



**FY 2020 Expanding Capacity for Coronavirus Testing (ECT) Supplemental Funding for Health Centers  
Example Budget Narrative and Personnel Justification Table**

ECT funds are one-time (not ongoing) resources to help you purchase, administer, and expand capacity for testing to monitor and suppress COVID-19 in your community. You will use ECT funds to support a wide-range of testing and testing-related in-scope activities that may change as COVID-19 needs evolve within your community. Your response to the ECT Reporting Requirement must include a budget narrative and a personnel justification table, and must be submitted through [HRSA Electronic Handbooks \(EHBs\)](#). Refer to the [ECT technical assistance webpage](#) for the ECT Reporting Requirement Guidance. Refer to HRSA’s [Coronavirus Disease 2019 \(COVID-19\) Frequently Asked Questions](#) and [Coronavirus-Related Funding Frequently Asked Questions](#) for general policy and funding guidance, respectively.

Example Budget Narrative

Upload a budget narrative that clearly explains and justifies the federal expenditures that have been (dating back to January 20, 2020) or will be used to expand COVID-19 testing, as demonstrated in the example below.

Object Class Category with Example Line Items	Federal Requested ECT Funding to Support Line Item
<b>PERSONNEL</b>	
Medical assistant to conduct COVID-19 screening and testing (1 FTE)	
Supervising physician to oversee testing activities (0.20 FTE)	
<b>TOTAL PERSONNEL</b>	
<b>FRINGE BENEFITS</b>	
FICA @ X.XX%	
Health Insurance @ X%	
Dental @ X%	
Unemployment Insurance @ X%	
Workers Compensation @ X%	
Disability @ X%	



Object Class Category with Example Line Items	Federal Requested ECT Funding to Support Line Item
<b>TOTAL FRINGE BENEFITS</b>	
<b>TRAVEL</b> <i>Detail travel costs consistent with your organization's established travel policy and in compliance with 45 CFR §75.474</i>	
Local travel for medical assistant to provide screening and testing services at X in-scope sites (include subtotals for mileage rate, number of miles, reason, number of staff traveling)	
<b>TOTAL TRAVEL</b>	
<b>EQUIPMENT</b>	
Vehicle to transport personnel and supplies to conduct testing at temporary sites and other in-scope remote locations	
<b>TOTAL EQUIPMENT</b>	
<b>SUPPLIES</b>	
Point of care COVID-19 testing device (10 @ \$XXX)	
Phlebotomy supplies for specimen collection	
Personal protective equipment (X @ \$XXX )	
<b>TOTAL SUPPLIES</b>	
<b>CONTRACTUAL</b>	
Contract with local health system to have COVID-19 antibody tests analyzed at centralized laboratory	
<b>TOTAL CONTRACTUAL</b>	
<b>OTHER</b>	
EHR license fees for new staff (X @ \$XXX each)	



Object Class Category with Example Line Items	Federal Requested ECT Funding to Support Line Item
<b>TOTAL OTHER</b>	
<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</i>	
X.XX% approved indirect rate	
<b>TOTAL INDIRECT COSTS</b>	
<b>TOTAL BUDGET</b>	

Example Personnel Justification Table

Provide personnel costs for all direct hire staff and contractors to be supported by ECT funding.

Name	Position Title	Base Salary	Adjusted Annual Salary	FTE to Support ECT Activities	Federal Amount Requested
R. Doe	Medical assistant	\$34,500	\$34,500	1.00	\$34,500
A. Brown	Physician	\$275,000	\$197,300	0.20	\$39,460
<b>TOTAL</b>				<b>1.20 FTE</b>	<b>\$73,960</b>