

West Virginia Department of Human Services

Bureau for Behavioral Health Target Funding Budget Instructions

Target Funding Budget Forms

The West Virginia Department of Human Services (DoHS) Bureau for Behavioral Health (BBH) requires a target funding budget (TFB) be prepared and approved for each program, allocation and location negotiated with the BBH. The TFB is the responsibility of the Grantee and shall be prepared in accordance with the procedures prescribed in these instructions as well as all applicable programmatic and Office of Management and Budget (OMB) Cost Principles.

General Instructions

The Grantee must provide the relevant information for each line item for the corresponding row onto the form. The Total column should represent both the BBH grant funded portion and any other funds utilized to pay for the applicable line item. All amounts should be rounded to the nearest dollar. The form will automatically calculate the sub-totals for each cost category and the line item totals, which should be verified by the Grantee.

If the Grantee needs more space or rows than are provided on the form, they should attach an addendum (prepared in the same format) and simply enter the total cost from the attachment into the applicable line on the form, with a reference to the attachment. [I.e. "Other (see attachment A)"]

I. Grantee Identifying information

The grantee must complete ALL sections in the heading of the TFB to include:

- A. Grantee's official business name as to be contained in the grant agreement.
- B. Budget period as to be contained in the grant agreement.
- C. Assigned Program Name as contained within the statement of work.
- D. State assigned account number as contained on the allocation sheet provided by BBH.
- E. Current year allocation amount as contained on the allocation sheet provided by BBH.

II. Direct Cost Categories

Federal cost principles define direct costs as those that can be identified specifically with a particular final cost objective, i.e., a particular award, project, service, or other direct activity of the organization. When preparing the target funding budget, the Grantee should allocate all direct costs into one of the following seven (7) direct cost categories.

A. Personnel

For each employee's salary that is fully or partially charged to the grant, list the employee's name, job title and FTE amount. On the corresponding line, enter the amount of BBH funds budgeted to that person/position and also the amount of Other Funds budgeted for that person as related to the program.

B. Fringe Benefits

List each component of fringe benefits budgeted to the grant award. Allowable fringe benefits include contributions to pension plans, health insurance, FICA, unemployment insurance, and worker's compensation.

For each fringe benefit that is fully or partially charged to the grant, list the fringe benefit. Many of the most common fringe benefits are already listed. On the corresponding line, enter the amount of BBH funds budgeted to that benefit and also the amount of Other Funds budgeted for that benefit as related to the program.

C. Equipment

List each item of equipment to be purchased with grant funds. For each item that is fully or partially charged to the grant, list the item. On the corresponding line, enter the amount of BBH funds budgeted to that item and also the amount of Other Funds budgeted for that item as related to the program.

D. Supplies

List each general classification of material and supplies (e.g., office supplies, program supplies, housekeeping supplies, etc.) to be purchased with grant funds. Many of the most common supply items are already listed.

For each supply item that is fully or partially charged to the grant, list the item. On the corresponding line, enter the amount of BBH funds budgeted to that supply item and also the amount of Other Funds budgeted for that supply item as related to the program.

E. Contractual Costs

Contractual costs include expenditures incurred for obtaining the services of contractors, subgrantees and/or consultants. (Grantees must contact the BBH for prior approval and specific instructions regarding the subgranting of BBH awards.)

For each contracted line item that is fully or partially charged to the grant, list the item. On the corresponding line, enter the amount of BBH funds budgeted to that line item and also the amount of Other Funds budgeted for that line item as related to the program.

F. Construction

Construction consists of costs to support the initial building, large scale modernization or permanent improvement of a facility. No construction costs should be budgeted without prior authorization from the BBH. (Specific guidance and instructions will be provided to the Grantee when necessary.)

G. Other

The “other” category includes items that are directly charged, yet not included in one of the above cost categories. Many of the most common “other” items are already listed.

For each “other” line item that is fully or partially charged to the grant, list the item. On the corresponding line, enter the amount of BBH funds budgeted to that line item and also the amount of Other Funds budgeted for that line item as related to the program.

III. Summary Page

1. The Total Direct Costs will auto populate.
2. The grantee should insert their approved Indirect Cost Rate amount into this line. For payment of indirect costs by the DoHS, the Grantee must comply with one of the following three criteria:

If the Grantee is a direct recipient of Federal Grants, they may have an **“Indirect Cost Negotiation Agreement”** from their cognizant Federal agency;

- The Grantee may have an approved “Indirect Cost Negotiation Agreement” from another state or local government agency that has agreed to review and approve the Grantee’s indirect cost proposal; or
 - The Grantee may have a written statement from an independent certified public accounting firm attesting that the indirect cost proposal complies with applicable Federal OMB Cost Principles and provides the basis of the calculated rate.
3. The BBH Indirect Cost Amount will auto populate from data entered on the first page. Please note that BBH will not reimburse indirect costs on equipment or construction projects so the Indirect Costs Base Amount may be less than Total Direct Costs.
 4. The Total BBH Costs amount will auto populate with the amount of BBH Direct plus BBH indirect Costs.
 5. The Anticipated Program Income Earned amount should be hard keyed into the OTHER Funds column. Please note that this amount should represent only the projected amount of program income to be earned and expended during the grant period.

Federal administrative requirements define program income as gross income earned by the recipient that is directly generated by a supported activity or earned as a result of the grant award. Program income includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under federally-funded projects, the sale of commodities or items fabricated under an award, license fees and royalties on patents and copyrights, and interest on loans made with award funds. (Program income does not include the interest that is earned on grant funds prior to their disbursement by the Grantee. Those funds should be administered in accordance with applicable cash management requirements)

6. The Grantee / Other Source Supplied Portion will auto populate with the total of OTHER Funds column minus Anticipated Program Income.
7. The Total Budget amount should auto populate with the amounts generated from Total BBH Funds plus Total Other Funds

IV. Funding/Source

If the program is supported by “Other” funds, the preparer should provide a projected source and amount of those funds. Other funds are considered supplemental (not required by authorizing grant legislation) funds provided by the Grantee to operate the program. If the program is not supported by “Other” funds this will need to be noted.

V. Budget Review and Submission

Once the Target Funding Budget has been completed:

- 1) Verify that the sub-totals for each category (A-G) concur with the grantees budgeted amounts.
- 2) Verify the **Total Direct Costs** and **Total Indirect Cost** for the BBH Funds.
- 3) Verify the **Total Direct Costs** for Other Funds.
- 4) Verify the **Total Budget Amount**.
- 5) If applicable, verify the projected program income amount.
- 6) If applicable, verify the amounts entered for other funding source section.
- 7) Enter the Preparer’s Name and date prepared.

8) Attach all addendums, required justifications and narratives for submission to the BBH.