



FY 2018 Expanding Access to Quality Substance Use Disorder and Mental Health Services (SUD-MH) Funding Opportunity

Sample 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.

The total costs outlined in your budget narrative for year 1 and year 2 must align with your year 1 and year 2 SUD-MH funding request in the Federal Object Class Categories Form and Project Overview Form.

Your budget narrative must:

- Clearly detail calculations for how each line item is derived on the Federal Object Class Categories Form, including cost per unit.
- Explain how each cost contributes to meeting your stated SUD-MH project goals to enable HRSA to determine if costs are allowed.¹
- Include expanded services (base and additional MAT funding, as applicable) and one-time funding, if requested (in year 1 only).
- Include program income that will support your SUD-MH activities (if any) as non-federal resources in your budget.

Refer to the SUD-MH instructions on the [SUD-MH technical assistance website](#) for details on ineligible costs. SUD-MH funding must supplement, not supplant, other federal, state, local or private resources.

Budget Line Item/Object Class Category	Year 1		Year 2	
	Federal	Non-Federal	Federal	Non-Federal
<p>PERSONNEL – List full-time equivalents (FTEs) for <u>direct hire staff</u> who will be supported by SUD-MH funding. You must also include personnel details in the required Personnel Justification Tables described below. The sample <i>Staffing Impact Form</i> on the SUD-MH technical assistance website lists the allowable position types.</p> <p>Note: You must demonstrate an increase of at least 1.0 FTE personnel who will expand access to integrated SUD and/or mental health services in this line item (for direct hire FTEs) and/or the Contractual line item below (for contracted FTEs).</p>				
Substance Use Disorder Provider				

¹ Refer to the cost principles embedded in 45 CFR Part 75, see <http://www.ecfr.gov/cgi-bin/text-idx?node=pt45.1.75> for details on allowable costs.



Budget Line Item/Object Class Category	Year 1		Year 2	
	Federal	Non-Federal	Federal	Non-Federal
Licensed Clinical Social Worker				
Case Manager				
Addiction Medicine Specialist				
TOTAL PERSONNEL				
FRINGE BENEFITS – List the components that comprise the fringe benefit rate for proposed direct hire staff. Fringe benefits should be directly proportional to the portion of personnel costs allocated for the SUD-MH project.				
FICA @ X.XX%				
Health Insurance @ 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.				
Local travel to provide SUD services at another in-scope site (mileage rate, number of miles, reason, staff travelling)				
Behavioral Health Integration Conference (2 people @ \$XXXX per person)				
TOTAL TRAVEL				
EQUIPMENT – Only one-time funding in year 1 can be used for equipment costs. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost of at least \$5,000.				



Budget Line Item/Object Class Category	Year 1		Year 2	
	Federal	Non-Federal	Federal	Non-Federal
EHR upgrade to latest ONC-certified version (1 @ \$XX,XXX)			N/A	
Kiosks to facilitate patient registration, scheduling, and chart access (2 kiosks @ \$X,XXX each)			N/A	
Mobile medical van to facilitate SUD and mental health service delivery (@ \$XX,XXX)			N/A	
TOTAL EQUIPMENT			N/A	
SUPPLIES – List the items necessary for implementing the proposed project. Note: Equipment that does not meet the \$5,000 threshold listed above should be included here.				
Webcams to support telehealth (10 webcams @ \$XX each (less than \$5,000 per unit))				
Tablets to improve consistency and reliability of screening patients for SUD and/or mental health conditions (5 tablets @ \$XXX each (less than \$5,000 per unit))				
Case management EHR software to develop, implement, and monitor treatment plans across the multidisciplinary team (software @ \$X,XXX)				
TOTAL SUPPLIES				
<p>CONTRACTUAL – Provide a clear explanation as to the purpose of each contract. Note how costs were estimated and outline specific contract deliverables. You are responsible for ensuring that you have in place an established and adequate procurement system with fully developed written procedures for awarding and monitoring contracts. For contracted personnel, you must also include personnel details in the required Personnel Justification Table described below.</p> <p>Note: You must demonstrate an increase of at least 1.0 FTE personnel who will expand access to integrated SUD and/or mental health services in this line item (for contracted FTEs), and/or the Personnel line item above (for direct hire FTEs).</p>				



Budget Line Item/Object Class Category	Year 1		Year 2	
	Federal	Non-Federal	Federal	Non-Federal
Psychiatrist to provide 100 hours of mental health services (100 hours @ \$XXX per hour)				
Consultant to provide medication-assisted treatment training to current providers (30 hours @ \$XX per hour)				
Cybersecurity coach to train personnel to ensure security of patients' SUD and mental health information (20 hours x \$XX per hour)				
Contracted practice transformation facilitator to support adoption of selected evidence-based behavioral health integration model (40 hours @ \$XX per hour)				
TOTAL CONTRACTUAL				
CONSTRUCTION – Only one-time funding in year 1 can be used for minor alterations/renovation (A/R) costs. Include such minor A/R costs on this Construction line.				
Renovation costs to create new space for patient counseling, group visits, and training in self-management tools (@ \$XX,XXX)			N/A	
TOTAL CONSTRUCTION			N/A	
OTHER – Include all costs that do not fit into any other category and provide an explanation of each cost.				
Software licensure (X @ \$XXX each)				
TOTAL OTHER				
INDIRECT COSTS – You may include indirect costs in your budget request only if your organization has a negotiated indirect cost rate agreement.				



Budget Line Item/Object Class Category	Year 1		Year 2	
	Federal	Non-Federal	Federal	Non-Federal
X.XX% indirect rate (includes utilities and accounting services)				
TOTAL INDIRECT COSTS				
TOTAL BUDGET				

Salary Limitation Requirements

The *Consolidated Appropriations Act, 2018* (P.L. 115-141), 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.” 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.

Completing the Personnel Justification Table

Provide the information included in Personnel Justification Table for all direct hire staff and contractors you propose to support with SUD-MH funding. Reflect any personnel adjustments between year 1 and year 2 of the performance period in separate tables, or if changes are not expected for year 2, state this and provide only a year 1 table.

Year 1 Proposed Personnel (September 1, 2018 through August 31, 2019)					
Name	Position Title	% of FTE	Base Salary	Adjusted Annual Salary (due to Salary Limitation)	Federal Amount Requested
J. Smith	Contracted Psychiatrist	25%	\$225,000	\$189,600	\$47,400
R. Doe	Licensed Clinical Social Worker	75%	\$57,550	\$57,550 (no adjustment needed)	\$43,163
TOTAL					\$90,563



Year 2 Proposed Personnel (September 1, 2019 through August 31, 2020)					
Name	Position Title	% of FTE	Base Salary	Adjusted Annual Salary (due to Salary Limitation)	Federal Amount Requested
J. Smith	Contracted Psychiatrist	25%	\$225,000	\$189,600	\$47,400
R. Doe	Licensed Clinical Social Worker	100%	\$57,550	\$57,550 (no adjustment needed)	\$57,500
TOTAL					\$104,900