

**Attachment B – Contract Budget and Funding Summary  
INSTRUCTIONS – Statewide SUD System Support**

1	<b>Initiative</b>	Enter the name of the initiative for this budget submission.
2	<b>Printed Legal Name of Entity</b>	Print the incorporated or legal name of the agency submitting the request. <b>Do not enter the common name or acronym.</b>
3	<b>SFS Supplier ID</b>	Enter the unique 10-digit number that identifies the agency/vendor in the Statewide Financial System (SFS).
4	<b>OASAS Provider Number</b>	Enter the unique five-digit number that identifies the agency and that is used for reporting purposes to OASAS. This number is the same as the <b>Agency Code</b> number used when submitting Consolidated Fiscal Report documents.
5-7	<b>Address</b>	Enter the mailing address, including zip code, where the administrative office of the applicant is located.
8-11	<b>Contact Person</b>	Enter the printed name and title, telephone number (including area code), and email of the person who can answer questions concerning the information provided on the Budget form.
12-17	<b>Requested Budget</b>	<p>Applicants should refer to the Consolidated Fiscal Reporting Manual for a more detailed general description of the following expense items which should be entered in Columns A-Primary Prevention and B-All Other Services (see table below).</p> <ul style="list-style-type: none"> <li>12) Personal Services;</li> <li>13) Fringe Benefits;</li> <li>14) Other Than Person Services/Non-Personal Services;</li> <li>15) Equipment;</li> <li>16) Property/Space; and</li> <li>17) Agency Administration.</li> </ul> <p>Enter a zero (0) in those categories for which no costs are anticipated. All requested amounts should be rounded to the nearest dollar. Agency administration costs may not exceed 10% of the total Personal Services, Fringe Benefits, and Other Than Personal Services costs.</p> <p>Funds may not be used to purchase, construct, permanently improve, or change the structure of a building. This includes removing or adding walls, creating offices or rooms, etc. Funds may be used for cosmetic renovations only. Cosmetic renovations are any renovations that improve the appearance of a building without changing the existing structure or the electrical and plumbing systems. Examples of cosmetic renovations are painting, changing a light fixture, and replacing the flooring. Funds may also be used for minor maintenance such as replacing the air filters in an HVAC system but cannot be used to replace the entire HVAC system.</p>

Column A	<b>Primary Prevention</b> – Include all anticipated allowable expenses as defined by the scope of work related to Primary Prevention services as defined by Federal 45 CFR § 96.125 - Primary prevention (e.g., activities reported under Consolidated Fiscal Reporting program code 5520). See also the <a href="#">OASAS Prevention Guidelines for OASAS Funded and/or Certified Prevention Services</a> .
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Column B	<b>All Other Services</b> – Include all anticipated allowable expenses as defined by the scope of work that DO NOT meet the criteria defined above as Primary Prevention, including expenses related to certified treatment services, treatment support, program support, and recovery services.
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18-19	<b>Agency Official</b>	Enter the printed name and title of the agency representative authorized to submit this application on the agency’s behalf, signed and dated.
20-21	<b>Signature and Date</b>	The agency representative must sign and date the funding request.

**Please note:**

Expenditures supported by these funds must be reasonable and/or necessary for providing SUD services in both nature and amount and have not previously and will not otherwise be reimbursed by other funding or programs. Unreasonable and/or unnecessary costs are not allowable. Appendix X of the Consolidated Fiscal and Reporting Manual lists items of expense that are considered non-allowable. In addition, Section 21 of the CFR Manual outlines additional expenses that may not be claimed for reimbursement. These funds should not be used for on-going costs that cannot be supported beyond the grant period.