Entering Match Amount in a Budget

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📝 Purpose of Budget Summary Matching

The budget summary is the only section of the web-based budget form where applicants enter the breakdown of total project costs across any requested federal funding, match, or program income. Check the solicitation for any match requirements.

At the end of the budget, total project costs are calculated automatically as the sum of all line items in all categories in the **consolidated category summary**. Ensure that total project costs entered across categories anticipate and include any federal funding, match, and program income.

For more information regarding the budget section in the application, refer to the Application Submission Job Aid Reference Guide.

Entering Match Amount in a Budget (cont.)

What to Expect in This Guide

This guide will provide step-by-step instructions for entering match amounts in the budget for the following applicant groups:

- COPS
- OVW
- OJP -- Multi-year consolidated category summary

Additionally, this guide contains a **troubleshooting** section.

Entering Match Amount in a Budget: *Budget Detail Comparison*

Within the consolidated category summary, you will indicate the portion or percentage of the total project costs being requested as federal funding, match, and program income.
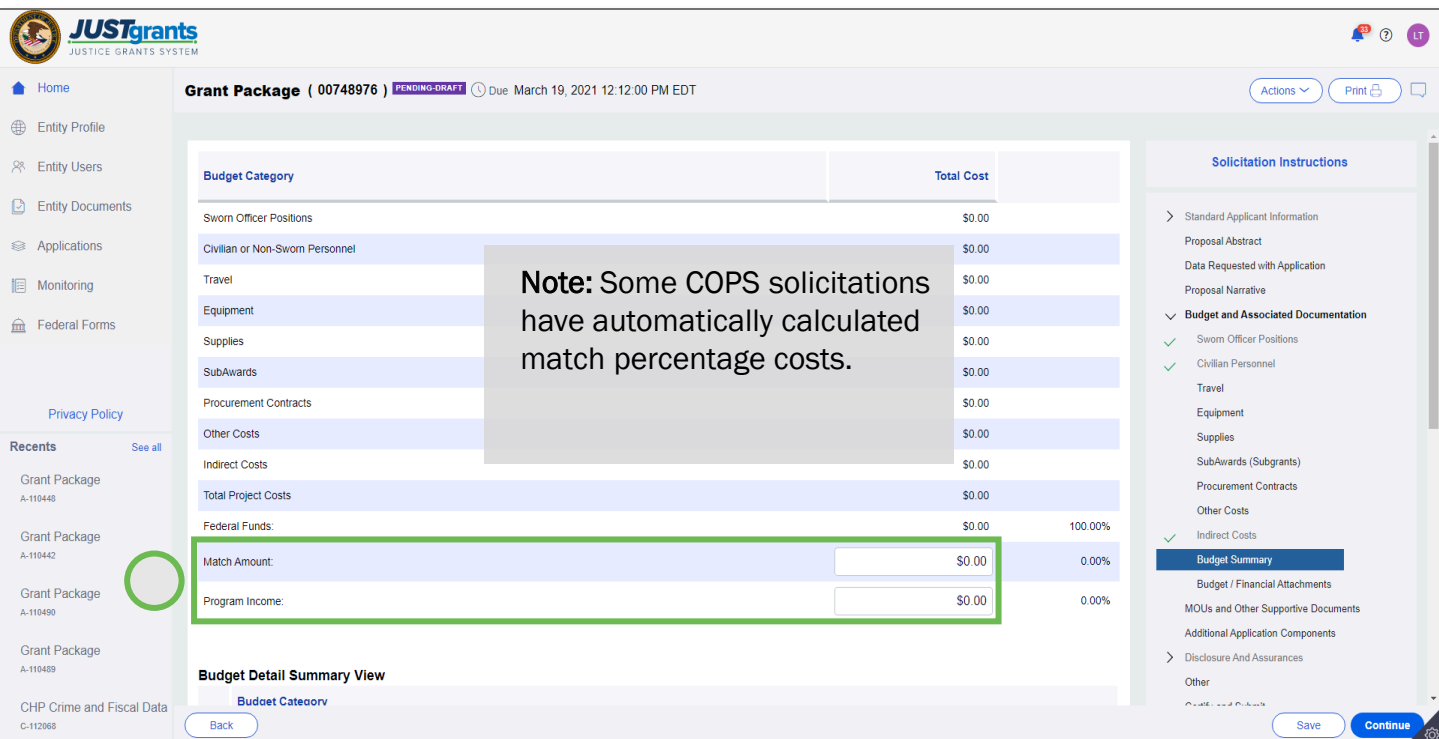
In order to submit the application, the following must be true:

Federal Funds percentage	**+**	Match Amount percentage	**+**	Program Income Amount percentage	**=**	Total Project Costs (100%)

The budget summary totals must be identical to the information entered in the Standard Applicant Information section of the application to be able to successfully submit the application. If the numbers do not align, an error message will be displayed on the budget summary pate with further instructions on how to correct the discrepancy.

