



**FY 2023 Quality Improvement Fund- Maternal Health (QIF-MH)  
Example Budget Narrative and Personnel Justification Table**

Upload a two-year budget narrative that clearly explains and justifies your proposed federal and non-federal expenditures for each year, as demonstrated in the example below. Ensure that the Total in the Total Federal Costs column does not exceed \$2,000,000. Your budget narrative must align with your proposed project and provide HRSA with sufficient information to determine if you will use QIF-MH funds separately from other Health Center Program support (e.g., H80 award). The sample line-item budget narrative shown below is provided as an example only.

Object Class Category with Example Line Items	Year 1		Year 2		Category Total	
	Federal	Non-Federal	Federal	Non-Federal	Federal (Year 1 + Year 2)	Non-Federal (Year 1 + Year 2)
<b>EXPENSES</b> - Total Federal Costs and Total Non-Federal Costs should be consistent with object class category totals in Section B of the SF-424A.						
<b>PERSONNEL</b>						
Administration						
Medical Staff						
Enabling Staff						
IT Staff						
<b>TOTAL PERSONNEL</b>						
<b>FRINGE BENEFITS</b> - List the components that comprise the fringe benefit rate. The fringe benefits should be directly proportional to allocated personnel costs.						
FICA @ X.XX%						
Health Insurance @ X%						
Dental @ X%						
Unemployment Insurance @ X%						
Workers Compensation @ X%						
Disability @ X%						
<b>TOTAL FRINGE BENEFITS</b>						



**HRSA**  
Health Center Program

Object Class Category with Example Line Items	Year 1		Year 2		Category Total	
	Federal	Non-Federal	Federal	Non-Federal	Federal (Year 1 + Year 2)	Non-Federal (Year 1 + Year 2)
<b>TRAVEL</b> - Include details for both local and long distance travel.						
Local travel for Community Health Workers to provide one home visit to each postpartum patient as part of our innovation (XXX miles @ \$0.XX per mile)						
<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. Maximum Total Federal Costs of \$400,000 for Equipment and/or A/R costs.						
Interactive self-service healthcare kiosk to facilitate postpartum chronic condition monitoring and patient-provider communication and shared decision making 1 @ \$XX,XXX						
<b>TOTAL EQUIPMENT</b> (see Equipment List for details)						



**HRSA**  
Health Center Program

Object Class Category with Example Line Items	Year 1		Year 2		Category Total	
	Federal	Non-Federal	Federal	Non-Federal	Federal (Year 1 + Year 2)	Non-Federal (Year 1 + Year 2)
<b>SUPPLIES</b> - Include equipment items that cost less than \$5,000 each and other supplies.						
Tablet PCs for Community Health Workers to take on home visits 2 @\$X,XXX						
Portable Wifi hotspot device 2 @ \$XXX						
Printed educational materials to promote uptake of postpartum visit and ongoing primary care: 2,000 color pages at @\$0.XX each						
Printed surveys to assess patient experience: 2,000 color pages @\$0.XX per page						
Case management EHR software to develop, implement, and monitor treatment plans across the multidisciplinary team (1 @ \$XXX)						
<b>TOTAL SUPPLIES</b>						
<b>CONTRACTUAL</b> Provide a clear explanation as to the purpose of each contract/subaward, how the costs were estimated, and the specific contract/subaward deliverables.						
Consultant for health center personnel training (XX hours @ \$XX per hour)						
Consultant to design and oversee EHR updates to integrate new clinical workflows (XX hours @ \$XX per hour)						
<b>TOTAL CONTRACTUAL</b>						



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Object Class Category with Example Line Items	Year 1		Year 2		Category Total	
	Federal	Non-Federal	Federal	Non-Federal	Federal (Year 1 + Year 2)	Non-Federal (Year 1 + Year 2)
<b>CONSTRUCTION</b> <i>Provide the total cost associated with each minor A/R project. Line-item cost information for minor A/R should be included in the A/R Project Budget Justification. Maximum Total Federal Costs of \$400,000 for Equipment and/or A/R costs.</i>						
Minor A/R costs for HPC Site – renovation of space to create a space for interactive kiosk						
<b>TOTAL CONSTRUCTION</b> (See Minor A/R Budget Justifications)						
<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>						
Client transportation assistance (XX bus tokens @ \$X.XX each)						
<b>TOTAL OTHER</b>						
<b>Total Direct Charges (Sum of TOTAL Expenses)</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. Include approved indirect cost agreement in Attachment 2: Other Relevant Documents.</i>						
X.XX% indirect rate						
<b>TOTALS (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 QIF-MH funding. Funds may not be used to pay an individual at a rate in excess of Federal Executive Level II of the Federal Executive Pay Scale (\$203,700 as of January 2022).

Refer to Section 5.1.iv of HRSA's [SF-424 Two-Tier Application Guide](#) for guidance on completing this table, including updated salary limitations.

Year 1 Proposed Personnel					
Name	Position Title	Base Salary	Adjusted Annual Salary	FTE to Support QIF-MH Project	Federal Amount Requested
J. Smith	Physician	\$275,000	\$203,700	0.10	\$20,370
L. Taylor	Physician	\$251,000	\$203,700	0.10	\$20,370
R. Doe	Community Health Worker	\$45,550	N/A	1.00	\$45,550
TBD	Community Health Worker	\$45,550	N/A	0.50	\$22,775
E. Chambers	Patient Care Coordinator	\$47,750	N/A	0.50	\$23,875
B. Jackson	Medical Assistant	\$32,000	N/A	0.50	\$16,000
M. Liu	QI Analyst	\$75,500	N/A	0.50	\$37,750
F. Martinez	Director of Quality	\$103,000	N/A	0.10	\$10,300
N. Grey	IT Specialist	\$75,000	N/A	0.25	\$18,750
E. Reyes	Data Specialist	\$48,000	N/A	1.00	\$48,000
M. Moore	Nurse	\$79,000	N/A	1.00	\$79,000
<b>TOTAL</b>				<b>5.55 FTE</b>	<b>\$ 342,740</b>



**HRSA**  
Health Center Program

Year 2 Proposed Personnel					
Name	Position Title	Base Salary	Adjusted Annual Salary	FTE to Support QIF-MH Project	Federal Amount Requested
J. Smith	Physician	\$275,000	\$203,700	0.10	\$20,370
L. Taylor	Physician	\$251,000	\$203,700	0.10	\$20,370
R. Doe	Community Health Worker	\$45,550	N/A	1.00	\$45,550
TBD	Community Health Worker	\$45,550	N/A	0.50	\$22,775
E. Chambers	Patient Care Coordinator	\$47,750	N/A	0.50	\$23,875
B. Jackson	Medical Assistant	\$32,000	N/A	0.25	\$8,000
M. Liu	QI Analyst	\$75,500	N/A	0.50	\$37,750
F. Martinez	Director of Quality	\$103,000	N/A	0.10	\$10,300
N. Grey	IT Specialist	\$75,000	N/A	0.20	\$15,000
E. Reyes	Data Specialist	\$48,000	N/A	1.00	\$48,000
M. Moore	Nurse	\$79,000	N/A	0.50	\$39,500
<b>TOTAL</b>				<b>4.75 FTE</b>	<b>\$ 291,490</b>