Attachment D-2

**DEPARTMENT OF DEVELOPMENTAL SERVICES’**

**MENTAL HEALTH SERVICES ACT PROJECTS**

**CYCLE V - FISCAL YEARS 20/21 THROUGH 22/23**

**PROJECT BUDGET NARRATIVE**

|  |
| --- |
| **Regional Center** |
|  |
| **Project Title** |
|  |

|  |  |
| --- | --- |
| **Regional Center Expenses – Line Item** | **Description of Use** |
| Salary & Wages **(Not to exceed 20% of the budget subtotal or supplant current funding for salaries)** |  |
| Travel |  |
| Meeting(s) |  |
| Printing/Photocopying |  |
| Communication |  |
| Postage/Shipping |  |
| Materials Development/Publications/Webpage |  |
| Equipment\* |  |
| Other: |  |

|  |  |
| --- | --- |
| **Subcontractor #1 – Line Item** | **Description of Use** |
| Salary & Wages  **(If Subcontractor is an RC, salary and wages are not to exceed 20% of the budget subtotal or supplant current funding for salaries. RC staff expenses may be claimed only for work performed during the FY in which the funds were allocated.)** |  |
| Travel |  |
| Meeting(s) |  |
| Printing/Photocopying |  |
| Communication |  |
| Postage/Shipping |  |
| Materials Development/Publications/Webpage |  |
| Equipment\* |  |
| Other: |  |

|  |  |
| --- | --- |
| **Subcontractor #2 – Line Item** | **Description of Use** |
| Salary & Wages  **(If Subcontractor is an RC, salary and wages are not to exceed 20% of the budget subtotal or supplant current funding for salaries. RC staff expenses may be claimed only for work performed during the FY in which the funds were allocated.)** |  |
| Travel |  |
| Meeting(s) |  |
| Printing/Photocopying |  |
| Communication |  |
| Postage/Shipping |  |
| Materials Development/Publications/Webpage |  |
| Equipment\* |  |
| Other: |  |

|  |  |
| --- | --- |
| **Subcontractor #3 – Line Item** | **Description of Use** |
| Salary & Wages  **(If Subcontractor is an RC, salary and wages are not to exceed 20% of the budget subtotal or supplant current funding for salaries. RC staff expenses may be claimed only for work performed during the FY in which the funds were allocated.)** |  |
| Travel |  |
| Meeting(s) |  |
| Printing/Photocopying |  |
| Communication |  |
| Postage/Shipping |  |
| Materials Development/Publications/Webpage |  |
| Equipment\* |  |
| Other: |  |

|  |
| --- |
| **\*Please refer to the State Contracting Manual, Chapter 7, Section 7.29.**  **https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/State-Contracting** |
|  |

**Applicant (RC):**

Authorized by (print name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Proposed Subcontractor\*\*:**

Authorized by (print name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Proposed Subcontractor\*\*:**

Authorized by (print name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Proposed Subcontractor\*\*:**

Authorized by (print name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

\*\* As applicable