

Health Reform and Investment Act (SB3 Behavioral 2025)

Regional Plans Budget Justification Template

PURPOSE: The following Budget Justification Template is provided as a sample to assist applicants in preparing their own 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 directly, or utilize 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 & Justification (Brief Narrative)
Personnel & Administrative 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		Summarize how funds will build or strengthen the workforce (e.g., provider training).
Infrastructure & Equipment		Include technology, facility upgrades, or essential equipment that enable service delivery.
Operational Costs		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 & Performance Tracking		Describe how evaluation activities (e.g., data collection, reporting, performance measurement) will demonstrate outcomes and inform sustainability.
Other (if applicable)		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