



## FY 2018 Enhancing Behavioral Health Workforce Supplemental Funding Opportunity: Sample Budget Narrative

### Instructions for Completing the Budget Narrative

Provide a 2-year budget narrative that outlines federal and non-federal costs for both years. Present costs for year 1 (9/1/2018 to 8/31/2019) separate from costs for year 2 (9/1/2019 to 8/31/2020), as demonstrated in the table below.

Federal costs may not exceed \$200,000 per year and must be used to improve access to needed mental health and substance use disorder (SUD) services by:

- Enhancing health center education infrastructure,
- Delivering quality experiential training to Behavioral Health Workforce Education and Training (BHWET) supplement students, and
- Improving integrated, interprofessional behavioral health and primary care teams.

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. Personnel costs must comply with [salary limitation requirements](#).

Enhancing Behavioral Health Workforce funding may not supplant existing resources and cannot support the following:

- Purchase or upgrade of an electronic health record (EHR) that is not certified by the Office of the National Coordinator for Health Information Technology ([ONC](#))
- Fundraising
- Support for lobbying/advocacy efforts
- Incentives (e.g., gift cards, food)
- Construction/renovation costs
- Facility or land purchases
- Vehicle purchases

### Sample Budget Narrative

Budget Line Item/Object Class Category	Year 1		Year 2	
	Federal	Non-Federal	Federal	Non-Federal
<b>PERSONNEL</b> –Salary limitation requirements apply. Refer to the <a href="#">Sample Personnel Justification Table</a> for required information.				
Licensed Clinical Psychologist - FTE dedicated to education				
Licensed Clinical Social Worker - FTE dedicated to education				



**HRSA**  
Health Center Program

Budget Line Item/Object Class Category	Year 1		Year 2	
	Federal	Non-Federal	Federal	Non-Federal
Substance Use Disorder Provider - FTE dedicated to education				
<b>TOTAL PERSONNEL</b>				
<p><b>FRINGE BENEFITS</b> – 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 Enhancing Behavioral Health Workforce project.</p>				
FICA @ X.XX%				
Health Insurance @ X%				
Retirement @ X%				
Dental @ X%				
Unemployment Insurance @ X%				
Workers Compensation @ X%				
Disability @ X%				
<b>TOTAL FRINGE BENEFITS</b>				
<p><b>TRAVEL</b> – The travel budget should reflect expenses associated with travel for consultants, direct hire personnel, 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.</p>				
Local travel: mileage rate, number of miles, reason, staff traveling				
Behavioral Health Integration Conference (2 people @ \$XXXX per person)				
<b>TOTAL TRAVEL</b>				
<p><b>EQUIPMENT</b> 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 support integration of mental health, substance use disorder, and primary care service records @ \$XX,XXX				



**HRSA**  
Health Center Program

Budget Line Item/Object Class Category	Year 1		Year 2	
	Federal	Non-Federal	Federal	Non-Federal
<b>TOTAL EQUIPMENT</b>				
<b>SUPPLIES</b> – List the items necessary for implementing the proposed project. Equipment that does not meet the \$5,000 threshold listed above should be included here.				
Audio-visual systems, including monitors, room microphones, and speakers, to support telehealth activities @ \$XXXX (less than \$5,000 per unit)				
Tablets for trainee use (2 @ \$600)				
<b>TOTAL SUPPLIES</b>				
<b>CONTRACTUAL</b> – Provide a clear explanation as to the purpose of each contract, how the costs were estimated, and the specific contract deliverables. You are responsible for ensuring that your organization has in place an established and adequate procurement system with fully developed written procedures for awarding and monitoring contracts.				
Temporary consultant to provide guidance on experiential curriculum development, provider and staff training, and learning evaluation (100 hours @ \$XX per hour)				
Psychiatrist- .10 FTE dedicated to education				
<b>TOTAL CONTRACTUAL</b>				
<b>OTHER</b> – Include all costs that do not fit into any other category and provide an explanation of each cost.				
Software licensure for trainees (X @ \$XXX each)				
<b>TOTAL OTHER</b>				
<b>INDIRECT CHARGES</b> – <i>Include approved indirect cost rate if applicable</i>				
X.XX% indirect rate (includes utilities and accounting services)				
<b>TOTAL INDIRECT CHARGES</b>				
<b>TOTALS</b> (Total of TOTAL DIRECT CHARGES and INDIRECT CHARGES)				



### Salary Limitation Requirements

The Consolidated Appropriations Act, 2018 (P.L. 115-141) states, “None of the funds appropriated in this title, through a grant or extramural mechanism, 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.” The Executive Level II salary is currently set at \$189,600. This salary limitation also applies to sub-awards/sub-contracts under a HRSA grant or cooperative agreement. Note that these or other salary limitations may apply in FY 2018, as required by law.

The information included in Personnel Justification Table, example below, must be provided for all direct hire staff and contractors proposed to be supported by FY 2018 Enhancing Behavioral Health Workforce supplemental funding. Direct hire staff and contractors supported entirely with non-federal funds do not require this level of information.

### Sample Personnel Justification Table for Proposed Personnel

Name	Position Title	Base Salary	Adjusted Annual Salary	% of FTE	Federal Amount Requested
J. Smith	Psychiatrist	\$200,000	\$189,600	10%	\$18,960
A. Brown	Licensed Clinical Psychologist	\$77,030	No adjustment needed	25%	\$19,257
R. Doe	Licensed Clinical Social Worker	\$47,980	No adjustment needed	25%	\$11,995
D. Jones	Case Manager	\$43,300	No adjustment needed	25%	\$10,825
TBD	Education Consultant (Contract)	\$65,000	No adjustment needed	100 hours	\$3,250
	<b>TOTAL</b>				<b>\$64,287</b>