program Coordinator	Will lead multidisciplinary team efforts, for example Sexual Assault Nurse Examiner-Sexual Assault Response Teams (SANE-SART), and child protection teams (for cases involving child abuse and neglect).
Outreach coordinator	Staff will work to increase public awareness of the victim services available.
Executive directors, administrators, or other senior management	Will provide supervision for direct victim services staff.
Administrative support personnel	To support grant-related activities such as data entry/statistics, grant financial reporting, preparation of financial documents such as reimbursement claims, preparation and submission of required grant reports, etc.
Forensic interviewers	Will provided services for a child advocacy center.
Mental health professionals	Qualified staff to provide mental health services (e.g., psychologists, social workers, counselors) to crime victims related to the survivors' victimization
Medical providers	To provide medical services to crime victims directly related to the survivors' victimization that are not covered by other sources.
Attorneys	To provide legal services for victims of crime on issues related to the underlying victimization. For example, representing victims seeking a protective order, family law matters (e.g., divorce, custody, and child support), housing, employment, bankruptcy, and crime victims' rights enforcement.

***When including fringe benefits such as insurance you must also include a comment verifying that premium rates are for employee only costs. Also, if you are including a fringe benefit under the option for "other" you must include a note clarifying the expenses. Example: Other is \$50/month employer contribution to HSA account.**

Travel

Title	Narrative/Notes Information
Mileage	For program employees to use their personally owned vehicles to travel to participate in project- related meetings and events, to transport victims to access necessary services, and/or to participate in victimization- related meetings (e.g., with investigators and prosecutors). Please note if you are using an organizational mileage rate that is lower than the current federally approved rate of \$0.56/mile.
Air Travel	Round-trip air travel for project staff to attend trainings, conferences, and meetings; project staff (and other relevant professionals who are part of victim-serving teams) attendance at victim-related trainings. NOTE: Changeable economy class fares only, standard baggage fees are allowable.
Lodging	Overnight accommodation for project staff attending trainings, conferences, and meetings. Include details on rate for all attendees (e.g. 2 nights at \$120 per night for 2

	attendees = 2 x \$240 = \$480). Actual rate will not exceed the allowable GSA rate for the location of the training.
Per diem	Per diem rate for meals and incidental expenses for project staff attending trainings, conferences, and meetings. Include details on rate for all attendees (e.g. 1 full day @ \$66, 2 travel days @ \$49.50 for 2 attendees = 2 x \$165 = \$330). Actual rate will not exceed the allowable GSA rate for the location of the training.
Ground transportation - e.g. rental cars, or rideshare fees	Ground transportation for project staff attending OVC and OJP trainings, conferences, and meetings. Can include Car Rental, Uber, Lyft, Zipcar, etc. (most cost effective method should be selected). Include details of approximate expenses (e.g. 2 Uber rides at \$25 each (local airport transportation); car rental @ \$80 per day for 3 days = \$290 total)

Equipment*

Title	Narrative/Notes Information
Vehicle	To transport victims to access necessary services, and/or to participate in meetings pertaining to the program.
Other modes of transport	To transport victims to access necessary services, and/or to participate in meetings pertaining to the program when travel by road is extremely difficult/not possible (e.g. purchasing a snowmobile for transportation in rural area during winter months)
Trailers or mobile homes	To serve as a location for the provision of victims services. (Will not be a modular building to be affixed to land or requiring site preparation that breaks ground.)
Equipment necessary to complete medical exams for victims	Equipment to be used for forensic medical exams, including an exam table, alternate light source, colposcope or high definition camera and related forensic photography supplies <i>(include breakdown of actual anticipated expenses)</i>
Security system equipment	Cameras, monitors, door contacts, panic buttons, glass breakers, weapon scanners such as metal detectors, etc. where reasonable and necessary for certain victim service facilities – for example, at a child advocacy center, domestic violence shelter program, transitional housing facility or units, etc. <i>(include breakdown of actual anticipated expenses)</i>
Remote access equipment	Cameras, monitors, etc. to support the ability of victims of crime to participate remotely in court proceedings related to their victimization (e.g., protection order hearings, bond review hearings, trials, sentencing). A request for remote access equipment requires a judicial determination (legal authorization or policy or procedure) that such equipment may be used in a particular courthouse. Such authorization must be attached with the application.
Accounting/financial management software	Necessary to manage the financial aspects of the award (e.g. QuickBooks)

*The DOJ Grants Financial Guide (3.7 Property Standards, Equipment) defines equipment as tangible personal property (including information technology systems) having (1) a useful life of more than 1 year and (2) a per-unit acquisition cost **of \$5,000 or greater (or greater than the organization's capitalization threshold, if it is less than \$5,000)**. If the item does not meet those thresholds, categorize it under the Supplies category.

