



Access Increases in Mental Health and Substance Abuse Services (AIMS) Supplemental Funding Opportunity: Sample Budget Narrative

Instructions for Completing the Budget Narrative

You must provide a 12-month Budget Narrative (9/1/2017 to 8/31/2018) that explains the amounts requested for each line item in the Federal Object Class Categories Form (see a sample copy of the form on the [AIMS technical assistance website](#)). The Budget Narrative must outline federal and non-federal (if any) costs for each line-item. Include detailed calculations explaining how each line-item expense is derived (e.g., cost per unit) with sufficient detail to enable HRSA to determine if costs are allowed.

- **AIMS ongoing funding (up to \$75,000)** can only be used to add new direct hire staff and/or contractor full time equivalents (FTEs) by hiring new or increasing the hours of existing personnel who will support the expansion of mental health services, and substance abuse services focusing on the treatment, prevention, and awareness of opioid abuse (i.e., personnel, fringe, and/or contractual costs). Personnel costs must comply with [salary limitation requirements](#).
- **AIMS one-time funding (up to \$75,000)** can be used to support the expansion of mental health services, and substance abuse services focusing on the treatment, prevention, and awareness of opioid abuse, and their integration into primary care. Activities initiated with AIMS one-time funding will not receive future AIMS funding support.

AIMS funding may not supplant existing resources and cannot support the following:

- Costs incurred prior to award
- Purchase or upgrade of an EHR that is not ONC-certified
- Fixed equipment costs, such as permanent signage or heating, ventilation, and air conditioning (HVAC) units
- Construction or minor alterations and renovation
- Facility, land, or vehicle purchases

The Budget Narrative should describe how each cost will support the proposed AIMS project. Include the following information for the 12-month period starting 9/1/2017 through 8/31/2018.

Sample Budget Narrative

Budget Line Item	Federal	Non-Federal
PERSONNEL – List each direct hire staff member who will be supported by AIMS ongoing funding. Salary limitation requirements apply. Refer to the Sample Personnel Justification Table for required information.		
Psychiatrists		
Licensed Clinical Psychologists		



Budget Line Item	Federal	Non-Federal
Licensed Clinical Social Workers		
Other Mental Health Staff		
Other Licensed Mental Health Providers		
Substance Abuse Providers		
Case Managers		
Patient/Community Education Specialists (Health Educators)		
Community Health Workers		
TOTAL PERSONNEL		
FRINGE BENEFITS – List the components that comprise the fringe benefit rate (e.g., health insurance, taxes, unemployment insurance, life insurance, retirement plan, tuition reimbursement) for the proposed direct hire staff. The fringe benefits should be directly proportional to the personnel costs allocated for the AIMS project.		
FICA @ X.XX%		
Health Insurance @ X%		
Retirement @ X%		
Dental @ X%		
Unemployment Insurance @ X%		
Workers Compensation @ X%		
Disability @ X%		
TOTAL FRINGE BENEFITS		
TRAVEL – The travel budget should reflect expenses associated with travel for consultants, direct hire staff, and/or contractors to attend trainings. List travel costs according to local and long distance travel. For local travel, include the mileage rate, number of miles, reason for travel, and individuals traveling.		
Local travel: mileage rate, number of miles, reason, staff travelling		
Behavioral Health Integration Conference(2 people @ \$XXXX per person)		
TOTAL TRAVEL		



Budget Line Item	Federal	Non-Federal
<p>EQUIPMENT List equipment costs consistent with those provided in the Equipment List Form. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$5,000. Equipment that does not meet the \$5,000 threshold should be considered Supplies.</p>		
EHR upgrade to latest ONC-certified version @ \$XX,XXX		
Kiosks to facilitate patient registration, scheduling, and chart access (2 kiosk @ \$X,XXX each)		
TOTAL EQUIPMENT		
<p>SUPPLIES – List the items necessary for implementing the proposed project. Equipment that does not meet the \$5,000 threshold listed above should be included here.</p>		
Webcams to support telehealth services (10 webcams @ \$XX each (less than \$5,000 per unit))		
Tablets to improve consistency and reliability of screening patients for mental health and substance abuse disorders (5 tablets @ \$XXX each (less than \$5,000 per unit))		
TOTAL SUPPLIES		
<p>CONTRACTUAL – Provide a clear explanation as to the purpose of each contract, how the costs were estimated, and the specific contract deliverables. Each applicant is responsible for ensuring that its organization or institution has in place an established and adequate procurement system with fully developed written procedures for awarding and monitoring contracts.</p>		
Psychiatrist to provide 100 hours of mental health and substance abuse services (100 hours @ \$XXX per hour)		
Temporary consultant to provide medication-assisted treatment training to current providers (30 hours @ \$XX per hour)		
Cybersecurity coach to enhance existing plan and train patients and personnel to successfully implement plan (20 hours x \$XX per hour)		
TOTAL CONTRACTUAL		
<p>OTHER – Include all costs that do not fit into any other category and provide an explanation of each cost.</p>		
Software licensure @ \$XXX each		
TOTAL OTHER		



Budget Line Item	Federal	Non-Federal
TOTAL DIRECT CHARGES (Sum of all TOTAL Expenses)		
INDIRECT CHARGES – <i>Include approved indirect cost rate if applicable</i>		
X.XX% indirect rate (includes utilities and accounting services)		
TOTALS (Total of TOTAL DIRECT CHARGES and INDIRECT CHARGES)		

Instructions for Completing the Personnel Justification Table

The information included in the Personnel Justification Table (sample below) must be provided for all direct hire staff and contractors to be supported by AIMS funding. Direct hire staff and contractors supported entirely with non-federal funds do not require this level of information. Personnel costs must comply with salary limitation requirement.

Salary Limitation Requirements

The Consolidated Appropriations Act, 2017 Division H, § 202, (P.L. 115-31), states, “None of the funds appropriated in this title shall be used to pay the salary of an individual, through a grant or other extramural mechanism, at a rate in excess of Executive Level II.” This salary limitation also applies to subawards/subcontracts under a HRSA grant or cooperative agreement. Note that these or other salary limitations may apply in FY 2017, as required by law.

Sample Personnel Justification Table for Proposed Personnel

Name	Position Title	% of FTE	Base Salary	Adjusted Annual Salary	Federal Amount Requested
J. Smith	Psychiatrist	10%	\$200,000	\$187,000	\$18,700
R. Doe	Licensed Clinical Social Worker	100%	\$47,550	No adjustment needed	\$47,550
D. Jones	Case Manager	25%	\$35,000	No adjustment needed	\$8,750
	TOTAL		\$282,550		\$75,000