Standard Applicant Information	Equals	Budget Summary
Total Estimated Funding	=	Total Project Costs
Federal Estimated Funding (Federal share)	=	Federal Funds
Applicant Estimated Funding (Non-federal share)	=	Match Amount
Program Income Estimated Funding	=	Program Income Amount

Entering Match Amount in a Budget – *COPS only*

For COPS Office applications, review the total project cost in the summary.

1) Enter the match portion of the total project cost breakdown, if requested or required. **The federal funds portion will automatically recalculate to not exceed 100% of total project costs.**

2) Enter the projected program income of the total project cost breakdown, if requested or required. **The federal funds portion will automatically recalculate to not exceed 100% of total project costs.**

Note: Verify values entered correspond with the values entered in the Standard Applicant Information (see chart on page 3 of this guide for more information).
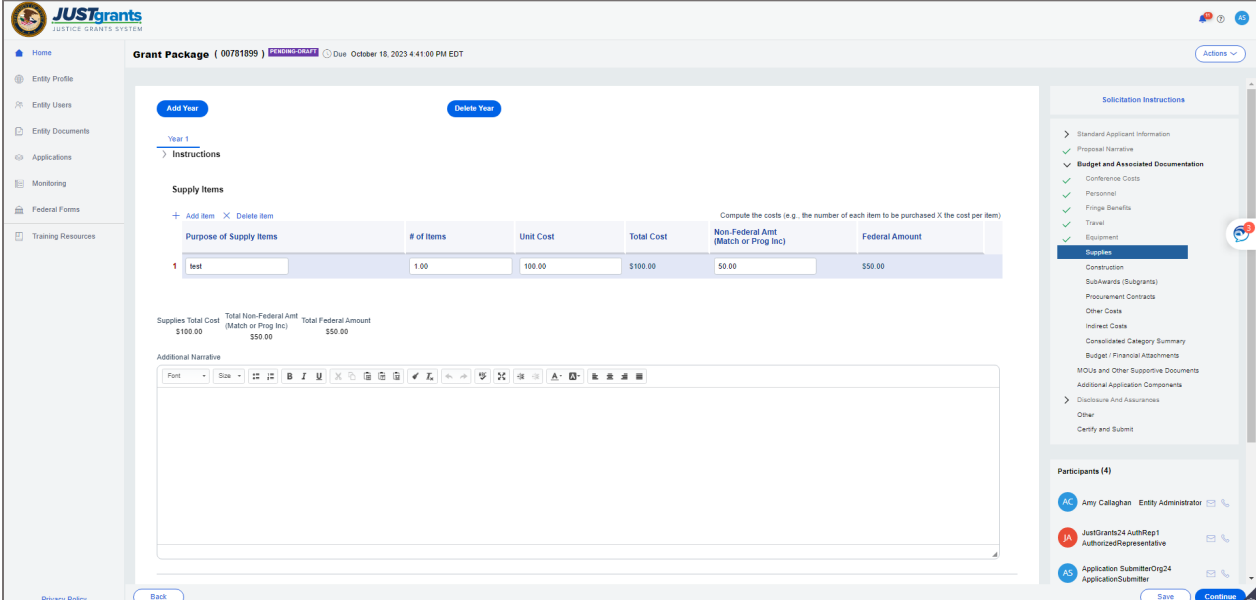
Budget Summary
OVW only

For OVW, review the total project cost in the summary screen.

1. Enter the match portion of the total project cost breakdown, if requested or required. **The federal funds portion will automatically recalculate to not exceed 100% of total project costs.**

2. Enter the projected program income of the total project cost breakdown, if requested or required. **The federal funds portion will automatically recalculate to not exceed 100% of total project costs.**

Note: Verify values entered correspond with values entered in the Standard Applicant Information (see chart on page 3 of this guide for more information).

Entering Match Amount in a Budget Category – *OJP only*

1) When entering budget line items in an OJP application, it is now possible to enter a match amount per line item. The match amounts are totaled and appear in the **Budget Totals** of the **Total Cost Summary** section in the **Consolidated Budget Summary**.

