

KY-Moms MATR Budget Justification and Proposed Expenditures Instructions

Please complete **Form 155E** which is the FY2027 **KY-Moms MATR Budget Justification and Proposed Expenditures**. This form has been developed by DBHDID to identify the spending plan for each KY-Moms Maternal Assistance Towards Recovery (KY-Moms MATR – includes Project Link). This form is to be submitted to DBHDID as part of the KY-Moms MATR application packet.

Form 155E requires both budget information and an explanation of how costs for the various expenditures were calculated. Please fill in the shaded areas of the form. Please note: Project Link is now included/calculated together in all KY-Moms documents.

Allowable expenditures are limited to:

1. Personnel Costs: Please be aware that salaries and fringe benefits for staff time directly devoted to implementation of the KY-Moms MATR program are the only allowable personnel expenditures. This may include time for prevention services, clinical and administrative supervision, administrative support, marketing, community education, and outreach services.
2. Implementation and Facility Costs: Implementation and facility costs are allowable expenditures under this funding. These costs can include materials, supplies, travel, cell phone, training, postage, printing, and other items necessary to the successful functioning of the project.
3. Barrier Relief Funds: If your budget includes barrier relief funds (formally known as wrap-around funding), please attach your policy and procedure for expenditure of these funds. Your policy and procedure should identify specifically what the funds are to be used for and what the procedure is to apply for and approve use of the funds. Barrier Relief Funds are not to be used as motivational incentives/contingency management.
4. Motivational Incentives/Contingency Management: The motivational incentives/contingency management budget is not to exceed 10% of total state allocated funds or \$10,000, whichever is less and are supported by state allocated funding sources.
 - i. Contingency Management (Case Management, Selective and Indicated Prevention Education):
Used in conjunction with the delivery of the case management services, along with selective and indicated prevention education services. The purposes of contingency management are to encourage engagement and treatment attendance in services; to help motivate clients to achieve identified goals while being directly involved in their care plan. Please see the KY-Moms MATR Handbook and Implementation guide for more information on how to use Contingency Management with KY-Moms MATR case management, selective and indicated prevention education clients.
 - ii. Prevention Motivational Incentives:
Prevention Motivational Incentives may be used to encourage attendance with prevention education sessions, engagement and involvement in prevention education service delivery,

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completion of prevention education plans, and to encourage attendance or engagement with, screenings and or assessments. Please see the KY-Moms MATR Handbook and Implementation guide for more information on how to use motivational incentives with KY-Moms MATR universal prevention clients.

iii. Provider Incentives:

- iv. Provider incentives support community partner onboarding, MOU/MOA education, and attendance at KY-Moms MATR trainings. They also serve to recognize existing referrals and encourage new participation in KY-Moms MATR prevention or case management services. Special Program Projects:

Special Program Projects consist of any special project that enhances KY-Moms MATR prevention or case management services and/or supports pregnant and postpartum individuals through special outreach efforts. These projects must be approved by the KY-Moms MATR DBHDID Liaison and are either supported by the SUPTRS block grant funding or KY Tobacco Settlement Funds.