*Applicants must provide the following elements as part of the budget submission:*

1. *Budget (budget template provided)*
2. *Budget Narrative.*

*The budget must correlate to the activities of the work plan. It must contain a description of the expenses for the activities the Applicant is proposing under the RFA. It should contain an understanding of the cost principles under the applicable federal funding source. The budget narrative should explain the expenses listed in the budget and describe how the applicant arrived at the requested amounts. The narrative should provide an explanation as to why each item is necessary for the success of the project.*

*Prices quoted on the Applicant’s budget form shall remain fixed for the first two years of the Subaward period. A maximum of $3,850,0000 may be awarded for each year of the agreement. For each optional renewal period, Subrecipient must submit a budget to DHHS no less than sixty (60) days prior to the end of the current Period of Performance.*

***Budget***

***Organization Name***

***Project Title***

***Project Duration***

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Initial Sub-Award Period**  | **Optional Renewal Period 1** | **Optional Renewal Period 2** |
|  | **Year 1** | **Year 2** |  |  |
|  | 7/1/24 - 6/30/25 | 7/1/25-6/30/26 | Estimated | Estimated |
| **Personnel** |  |  |  |  |
| 1. Salaries
 |  |  |  |  |
| 1. Benefits
 |  |  |  |  |
| **Subcontractors** |  |  |  |  |
| **Operations** |  |  |  |  |
| 1. Facilities
 |  |  |  |  |
| 1. Utilities
 |  |  |  |  |
| 1. Furniture
 |  |  |  |  |
| 1. Supplies
 |  |  |  |  |
| 1. IT Hardware
 |  |  |  |  |
| 1. IT Software
 |  |  |  |  |
| **Travel** |  |  |  |  |
| **Other Direct Costs** |  |  |  |  |
| **Total Direct Costs** |  |  |  |  |
| **Total Indirect Costs** |  |  |  |  |
| **Total Budget** |  |  |  |  |