Entering Match Amount in a Budget – *OJP only*

Typical

Equipment	$0	$0	$0
Supplies	$0	$0	$0
Construction	$0	$0	$0
SubAwards	$0	$0	$0
Procurement Contracts	$0	$0	$0
Other Costs	$0	$0	$0
Total Direct Costs	$67,876	$58,075	$125,951
Indirect Costs	$0	$0	$0
Total Project Costs	**$67,876**	**$58,075**	**$125,951**
Federal	$67,796	$58,028	$125,824

Budget Totals

	Total	Percentage
Total Project Cost	$125,951	
Federal Funds	$125,824 ⚠	99.90%
Non-Federal Amount	$127	0.10%
Match Amount	$127 ⚠	0.10%
Program Income	$	0.00%

Please note: After completing this budget detail summary, please confirm that the following final values entered in this section are identical to those entered in the corresponding estimated cost section of the Standard Applicant Information. Specifically, the following must be equivalent. If they are not, you will not be able to submit this application until they are updated to be equivalent.

Standard Applicant Information	Equals	Budget Summary
Total Estimated Funding	=	Total Project Costs
Federal Estimated Funding (federal share)	=	Federal Funds
Applicant Estimated Funding (non-federal share)	=	Match Amount
Program Income Estimated Funding	=	Program Income Amount

1) When reviewing the typical multi-year consolidated budget for OJP, first review the total project cost summary.

2) In the **Budget Totals** section, the Federal and Non-Federal breakout will automatically calculate based on the itemized entries. The user must identify what portion, if any, of the Non-Federal is Program Income by entering a value in that field. The default is that all Non-Federal is attributable to Match. **When entering a value for Program Income, the Match portion will automatically recalculate to not exceed 100% of Non-Federal costs.**
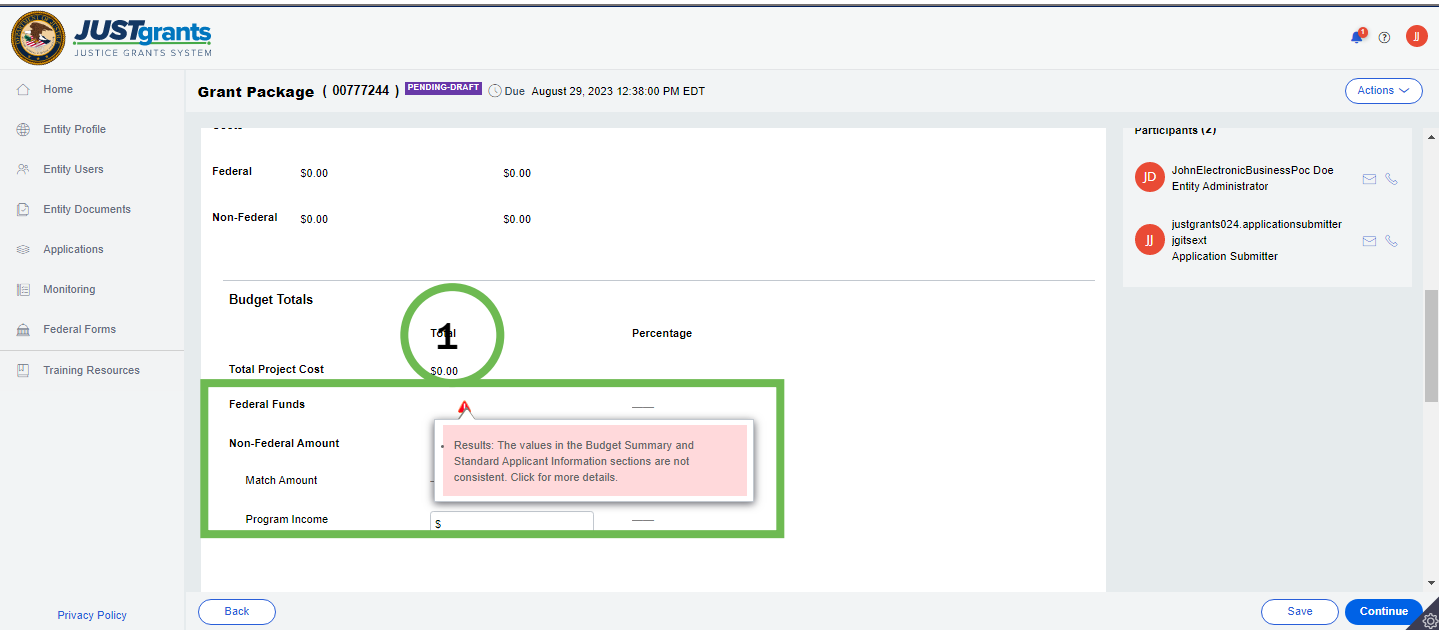
Verify Match Amount Totals – *OJP only (cont.)*

