

APPENDIX F: Behavioral Health Reform and Investment Act Budget Justification Template

PURPOSE: The following template is provided to assist regions in preparing their explanation for how funds will be used to address their selected priorities under the Behavioral Health Reform and Investment Act (BHRIA). Applicants may use this template, or their own format, so long as the justification clearly links expenditures to program goals, measurable outcomes, and alignment with the BHRIA 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 each of your proposed priorities:

- 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 regional plan narrative and proposed activities.

| Budget Category | Total Cost (\$) | Purpose and Justification (Brief Narrative) |
|--|-----------------|---|
| Administrative and Personnel Costs | | 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. |
| Direct Services | | Identify service(s) to be launched or expanded (e.g., MAT program, residential beds, crisis response). |
| Training, Workforce Development, Professional Development | | Summarize how funds will build or strengthen the workforce (e.g., provider training). |
| Infrastructure and Equipment | | Include technology, facility upgrades, or essential equipment that enables service delivery. |
| Operations and Program Delivery | | Describe costs directly tied to daily operations and program delivery (e.g., facility expenses, communications, supplies, data systems, IT maintenance, or service coordination support). |
| Evaluation and Performance Tracking | | Describe costs related to evaluation activities (e.g., data collection, software, tools, reporting, performance measurement). |
| Other <i>(if applicable)</i> | | Include any additional costs not captured above. |

Total Requested: \$ _____

TIPS FOR STRONG BUDGET JUSTIFICATION:

- Clearly link costs to priorities outlined within the regional plan.
- 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.