

# Military Program-Specific Budget Considerations

This guidance provides budget development considerations specific to the Coordination of CAC Services for Military Installations awards. Unlike NCA's Allowable and Unallowable Costs document which lists specific cost items, this program-specific guidance focuses on strategic budget planning principles and best practices for this award type.

Use this guidance alongside NCA's [Allowable and Unallowable Costs](#) list when developing your budget. While the Allowable and Unallowable Costs list tells you **what** costs are permissible, this document helps you determine **how** to structure your budget effectively for program success and compliance with award requirements.

Consider these guidelines as you make budget decisions to ensure your proposed costs align with program objectives and funding priorities.

## Personnel and Fringe

### Dedicated Military-focused Personnel

Personnel costs should directly support the provision of core CAC service(s) to military-affiliated child victims and non-offending caregivers and/or time dedicated by your military-focused position to the establishment or expansion of military partnerships as indicated by the Focus identified in your application.

### Position Alignment

Budgeted personnel should correspond only to the military-focused project activities as identified in your application.

### Supervisory and Administrative Positions

Supervisory and Administrative roles are generally not allowable unless the position also provides direct services to clients and/or the position directly contributes to the military-focused project activities identified in the application. When including supervisory positions, budget allocation must reflect only the portion of time spent providing these direct services/activities, not administrative or supervisory functions.

### Budget Efficiency

Applicants should avoid including numerous personnel positions budgeted at minimal funding levels (typically less than 10% of a position). Such fragmented funding creates an administrative burden for both the CAC and NCA while failing to provide meaningful support for program implementation. Instead, focus on fewer positions with more substantial funding allocations that enable effective service delivery.

### Fringe Expenses

Applicants should thoroughly review documentation requirements and carefully consider which fringe benefits to assign to this grant. This is especially important for larger CACs or those who work under the umbrella of large organizations such as hospitals, universities, or municipalities,

where obtaining detailed invoices and proof of payment for fringe expenses may be challenging. All requested benefits must be identified in the applicant's written policies.

## **Cost Calculation**

Personnel costs should be calculated based on the actual percentage of time each position will dedicate to grant-funded activities, ensuring accurate reflection of effort and appropriate use of federal funds. Approved reimbursement is calculated using actual hours worked on the project, as documented on timesheets, and applied to the corresponding pay period and employer-paid benefits for each pay period.

## **Travel**

### **Grant-Funded Personnel**

Travel costs under the military award can include CAC staff, MDT members, and Military Partners that participate in the provision of services to military affiliated cases travelling to a training event.

### **Allowable Travel Types**

Common travel expenses include local mileage for providing direct services to military-affiliated CAC clients and travel expenses related to training CAC staff, MDT members, and Military Partners to attend trainings to further their knowledge and skills, to better serve military affiliated child victims. Whether the training event is local or nationwide, all typical travel costs such as mileage, airfare, meals per diems, lodging, baggage fees, transfers, etc. are allowable under this award. Training travel must relate directly to the military-focused project activities identified in your application.

### **Service-Specific Focus**

All travel costs must align with and support the military-focused project activities identified in your grant application.

## **Equipment - Typically Not Allowable**

### **General Restriction**

Equipment costs are typically not allowable under Military Installations awards. However, if you choose to include equipment costs, they must directly support the military-focused project activities and your application must include why that cost is necessary for the success of this military-focused project.

### **Alternative Funding**

If your CAC is in need of equipment, please review the Equipment and Technology Support RFP for appropriate funding opportunities that specifically address equipment needs.

## **Supplies - Limited Budget**

### **Budget Allocation**

Limit supply requests in Military Installations budgets to only those supplies necessary for the success of the military-focused project.

### **Office Supplies**

General office supplies should not be included unless they are necessary for the military-focused project activities identified in your application.

## **Computing Equipment**

Computing equipment is allowable when necessary for grant-funded positions. Allocate costs based on the relative benefit to this program. For example, if a Military-focused Victim Advocate position is budgeted at 30% effort on this project and requires a computer, only 30% of the computer cost should be allocated to this grant.

### **Consultant**

#### **Service Alignment**

Consultant costs must directly support the military-focused project activities identified in your application.

#### **Direct Service Focus**

All consultant activities should relate to and enhance the delivery of your project focus identified in your application. Activities should align with the applicant's goals and objectives and be provided under a signed, written agreement detailing the work to be performed and outline all expenses the CAC may reimburse the contracted entity.

### **Other Costs**

#### **Training Registration**

Typically, the only allowable costs in this category are registration fees for training that directly relate to the military-focused project activities identified in your application.