Typical

Please note: After completing this budget detail summary, please confirm that the following final values entered in this section are identical to those entered in the corresponding estimated cost section of the Standard Applicant Information. Specifically, the following must be equivalent. If they are not, you will not be able to submit this application until they are updated to be equivalent.

Standard Applicant Information	Equals	Budget Summary
Total Estimated Funding	=	Total Project Costs
Federal Estimated Funding (federal share)	=	Federal Funds
Applicant Estimated Funding (non-federal share)	=	Match Amount
Program Income Estimated Funding	=	Program Income Amount

3) Verify the budget total values correspond with values entered in the **Standard Applicant Information** section. If the value(s) do not align, an error icon will display next to the value(s) with the discrepancy. By hovering over the error icon, a message will display. Click on that message for further instructions and option to update the Standard Application Information section with the Budget Totals values.

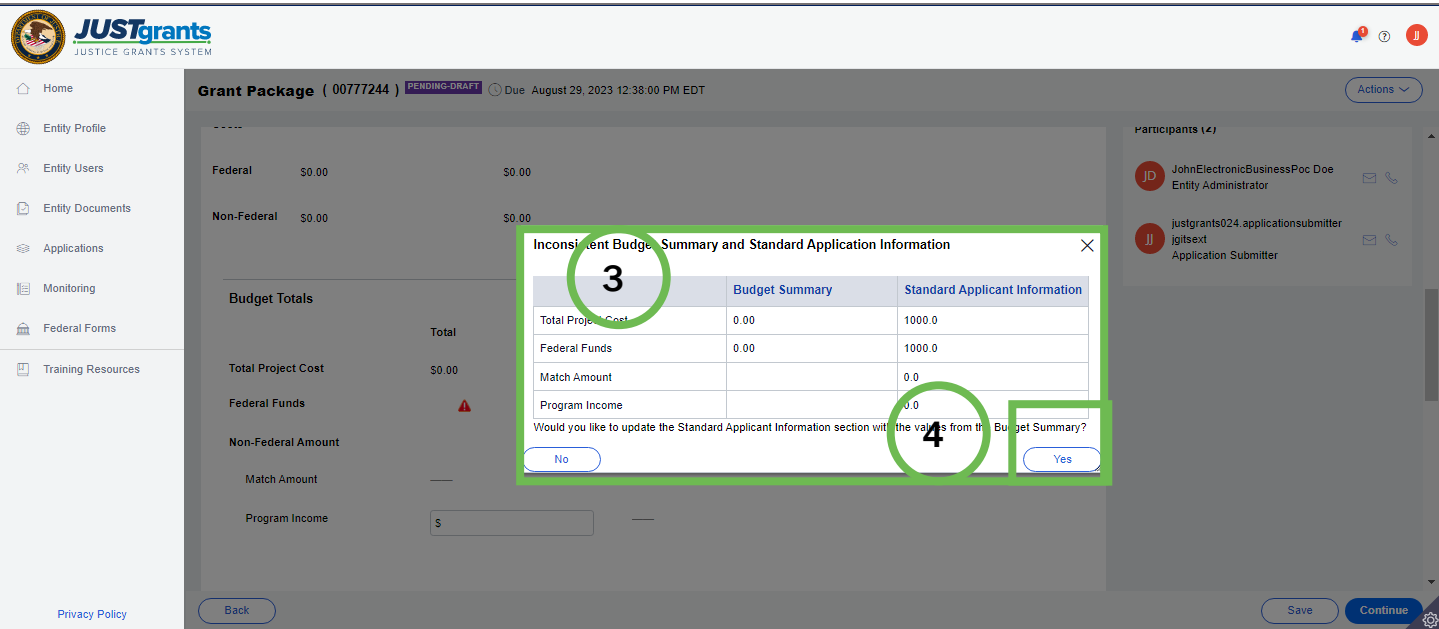# Entering Match Amount in a Budget – *OJP only (cont.)*

1) If there is a mismatch between the Budget Category Summary and the Standard Application Information totals, a red triangle indicator appears in the Budget Totals section of the Budget Category Summary screen.

