

Sample PCA Budget Narrative

The sample line-item Budget Narrative shown below is provided as a broad outline. Revise the template to meet the needs of your proposed project. A detailed Budget Narrative is required for all items within each category for which funds are requested. The Budget Narrative should clearly explain the amounts requested for each line-item in Section B of the Budget Details Form, and must contain sufficient detail to enable HRSA to determine if costs are allowable.

Note: Line-item/object class category totals should be consistent with those presented in Section B of the Budget Details Form. The budget request should reflect the federal PCA funding only. Do not provide other sources of funding.

Budget Narrative	FY 2016 Budget Period (4/1/2016 – 3/31/2017)
PERSONNEL – List each staff member who will be supported by PCA funding, name (if possible), position title, percent full time equivalency (FTE), and annual salary. See additional requirements on salary limitations for staff paid with federal funds on page 3 of this sample.	
Chief Executive Officer	
Chief Financial Officer	
Chief Information Officer	
Chief Operating Officer	
Program Lead	
TOTAL PERSONNEL	
FRINGE BENEFITS – List the components that comprise the fringe benefit rate (e.g., health insurance, taxes, unemployment insurance, life insurance, retirement plan, tuition reimbursement). The fringe benefits should be directly proportional to the portion of personnel costs allocated for the PCA project.	
Fringe Benefits @XX% of Total Salaries. Below is a breakdown:	
X% FICA	
X% Health Insurance Coverage	
X% Retirement Plan	
X% Unemployment Tax Insurance	
X% Disability & Group Life	
TOTAL FRINGE BENEFITS	
TRAVEL – List travel costs according to local and long distance travel. For local travel, include the mileage rate, number of miles, reason for travel, and staff travelling. Include travel expenses associated with participating in meetings and other trainings or workshops.	
Non-Local Travel:	
One day trip: Airfare @\$XXX + Per Diem @\$XX/day + Ground	

Budget Narrative	FY 2016 Budget Period (4/1/2016 – 3/31/2017)
Transportation @\$XX/day Two day/one night trip: Airfare @\$XXX + Hotel @\$XXX/day + Per Diem @\$XX/day + Ground Transportation @\$XX/day	
Local travel: 50,000 miles x \$.XX per mile	
TOTAL TRAVEL	
EQUIPMENT – Identify the cost per item and justify the need for each piece of equipment to carry out the proposed project. Equipment includes moveable items that are non-expendable, tangible personal property having a useful life of more than 1 year and an acquisition cost that equals or exceeds \$5,000.	
1 printer, fax, copier @\$X,XXX	
2 projectors @\$XXX each	
TOTAL EQUIPMENT	
SUPPLIES – List the items necessary for implementing the proposed project, separating items into two categories: office supplies (e.g., paper, pencils) and educational supplies (e.g., brochures).	
Office Supplies (\$XX per month x 12 months)	
3 Adobe Professional software licenses @\$XXX each	
TOTAL SUPPLIES	
CONTRACTUAL – Include sufficient detail to justify costs. Provide a clear explanation as to the purpose of each contract, how the costs were estimated, and the specific contract deliverables. A summary of contracts/agreements must be included in Attachment 5.	
Technical setup of interactive training webinars	
TOTAL CONTRACTUAL	
OTHER – Include all costs that do not fit into any other category and provide an explanation of each cost (e.g., audit, legal counsel). Include sufficient detail to justify each item. Note: Federal funding CANNOT support fundraising or lobbying costs.	
Postage: Correspondence and information for T/TA activities	
Printing: @\$X per brochure x 1000 copies	
Webinars: 160 webinars x 100 participants (ave.) x \$X/hour	
TOTAL OTHER	
TOTAL DIRECT CHARGES (Sum of all TOTAL expenses rows above (e.g., Personnel, Fringe Benefits, Travel, Equipment, Supplies, Contractual, and Other))	
INDIRECT CHARGES – Include approved indirect cost rate.	
X.XX% indirect rate (includes utilities and accounting services)	
TOTALS (Total of TOTAL DIRECT CHARGES and INDIRECT CHARGES above; Section B of the Budget Details Form)	

Additional Budget Narrative: Personnel Costs

Personnel costs must be explained by listing the exact amount requested per year for each individual staff member to be paid with federal funds as part of the PCA project. See Table 1 below. Further details are included in the Budget Narrative section of the PCA NCC Instructions.

Table 1: Budget Narrative Sample for Salary Limitation

Name	Position Title	% of FTE	Base Salary	Adjusted Annual Salary	Federal Amount Requested
J. Smith	Chief Executive Officer	50	\$225,000	\$183,300	\$91,650
R. Doe	Program Lead	100	\$75,950	no adjustment needed	\$75,950
D. Jones	Data Specialist	25	\$33,000	no adjustment needed	\$8,250