

COVID-19 Test to Treat Equity Grant

Proposed Budget Justification

Please provide a brief justification for each of the direct expense categories listed in the proposed budget. Do not add a justification for an expense that is not listed in the proposed budget. Once you complete a justification for each listed direct expenses, **you will save and upload it into the application.***

Please note: Applicant expenses may change after an application is submitted. If awarded, grant funds may be used for expenses that were not previously identified within the proposed budget.**

Organization Name:

Amount Requested:

Allowable Expense Categories	Justification
Staffing	
Supplies and Equipment	
Technology	
Capital Improvements and Site Modifications	
Durable Goods and Assets	
Contractor and Consultant Costs	
Administrative Overhead	

*Allowable expense categories and definitions can be found on page 2. An example of a completed table can be found on page 3.

** As long as the expenses are consistent with the purpose and objectives of this grant.

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Allowable Expense Categories and Definitions

Staffing: Funds used for personnel that are involved or support expedited access to COVID-19 treatment. Examples include, required personnel trainings, educational workshops, etc.

Supplies and Equipment: Funds used for supplies and equipment for expedited access to COVID-19 treatment. Examples include gloves, masks, sanitary supplies, supplies for trainings.

Technology: Funds used to support technology needed for expedited access to COVID-19 treatment. Examples include, IT upgrades, electronic health record modifications, etc.

Capital Improvements and Site Modifications: Funds used to modify or enhance existing infrastructure for expedited access to COVID-19 treatment. This includes making additions, improvements, replacements, or alterations of an existing building or facility.

Durable Goods and Assets: Funds used to acquire tangible or intangible objects over time, rather than being completely consumed in one use, and it does not wear out quickly. Generally, durable goods and assets are objects with a higher value. Examples include mobile vans, tents, or computer to support a testing, assessment, and treatment location in a parking lot.

Contractor and Consultant Costs: Funds used for purchasing goods and/or procuring services performed by an individual or organization other than the awardee. Procurement of services must be in direct support and for the purposes of expedited access to COVID-19 treatment.

Administrative Overhead: Funds used for administrative costs including expenditures for general items that support the operational needs of the organization. Includes malpractice insurance and licensing fees. Administrative overhead expenses may not exceed 15 percent of the total funds requested.

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Proposed Budget Justification Example

Allowable Expense Categories	Justification
Staffing	Grant funds will be used to pay for two part-time clinical staff, one full-time physician's salary and one administrative staff for the duration of this project.
Supplies and Equipment	
Technology	Grant funds will be used to upgrade current CRM software to ensure it is functioning properly.
Capital Improvements and Site Modifications	Grant funds will be used to make slight modifications to current office space for the purposes of COVID-19 testing. We are also converting an existing office space to a waiting room for COVID-19 testing patients.
Durable Goods and Assets	
Contractor and Consultant Costs	Grant funds will be used to contract with a tele-health provider for a duration of six months to implement and launch a patient portal for COVID-19 testing and therapeutics.
Administrative Overhead	