Supplies

Title	Narrative/Notes Information
Printer	Printer used to print program related materials.
Scanners	Scanners for two different offices to make digital copies, scan items, etc. for related program materials
Fax Machine	Fax machine to send program related materials between offices, resources, etc.
Land Line Phone	Land line phone for the office to communicate with staff in the field, other offices, etc.
Cell Phones	Cell phones for staff members to communicate while out in the field.
Pagers	Pagers for staff members to communicate while out in the field or on travel.

Shelter Supplies	Supplies such as dishes, small appliances, cleaning supplies, toiletries, first aid kits, etc. for victims to use while in shelter.
Office Supplies	Office supplies, such as pens, pencils, paper, and other consumable supplies for program reporting and other program related activities.
Therapeutic Supplies	Supplies such as, figures, toys, sand trays, sand, art supplies, etc. for victims to use as therapeutic resources.
Traditional/Cultural Therapeutic Supplies	Supplies necessary to support victim participation in traditional/cultural therapeutic practices, such as sweat lodges, smudging, etc.
Outreach/Awareness Supplies	Supplies such as, brochures, posters, handouts, etc. to promote and enhance the program.
LCD Projectors	LCD projectors for multiple offices to present information on crime victimization and available services to members of the community, and/or train other professionals on how to respond to victims of crime.
Projector Screens	Projector screens for multiple offices to present information on crime victimization and available services to members of the community, and/or train other professionals on how to respond to victims of crime.
Basic Meeting Supplies	Meeting supplies such as, folders, name tags, pens, paper, etc. for staff meeting and other related program meetings.
Computer	A desktop computer to use at the office for programmatic reporting and other programmatic related tasks.
Storage	Additional external storage to store programmatic information and materials that cannot be saved on computers.
Backup Systems	Backup systems to store information saved on computers in 2 different locations in case of emergency.
Furnishings	Sofas, chairs, lamps, etc. necessary to create a private waiting area for victims of crime in health care facilities, courthouses, and other facilities where the victims' privacy might be compromised.
Cabinets & Locks	Two sets of cabinets to secure program and client files
Completion Kits	Kits to support the completion of sexual assault forensic exams.
Postage	Postage to cover the cost of mailing correspondence related to program activities.

Sub-Awards

Title	Narrative/Notes Information
Victim Intake	Rental space to allow for the program to offer a safe space for victims upon intake. \$1,000 a month rental for 15 months
Case Management	Personnel time for the recipient to offer case management services to enhance victim services that cannot be offered by the tribe. \$2,500 in staff time per month for 15 months

Procurement Contracts

Title	Narrative/Notes Information
Telemedicine Health Access	Monthly subscription fees for a HIPPA-compliant telemedicine platform to provide synchronous, remote behavioral health services and medical/clinical consultation and supervision.
Cell Phone Service	Cell phone service for program staff to maintain communication with victims when they are in the field, and/or to support the operation of a 24/7 crisis hotline through cell phone rotation. Monthly fee.
Software Support	Subscription and support fees for case management and other data collection software systems. Monthly fees.
Single Audit Compliance	Costs associated with completing a required organizational audit for grantees who have satisfied the Subpart F/A-133 spending threshold. (2 audits during program period)

Vehicle Lease	Monthly lease fee for a vehicle which is essential to the operation of the project period for transporting victims to access necessary services, and/or to participate in meetings pertaining to the program.
Mobile Home Lease	Monthly lease of a mobile home to serve as a location for the provision of victim services.
Maintenance	Monthly maintenance of shelters or transitional housing units, such as lawn mowing, snow removal, and janitorial/cleaning services.
Renovation Costs	Minor renovation, remodeling, maintenance, and repairs to a facility that will be used for a victim services program.
Crime Scene Clean Up	Cost of services provided by individuals who are properly licensed/certified to assist property owners with cleaning up the scene of a homicide, aggravated assault, or other violent assault.
Website Creation/Maintenance	Costs associated with creating and maintaining a website that increases the public's awareness and understanding of the services available through the grant-funded project, and the needs of crime victims. (Initial cost plus monthly maintenance averaged over project period.)
Transportation Services	Contracts for flights and other forms of transportation for victims to receive mental health, medical, or other services as a result of their victimization. Estimated monthly fee.
Tribal Code Development	Attorney or other qualified consultant to assist with writing tribal codes addressing specific forms of victimization and related criminal offenses, or that define or enhance crime victims' rights.
Cultural Experts	Compensation for tribal elders or other subject experts to advise programs on how to incorporate traditional lifeways and practices into the services offered by the program. (6 consultants)
Trauma-Informed Care	Support consultation services on developing and implementing a plan to ensure that victim program services are delivered using a trauma-informed approach by revising operating policies and procedures, adopting administrative practices, training program staff, etc.
Trainers/Presenters	Consultants to provide training or make presentations to victim services personnel as part of a grantee-sponsored training event. (5 trainers)
Medical Care	Costs associated with treating injuries that a victim sustains as a direct result of a crime that is not otherwise covered by health insurance, crime victim compensation, or another form of reimbursement.

