**Applicant Name:**

**Applicant is required to use this Budget Narrative Template and the provided excel CHRC Budget Template (see Track 2 Hub Only).**

**All information in the following text box sections and tables should reflect information that ties to the CHRC Funding Request budget line-items in the Budget Template.**

**Grant funds cannot be used for: the purchase or lease of major equipment; construction projects; support of clinical trials; medical devices or drugs that have not received approval from the appropriate federal agency; or lobbying and political activity. Funds may not be used in contravention of the CHRC’s Standard Grant Agreement.**

CHRC grant funds should **not** pay for activities already covered by other sources. Accordingly, the CHRC requires applicants to disclose other sources of funding that may partially or wholly support activities in their grant proposals. This includes any other state, federal, local, or private grant, as well as anticipated revenues, including Medicaid, Medicare, Commercial Insurance, Health Services Cost Review Commission (HSCRC), Maryland Department of Health (MDH), etc. CHRC funds should supplement and not supplant other sources of funding. As indicated in the RFA, **duplication of funding is prohibited**.

The CHRC will closely examine grant applications for potential duplicate funding, including an assessment of the applicant’s request for indirect costs. Applicants may not request direct funding for any activities that are typically included in the organization’s indirect cost pool/indirect rate. The CHRC will accept an indirect rate of **up to 15%** (unless the applicant qualifies for a higher indirect rate pursuant to Md. Code Ann., State Finance and Procurement § 2-208(c)), while also requiring applicants to describe activities to be covered within their indirect rate.

**Notes**

1) There will be several calculations in your budget template that do not require any action on your part.

2) **New rows can only be inserted within the Personnel Salary and Contractual expense categories** shown on the budget template. **Ensure formulas are picking up all numbers input into any new rows that are added on the budget template.**

**Sustainability**

The CHRC fully expects that grantees will braid in other sources of funding to ensure the long-term sustainability of projects and programs seeded with CHRC funding and continues to encourage grantees to leverage CHRC dollars to secure funding from other sources for the purpose of program sustainability. Proposals that have the potential to generate reductions in avoidable hospital utilization should be noted in the sustainability section of the proposal. Please comment on the potential or likelihood that cost savings  
or retained revenue will be re-invested to support the project after initial CHRC grant funding has been expended. The CHRC is proud that over 75% of its grants have been sustained at least one year or more after the initial grant funding has been expended.

**Organization Name**

Provide in the **Track 2 Hub Only Budget Template** the organization name.

**Revenues/Total Project Cost**

Provide in the **Track 2 Hub Only Budget Template** all project revenue sources in the requested funding period. Details on what needs to be input in this schedule are outlined below.

**Track 2 Hub Only Budget Template:** In the **Revenue/Total Project Cost top section** of the budget template, input the CHRC grant funding amount requested and any other types of anticipated revenue amounts (other grant/funding support, organization match, etc.) for the requested funding period that will fund the overall project cost. **The total project cost amount and CHRC grant funding revenue award amount requested needs to match the line-item budgets for total project cost and CHRC grant funding request.**

Provide in this **Budget Narrative Template** in the text box below a brief description of anticipated revenue (other grant/funding support, organization match, etc.) in the requested funding period that will fund the overall project cost.

**Personnel Salaries**

Provide in the **Track 1 Hub and Service Providers Budget Template** salary dollars and Full Time Equivalent (FTE) details by position type for **only** **W-2 employees**. Contractual positions should not be included in the salary section but would be included as a line item in the Contractual section. Salary expenses should include all forms of compensation to W-2 employees including services and/or training related to this grant, should not be duplicated by indirect costs, and should be netted by any other revenue sources (i.e., Other Grants, Medicare, Medicaid, etc.).

Provide in this **Budget Narrative Template** in the table below the position type, average salary cost per FTE, number of FTES, and a brief description of work to be performed by each position type. **The information shown in the table is sample data and should be replaced with your CHRC grant program Position/FTE/salary information requested.**

Identify in text box below table any anticipated salary increases during the life of the grant (i.e., 3% COLA raises in second half of Year 1).

|  |  |  |  |
| --- | --- | --- | --- |
| Position Type and Description of Work Performed | Avg Salary Dollars Per FTE | CHRC FTEs | CHRC  Budget |
| Example 1 – Financial Analyst  Develop and update fiscal required reports and monitor/review grant expenditures for Hub. | $75,000 | 0.5 | $37,500 |
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Complete the table below to show the breakout of FTEs by position type, type of support provided to this grant program, and an indication of the number of FTEs already hired and number of FTEs that still need to be hired. Insert additional rows in table as needed.

In Example 1 below, 1 individual is assumed to work as a Financial Analyst, the position is budgeted as a 0.5 FTE (i.e., 1 part-time individual), and will provide fiscal support to the grant program. In Example 2 below, 1 individual is assumed to work as a Program Manager, the position is budgeted as a 0.5 FTE (i.e., 1 part-time individual), and will provide support to manage the grant program.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Position Type | Type of Support Provided | Total CHRC FTEs | | FTEs Hired to date | | FTEs to be hired |
| Example 1 – Financial Analyst | Other Grant Support | 0.5 | | 0.5 | | 0 |
| Example 2 – Program Manager | Other Grant Support | 0.5 | 0.5 | | 0 | |
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|  |  |  |  | |  | |

**Personnel Fringe Benefits**

Provide in the **Track 1 Hub and Service Providers Budget Template** a fringe benefits amount of up to 25% of overall personnel salaries. The fringe benefits percentage of overall personnel salaries of W-2 employees will automatically calculate on the Budget Template.

