

## **Budget Justification Template Early Access Regional Plans**

### **Behavioral Health Reform and Investment Act (SB3)**

**PURPOSE:** The following Budget Justification Template is provided as a sample to assist applicants in preparing their own explanation for how Early Access funds will be used to address their selected Critical Access Shortage Area(s) under the Behavioral Health Reform and Investment Act. Applicants may use this template directly, or utilize their own format, so long as the justification clearly links expenditures to program goals, measurable outcomes, and alignment with SB3’s principles of equity, sustainability, and coordination.

Regions are encouraged to customize the content to reflect their own priorities, funding requests, and proposed outcomes.

**INSTRUCTIONS:** Use the table below to summarize how requested funds will be spent and justify how each cost directly supports your proposed Early Access priority.

- Keep responses brief and outcome focused.
- Describe the purpose and rationale for each category. Avoid line-item or unit-level detail.
- Total funding must align with your proposal narrative.

<b>Budget Category</b>	<b>Total Cost (\$)</b>	<b>Purpose &amp; Justification (Brief Narrative)</b>
<b>Personnel &amp; Administrative Costs</b>		Describe key staff roles and administrative support(s) essential to project management (e.g., clinicians, coordinators, fiscal oversight, reporting). Explain how these positions sustain or expand behavioral health access.
<b>Direct Services</b>		Identify service(s) to be launched or expanded (e.g., MAT program, residential beds, crisis response).
<b>Training &amp; Workforce Development</b>		Summarize how funds will build or strengthen the workforce (e.g., provider training).
<b>Infrastructure &amp; Equipment</b>		Include technology, facility upgrades, or essential equipment that enable service delivery.

## APPENDIX F: Budget Justification Template

<b>Operational Costs</b>		Describe costs directly tied to daily operations and program delivery (e.g., facility expenses, communications, supplies, data systems, IT maintenance, or service coordination support).
<b>Evaluation &amp; Performance Tracking</b>		Describe how evaluation activities (e.g., data collection, reporting, performance measurement) will demonstrate outcomes and inform sustainability.
<b>Other</b> <i>(if applicable)</i>		Include any additional costs not captured above.

**Total Requested: \$**\_\_\_\_\_

### TIPS FOR STRONG BUDGET JUSTIFICATION

- Show clear connection between costs and identified critical access shortage area(s).
- Demonstrate sustainability; consider how these funds will lay the groundwork for long-term capacity.
- Reference logic model or performance metrics, where applicable.
- Keep narrative concise, aim for plain language and measurable impact statements.
- Ensure that all costs meet criteria, as outlined in Section 4: Use of Funds.