



## **Fiscal Year (FY) 2022 American Rescue Plan Act (ARP-UDS+) Funding for Health Centers Sample Budget Narrative and Personnel Justification Table**

In the HRSA Electronic Handbooks (EHBs), submit your FY 2022 ARP-UDS+ budget narrative with personnel justification table (if you propose to use ARP-UDS+ funding to support personnel costs). Examples of costs are included in each cost category in this sample budget, but other costs that address ARP allowable costs may be added in addition to or instead of those line items. Refer to the ARP-UDS+ technical assistance webpage for additional [submission guidance](#).

Upload a budget narrative that clearly explains and justifies your ARP-UDS+ proposed federal and non-federal expenditures, if any, for the remainder of your ARP period of performance (ending March 31, 2023 for H8F awardees and June 30, 2023 for L2C awardees). The sum of line item costs for each category must align with those on the SF-424A, Section B form.

To propose to use funds to support costs dating back to January 31, 2020, add a separate row under each relevant object class category (e.g., contractual, supplies) and include:

- A detailed description of the pre-award costs
- The date incurred, and
- How funds were used to meet the ARP-UDS+ funding purpose.



**Object Class Category with Line Item Justification – August 1, 2022 – March 31, 2023 for H8F and August 1, 2022 – June 30, 2023**

<b>PERSONNEL</b>	<b>Federal</b>	<b>Non-Federal</b>
Administration		
Medical Staff		
Dental Staff		
Mental Health Staff		
Substance Use Disorder Staff		
Pharmacy Staff		
Vision Staff		
Enabling Staff		
Information Technology (IT) Staff		
Health Information Technology (HealthIT) Staff		
Pre-award costs back to January 31, 2020 (specify)		
<b>TOTAL PERSONNEL</b>		



<b>FRINGE BENEFITS</b>	<b>Federal</b>	<b>Non-Federal</b>
Federal Insurance Contributions Act (FICA) @ X.XX%		
Health Insurance @ X%		
Dental @ X%		
Unemployment Insurance @ X%		
Workers Compensation @ X%		
Disability @ X%		
Pre-award costs back to January 31, 2020 (specify)		
<b>TOTAL FRINGE BENEFITS</b>		

<b>TRAVEL</b>	<b>Federal</b>	<b>Non-Federal</b>
Local travel for Patient Care Coordinator to provide care management services at X in-scope sites and locations (XXX miles @ \$0.XX per mile)		
Local travel for clinic staff training on ONC-Certified EHR software at off-site location (XXX miles @ \$0.XX per mile)		
Pre-award costs back to January 31, 2020 (specify)		
<b>TOTAL TRAVEL</b>		

<b>EQUIPMENT</b> - Provide the total cost of equipment purchases with a unit cost of \$5,000 or more. Include line-item cost information in the Equipment List form.	<b>Federal</b>	<b>Non-Federal</b>
<b>TOTAL EQUIPMENT</b> (see Equipment List for details)		



SUPPLIES	Federal	Non-Federal
COVID-19 vaccination and testing supplies <ul style="list-style-type: none"> <li>• X boxes of X count rubber gloves @ \$X per box</li> <li>• X boxes of X count n-95 masks @ \$X per each</li> <li>• X hazardous waste containers @ \$X</li> </ul>		
Health information technology to support UDS patient-level submission (or UDS+) data collection and reporting <ul style="list-style-type: none"> <li>• EHR enhancement to support data sharing</li> <li>• X tablets @ \$XXX each</li> <li>• X staff laptops @ \$XXX each</li> </ul>		
Telehealth carts (portable systems used for clinical and educational purposes such as for staff training, meetings, and interviews), X @ \$XXX each		
Pre-award costs back to January 31, 2020 (specify)		
<b>TOTAL SUPPLIES</b>		

<b>CONTRACTUAL</b> <i>Provide a clear explanation as to the purpose of each contract/subaward, how the costs were estimated, and the specific contract/subaward deliverables.</i>	Federal	Non-Federal
Consultant to support the adoption of technologies such as enhanced workflows to efficiently and effectively collect UDS+ data (XX hours @ \$XX per hour)		
Consultant to configure Fast Healthcare Interoperability Resources (FHIR) to support UDS+ data collection and reporting (XX hours @ \$XX per hour)		
Contract to develop digital applications to improve data quality, aggregation, and analytic capacity to better facilitate UDS+ reporting		
Pre-award costs back to January 31, 2020 (specify)		
<b>TOTAL CONTRACTUAL</b>		



<b>OTHER</b> <i>Include justification of costs that do not fit into any other category. In some cases, rent, utilities and insurance may fall under this category if they are not included in an approved indirect cost rate.</i>	<b>Federal</b>	<b>Non-Federal</b>
EHR license fees for new staff (3 @ \$XXX each)		
Staff recruitment – newspaper and Internet posting		
Pre-award costs back to January 31, 2020 (specify)		
<b>TOTAL OTHER</b>		

<b>Total Direct Charges</b>	<b>Federal</b>	<b>Non-Federal</b>
<b>(Sum of TOTAL Expenses)</b> Personnel, Fringe Benefits, Travel, Equipment, Supplies, Contractual and Other)		

<b>INDIRECT COSTS</b> <i>Include only if your organization has a negotiated indirect cost rate or has previously claimed a de minimus rate of 10% of modified total direct costs. Upload your approved indirect cost agreement in the Appendices section of the ARP-UDS+ application, if applicable.</i>	<b>Federal</b>	<b>Non-Federal</b>
X.XX% indirect rate		

<b>TOTALS</b>	<b>Federal</b>	<b>Non-Federal</b>
<b>(Total of Total Direct Charges and Indirect Charges)</b>		



Example Personnel Justification Table

Provide personnel costs for all direct hire staff and contractors to be supported by ARP-UDS+ funding.

Name	Position Title	Base Salary	Adjusted Annual Salary*	FTE to Support H8F Project	Federal Amount Requested
N. Grey	IT Contractor	\$60,000		0.25	\$15,000
E. Reyes	Health IT Data Specialist	\$62,000		0.25	\$16,000
<b>TOTAL</b>				<b>0.5 FTE</b>	<b>\$31,000</b>

\* Funding must not be used to pay the salary of an individual at a rate in excess of Federal Executive Level II of the Federal Executive Pay scale (\$203,700 as of January 2022)