

## **ATTACHMENT E – BUDGET NARRATIVE**

### **RFGA #S-44300-00017773**

#### **Budget Guidance for completing the attached Budget Form:**

**Budget Time Period:** Through June 30, 2027.

**Recommended Length:** The recommended length for the budget and budget narrative (combined) is 4 pages, but Proposals will not be rejected for exceeding this. Proposers must complete the attached Budget Proposal including the budget narrative consistent with the following instructions.

#### **Budget Proposal**

Proposer shall submit one (1) detailed Budget Proposal and one (1) Narrative electronically through OregonBuys. These files shall be submitted as separate files not with the Proposal.

For each activity described for each Grant Activity, the Budget Proposal must include all identifiable costs. The Budget Proposal must include separate line items for personnel, travel, supplies, other costs, overhead and administrative costs.

For all fully loaded personnel costs, the Budget Proposal must include the name and title of all positions for each individual staff person who will perform the Grant Activities and list the salary/wage separately for each such individual. Please add rows as needed to describe costs fully in each section.

#### **Budget Narrative**

Proposer shall submit a Budget Narrative for each service which shall:

- Clearly explain how the funds will be used to decrease Youth Suicide in Oregon.
- Line items are reasonable, cost-effective and consistent with Proposer's submission for each Grant Activity.
- Provides a clear description and justification for the proposed costs, which specifically explains how the proposed costs will allow Proposer to achieve the Grant Activities.

The budget narrative should clearly explain and justify how budget items are necessary and related to carrying out proposed Grant Activities related to the accomplishment of Program goals for RFGA **S-44300-00017773** including the time estimates for completing each Grant Activity.

\*OHA may request documentation at any time related to the proposed budget and expenses.

|                          |
|--------------------------|
| <b>Budget Narrative:</b> |
|                          |