**Exhibit C - Budget Justification**

The July 2022 – June 2023 (SFY23) Early Intervention Service Coordination agreement supports the provision of service coordination services, evaluation, assessment, and local child find outreach, as well as oversight and supervision of these activities.

All subrecipients are required to submit a budget justification with their budget request in GMS.

**Important reminders:**

* This document is intended to be completed by the **Administrative Agency**.
  + Personnel, Equipment, Indirect Costs & Other Direct Cost categories are intended for Administrative Agency use only.
  + All contracted costs should be reported in the Contract category.
* The submitted document should not exceed five pages.
* If answering for multiple counties, subrecipients may combine information across counties or break out separately depending on what makes the most sense for the local structure and circumstance.
* If choosing to budget for indirect costs, additional documentation is required. Please see Section 3.2 of the grant agreement.

By expense category (e.g., personnel, contracts, other direct costs), identify the estimated amount budgeted. Provide a brief narrative that breaks down the estimated costs. The categories identified in this document should align with the budget categories in GMS. Include the budgeted amount and how those funds will be used to support high quality EI service coordination, evaluations, assessments, local outreach, and supervision and oversight of these activities, to families in accordance with all applicable federal and state regulations.

Budget category totals approved in GMS are considered the final category totals, regardless of other documentation submitted. If the difference is insignificant (for example, less than $1,000), an updated Exhibit C document doesn’t need to be uploaded to GMS.

If the difference between a budget category total in GMS and the budget category total in Exhibit C significant (for example, greater than $1,000) – DODD will deny the budget submission. Subrecipients may either upload a revised Exhibit C document or adjust the budget category totals in GMS when resubmitting the budget. DODD reserves the right to request additional information as part of the budget review process. This also applies to budget modification requests submitted throughout the fiscal year.

**Sample Budget**

|  |
| --- |
| **Total Budget Amount:** *Enter amount here.* |
| **Personnel** (Administrative Agency):  *Please include a brief narrative of estimated costs (if applicable).* |
| **Contract** (All Contracted costs):  *Please include a brief narrative of estimated costs (if applicable).* |
| **Equipment** (Administrative Agency):  *Please include a brief narrative of estimated costs (if applicable).* |
| **Other Direct Costs** (Administrative Agency):  *Please include a brief narrative of estimated costs (if applicable).* |
| **Indirect Costs** (Administrative Agency- *See Section 3.2 of the GA*):  *Please include a brief narrative of estimated costs (if applicable).* |