

# BJA TTA Reporting Portal: TTA Estimated Cost Tip Sheet

## Purpose

The purpose of this tip sheet is to describe the value of the training and technical assistance (TTA) Estimated Cost data field, provide guidance on what costs to consider when calculating the budget for a TTA activity, and describe the process for reporting the estimated cost for a TTA activity in the TTA Reporting Portal.

## Value

Estimated costs are helpful to the Bureau of Justice Assistance (BJA) staff and BJA TTA provider organizations for the following reasons:

- Estimated costs provide BJA staff insight into how much certain activities (such as classroom trainings, web-based training, or hosting conferences) generally cost. This understanding can help support budget planning
- Estimated costs can help BJA TTA provider organization plan future TTA activities. Costs can be used to ascertain budgeting requirements for similar TTAs based on considerations such as the number of attendees, classroom size, and event length.

## Calculating TTA Estimated Costs

To calculate estimated costs, consider the size and duration of the TTA, as well as the following related costs:

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Conference/meeting space rental           | <input checked="" type="checkbox"/> Labor (logistics, facilitation, curriculum development)        |
| <input checked="" type="checkbox"/> Audiovisual equipment and services rental | <input checked="" type="checkbox"/> Transportation (e.g., airfare)                                 |
| <input checked="" type="checkbox"/> Printing and distribution                 | <input checked="" type="checkbox"/> Local transportation (e.g., parking fees, rental car, mileage) |
| <input checked="" type="checkbox"/> Meals and incidental expenses (per diem)  | <input checked="" type="checkbox"/> Other  |
| <input checked="" type="checkbox"/> Lodging for participants                  |  |

If you submitted an Office of Justice Programs Conference Request form, you can use the total estimated conference cost in the TTA Estimated Cost Field on the TTA form.

## TTA Reporting Portal Guidance

The TTA Estimated Cost data field is in the general information section of the TTA form. The TTA Estimated Cost is a required data field therefore before you can advance to the next section of the TTA form, a value must be entered to satisfy the data field requirement. To enter the estimated cost for the TTA activity you will need to select one of the estimated cost ranges from the drop-down menu. The table to the right displays the selectable values for the TTA Estimated Costs data field.

TTA Estimated Cost
\$0-\$2,500
\$2,501-\$5,000
\$5,001-\$10,000
\$10,001-\$15,000
\$15,001-\$20,000
\$20,001-\$25,000
\$25,001-\$50,000
\$50,001-\$75,000
\$75,001-\$100,000
Greater than \$100,000

**Please contact the BJA NTTAC Team at [bjanttac@usdoj.gov](mailto:bjanttac@usdoj.gov) or 1-833-872-5174 for assistance or to ask questions about the BJA TTARP.**

BJA TTA Collaboration Portal Digest Tip Sheet