If the applicant requests **more than 25% of salary costs for fringe benefits**, the applicant will be required to provide a compelling rationale for exceeding this amount in this **Budget Narrative Template** in the text box below and provide other supporting documentation.

**Equipment/Furniture/IT & Telecom/Minor Infrastructure Improvements/Vehicle(s)**

Provide in the **Track 2 Hub Only Budget Template** the applicable line items associated with any Equipment, Furniture, IT & Telecom, Minor Infrastructure Improvements, and/or Vehicle(s) costs (purchase or rental costs not included in indirect costs rate).

Provide in this **Budget Narrative Template** in the text box below a brief description of any Equipment, Furniture, IT & Telecom Renovations, and/or Vehicle(s) costs with an explanation for the use of the item(s) to be purchased with grant funding in support of this project. Expenses budgeted in this category should align to one of the five-line items on the budget template: a) Equipment, b) Furniture, c) IT & Telecom, d) Minor Infrastructure Improvements, and e) Vehicle(s). Requested costs should relate to the portion of the costs supporting the CHRC grant program.

**Supplies**

Provide in the **Track 2 Hub Only Budget Template** the overall supply costs to be used during the grant period. The supply costs do not need to be listed on separate line items in the Budget Template.

In this **Budget Narrative Template** in the text box below, list out all supply types and related costs and provide an explanation for each supply type.

**Travel/Mileage/Parking**

Provide in the **Track 2 Hub Only Budget Template** the total costs for applicant employees.

In this **Budget Narrative Template** in the text below, identify costs and reasons for travel that are applicable to grant specific activities for Hub employees providing services under the grant (i.e., attending health fairs, community events, services provided under grant etc.).

**Staff Trainings/Development**

Provide in the **Track 2 Hub Only Budget Template**, the overall staff trainings/development costs. These costs do not need to be listed on separate line items in the Budget Template.

In this **Budget Narrative Template** in the text box below, identify the type of training, position types that will receive the training, and costs related to the training. Explain how this training will benefit the project. This category includes travels costs related to employee training including employee certifications required to provide services under the grant and employee travel related costs (lodging, meals, transportation, parking, etc.) to conferences, training sessions, etc. Expenses budgeted in this category **should exclude salaries** paid to employees attending the training, as those amounts **should be included in the Personnel Salary expenses section of the budget**.

**Applicants should not budget for trainings associated with the 15 Priority EBPs in which the Consortium and National Center for School Mental Health will provide training and implementation support.**

**Contractual**

In the **Track 2 Hub Only Budget Template** on separate line items, list contractual arrangements that are over $5,000 and the related costs. For contractual arrangements less than $5,000, input costs in All Other Contractual Arrangements < $5K line items. This section should not include W-2 employees of the applicant.

In this **Budget Narrative Template** for each contract more than $5,000, identify each individual vendor/contractor, the cost of the total contract, and a brief description of what type of service the contract is providing.

|  |  |  |
| --- | --- | --- |
| Individual Vendor/Contractor | Total Cost | Description of Service Contract Being Provided |
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**Program Marketing Related Expenses**

Provide in the **Track 2 Hub Only Budget Template**, the overall program marketing related costs. These costs do not need to be listed on separate line items in the Budget Template.

In this **Budget Narrative Template** in the text box below, list out all marketing related costs (i.e., marketing, advertising, promotional materials/communications/ handouts related to the grant program, etc.) and provide an explanation for each marketing related cost type.

**Other Expenses**

Provide in the **Track 2 Hub Only Budget Template**, the overall other costs.

In this **Budget Narrative Template** in the text below, identify in sufficient detail any other expenses that do not fit in any of the other direct expense categories outlined above. **Expenses associated with employee background checks and finger printing (if applicable), patient incentives, etc. should be included in this category.**

**Indirect Costs**

Indirect costs are for activities or services that may benefit more than one project. **Examples of indirect costs include utilities, insurance, rent, audit and legal expenses, equipment rental, and administrative staff.** The applicant should have internal controls in place to ensure expenses reported in the direct costs categories are not a duplication of reported indirect costs.

Provide in the **Track 2 Hub Only Budget Template** indirect costs amount of up to 15% of overall direct costs. The indirect costs percentage of overall direct costs is automatically calculated on the Budget Template (direct costs = total costs minus indirect costs).

The CHRC will closely examine grant applications for potential duplicate funding, including an assessment of the applicant’s request for indirect costs. Applicants may not request direct funding for any activities that are typically included in the organization’s indirect cost pool/indirect rate. The CHRC will accept an indirect rate of **up to 15%** of direct costs related to the grant program (unless the applicant qualifies for a higher indirect pursuant to Md. Code Ann., State Finance and Procurement § 2-208(c)), while also requiring applicants to describe activities to be covered within their indirect rate.

Please provide in the table below types (dollar breakdown not required) of expenses included in your indirect costs request. **Any Indirect Costs associated with staffing expenses should include the name of the position type.** Insert additional rows in the table as needed.

Administrative Staff positions that are typically included in indirect costs are clerical, accounting, compliance, human resources, general IT, Senior level positions of the organization, (CEO, Executive Director, Medical Director, Operations leader, etc.), etc. **Any Administrative Staff positions not included in the indirect cost rate but are included in the budget as salaries,** **must perform duties directly required by the grant. Applicant must have controls to document time spent on the grant and the positions should not already be included in the indirect costs.**

|  |
| --- |
| Categories of Indirect Costs (list out position type for staffing costs) |
| Example 1 - Utilities |
| Example 2 - Rent |
| Example 3 – Audit and Legal |
| Example 4 – Rental of Equipment (list the type of equipment on separate rows) |
| Example 5 – Administrative Staff (list the type of positions on separate rows) |