Contractor Travel

Title	Narrative/Notes Information
Mileage	For consultants using their personally owned vehicles to travel to participate in project-related meetings and events. Please note if you are using an organizational mileage rate that is lower than the current federally approved rate of \$0.575/mile.
Air Travel	Round-trip air travel for consultant to attend required OVC and OJP training. Changeable economy class fares only, standard baggage fees are allowable.
Lodging	Overnight accommodation for consultant attending OVC and OJP training. (e.g. 2 nights at \$120 per night). Actual rate will not exceed the allowable GSA rate for the location of the training.
Per diem	Per diem rate for meals and incidental expenses for consultant attending OVC and OJP training. Include details on rate for all attendees (e.g. 1 full day @ \$66, 2 travel days @ \$49.50). Actual rate will not exceed the allowable GSA rate for the location of the training.
Ground transportation - e.g. rental cars, or rideshare fees	Ground transportation for consultant attending OVC and OJP training. Can include Car Rental, Uber, Lyft, Zipcar, etc. (most cost effective method should be selected). Include

	details of approximate expenses (e.g. 2 Uber rides at \$25 each; car rental @ \$80 per day for 3 days = \$290 total)
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Other Costs

Title	Narrative/Notes Information
Office Space	Rental space for project activities - monthly rental fee.
Electric Utilities	Electrical utility expenses for operating within office spaces. Estimated monthly costs.
Emergency Food/Snacks for Victims	Emergency snacks, such as water, chips, granola bars, etc. for victims at the child advocacy center, shelter, etc.
Clothing/Personal Hygiene Products	Clothing and personal hygiene products for victims at the child advocacy center, shelter, etc.
Cards/Vouchers	To be used to meet emergency or short-term victim needs such as: gasoline, groceries, clothing, cleaning supplies, toiletries, household supplies, etc.
Emergency Lodging	Costs of short-term, emergency lodging for victims.
Transportation Assistance	Transportation tokens or vouchers, airfare, lodging, and per diem that victims may use to travel to access victim services or participate in proceedings related to their victimization.
Childcare Assistance	Daycare or childcare assistance costs for child victims or the children of adult victims of crime, to facilitate victim services.
Convalescent Care	Convalescent care for elder abuse victims where no other short-term residence is available.
Housing Assistance	Relocation costs, including, but not limited to, rental assistance, security deposits, utilities assistance, home furnishings, and other costs incidental to the relocation to transitional or permanent housing as needed as a result of victimization.
In-Home Care	Short-term (up to 45 days), in-home care and supervision services for children and adults who remain in their own homes when the offender/caregiver is removed.
Transportation Burial Costs	Cost of transporting the body of a homicide victim for purposes of burial, and other burial costs that are not otherwise covered by the relevant state crime victims' compensation program.
Court-related Filing Fees	Court-related filing fees and service of process fees for victims of crime where victim is not eligible to seek a fee waiver.
Registration Fees	Registration fees for grant-funded personnel and other personnel to attend approved professional development training events.
Membership Fees	Membership fees associated with joining a tribal or state domestic violence and/or sexual assault coalition.
Printing Costs	Reproduction/printing costs associated with producing community outreach and education materials (fliers, brochures, posters, wallet cards, etc.), and training materials (job aids, workbooks, etc.) for grant-funded training events.
Facility Rental for Grant Activities	Costs associated with meeting space/facility rental for grant activities (i.e., training event, support group, public awareness activity).
Vehicle maintenance and gas	Gasoline and routine vehicle maintenance costs for a vehicle that has been purchased with grant award funds. Estimated cost per month.
Advertising Costs	Advertising costs for media outlets to recruit qualified applicants for grant-funded positions; publicize community awareness and education activities; and promote awareness of grant-funded activities.
Vehicle Insurance	Monthly insurance costs for vehicle purchased or leased with award funds.
Stipends	Stipends (per person) to provide modest and reasonable compensation for interns and program advisory board members.