



Budget Narrative Template

Emergency Relief Act of 2021 Call for Proposals

Applicant Name:

Provide line-item detail for requested funding. Enter N/A if not applying for funding in all areas.

Reopening Expenses

These are one-time expenditures to assist service providers to re-open programs and restore delivery of services that were halted or have been severely impacted during the Maryland COVID-19 public health emergency declared in March 2020. Permissible uses of grant funds for reopening related expenses are described on Pages 6-8 of the RFP. Examples of permissible expenses include: Personal Protective Equipment (PPE), vaccine education and awareness, and restoring and supporting transportation services.

Provide line-item detail from Budget Template for Reopening Expenses:

NOTE: With the exception of the incentives noted below, staffing costs will not be awarded as part of this grant.

- **Retention Incentives**
 - A one-time retention incentive payment for current staff, to be awarded at the discretion of the grantee (i.e., employer). Incentives must adhere to specific terms & conditions (See Page 6 of the RFP for details). Insert detail below regarding Retention Incentives.

- **Re-employment Incentives**
 - A one-time incentive payment to formerly employed staff who are rehired full-time by their former employer (i.e., the grantee). Incentives must adhere to specific terms & conditions (See Page 7 of the RFP for details). Insert detail below regarding Re-Employment Incentives.

- **Recruitment Incentives**
 - A one-time sign-on incentive (bonus) to support recruitment of new full-time staff. Incentives must adhere to specific terms & conditions. See Page 7 of the RFP for details) Insert detail below regarding Recruitment Incentives.

Transformation

Provide a detailed line-item description of transformation related expenditures requested. See page 8 of the RFP for additional details.

Revenue Loss

Provide a detailed line-item description of reimbursement(s) requested for lost service revenue and/or the cost of basic operating expenses such as rent, utilities and essential supplies critical to ensure restoration and continuity of operations. Grant funds to offset a decrease in revenue and/or an increase in operating costs may include reimbursement of expenses incurred since the Emergency Declaration on March 5, 2020, including losses related to reduced attendance or utilization of services. See pages 8-9 in the RFP for further details.