2) Hover over the red triangle to read instructions on how to resolve the discrepancy.

Update Standard Applicant Information Totals

3) In the window, enter updated information to change the totals in the **Standard Applicant** Information screen.

4) Select **Yes** to make the updates.

Budget Summary Matching Troubleshooting

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The following error message appears when submitting this application: ⚠

- **Federal Estimated Funding:**
  The Federal Estimated Funding (Federal Share) in the Standard Applicant Information screen does not match the Federal Funds in the Consolidated Category Summary screen.
- **Total Estimated Funding:**
  The Total Estimated Funding in the Standard Applicant Information screen does not equal the Total Project Cost from the Consolidated Category Summary screen.

Consolidated Category Summary

Budget Totals

	Total	Percentage
Total Project Cost	$125,951	
Federal Funds	$125,824 ⚠	99.90%
Non-Federal Amount	$127	0.10%
Match Amount	$127 ⚠	0.10%
Program Income	$	0.00%

Why can't I submit this application? ?

Because the federal funding + match exceed 100% and therefore exceed the total project costs.

How do I fix it? 🔧

The application should automatically recalculate the amounts to equal 100%. If this is not the case, the applicant should either reduce the amount of federal funding requested to 75% of the total project costs OR add additional costs in the total project costs so the percentage of requested federal funds + the percentage of requested match = 100%.

Budget Summary Matching Troubleshooting (cont.)

The following error message appears when submitting this application: ⚠️

- **Federal Estimated Funding:**
  The Federal Estimated Funding (Federal Share) in the Standard Applicant Information screen does not match the Federal Funds in the Consolidated Category Summary screen.
- **Total Estimated Funding:**
  The Total Estimated Funding in the Standard Applicant Information screen does not equal the Total Project Cost from the Consolidated Category Summary screen.

Standard Applicant Information

Project Title	Proposed Project Start Date	Proposed Project End Date
Dunya's CTAS Apr_22_21	4/22/2021	12/31/2023

Federal Estimated Funding (Federal Share)	Applicant Estimated Funding (Non-Federal Share)	Program Income Estimated Funding
245752.00	61438.00	0.00

Total Estimated Funding
327669.25

Consolidated Category Summary

Budget Totals

	Total	Percentage
Total Project Cost	$125,951	
Federal Funds	$125,824 ⚠️	99.90%
Non-Federal Amount	$127	0.10%
Match Amount	$127 ⚠️	0.10%
Program Income	$	0.00%

Why can't I submit this application? ❓

Because the federal funding, match, and project costs are not the same values as those entered in the federal share, non-federal share, and total estimated funding in the Standard Applicant Information.
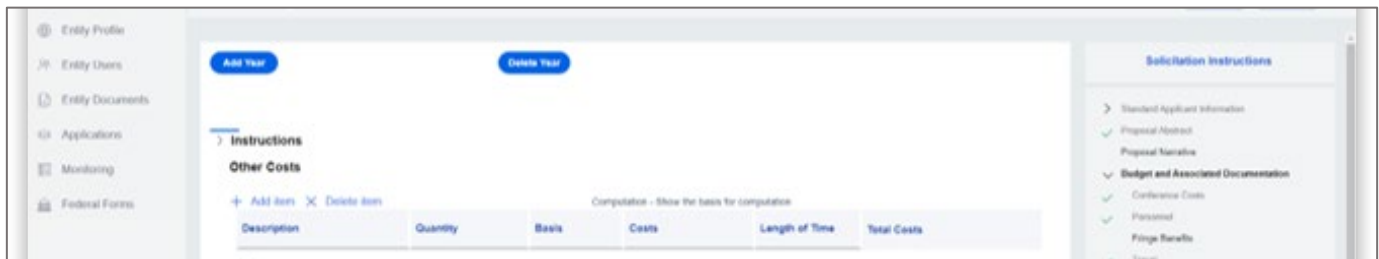
How do I fix it? 🔧

Adjust the standard applicant information or consolidated category summary to match one another (see chart on page 3 of this guide).

Budget Summary Matching Additional Troubleshooting

Additional Troubleshooting Tips

For OJP applicants: If you are having trouble copying from year-to-year, add the years without copying the data and input the line items.

If values are not being saved, select **continue** instead of **save.** Selecting **continue** saves the information on the page being navigating from and takes the user to the next section.