**CMHPSM RFP Narrative Budget Justification**

Please complete the narrative for all categories your organization is requesting funds for on the CMHPSM Budget Worksheet, the fields will expand for responses.

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| **Salaries & Wages Justification –** Provide employee positions of the applicant/recipient organization |
| Justification - Describe the role and responsibilities of each position |
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| **Fringe Benefits -** List all components that make up the fringe benefits rate/costs. |
| Justification - Detail Fringe reflects current rate(s) for agency. |
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| **Travel-** Explain need for any travel related to this application. |
| Justification - Describe the purpose of travel and how costs were determined. |
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| **Contracts -** A contractual arrangement to carry out a portion of the programmatic effort or for the acquisition of routine goods or services under the grant. Such arrangements may be in the form of consortium agreements or contracts. A consultant is an individual retained to provide professional advice or services for a fee. The applicant/grantee must establish written procurement policies and procedures that are consistently applied. All procurement transactions shall be conducted in a manner to provide to the maximum extent practical, open and free competition.  |
| Justification -costs for contracts must be broken down in detail and a narrative justification provided. If applicable, estimated numbers of clients should be included in the costs. |
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| **Operating Supplies / Expenses -** materials costing less than $5,000 per unit and often having one-time use**.** |
| Justification - Describe the need and include an adequate justification of how each cost was estimated. |
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| **Other -** expenses not covered in any of the previous budget categories |
| Justification - Break down detailed costs within the other category.  |
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| **Indirect Costs -** Indirect cost rates are applied only to direct costs to the agency as allowed by the CMHPSM. |
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| **Other Notes** |
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