



**Fiscal Year 2022 State and Regional Primary Care Association Cooperative
Agreements Non-Competing Continuation Progress Report:
Sample Budget Narrative and Personnel Justification Table**

Budget Narrative Overview

The fiscal year (FY) 2022 State and Regional Primary Care Association (PCA) Non Competing Continuation (NCC) progress report requires you to submit a Budget Narrative. The Budget Narrative should clearly explain the amount requested for each line item in Section B: Budget Information: Budget Details Form. Budget information must be provided for the upcoming 12-month budget period (July 1, 2022 to June 30, 2023). Include detailed calculations explaining how each line-item expense was derived (e.g., cost per unit).

The sample line-item Budget Narrative shown below provides an outline for reference only and should be revised as needed to meet the needs of your proposed project. Explanation for all personnel costs is required, including any costs that have been adjusted to conform to federal limits, in the sample Personnel Justification Table below. See the Budget Instructions section in the FY 2022 PCA NCC progress report instructions available on the [PCA TA webpage](#) for detailed guidance on how to complete the Budget Narrative.

Sample Budget Narrative

Budget Line Item	FY 2022 Budget Period Amount Requested (7/1/2022 – 6/30/2023)
PERSONNEL – List each position supported by PCA funding, including name (if possible), position title, percent full time equivalency (FTE), and annual salary. PCA 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.	
J. Smith, Chief Executive Officer (0.5 FTE)	\$99,650
T. Doe, Program Lead (1.0 FTE)	\$95,950
D. Jones, Data Program Analyst (0.25 FTE)	\$8,250
C. Pepper, Workforce Lead (1.0 FTE)	\$50,000
TOTAL PERSONNEL	\$253,850
FRINGE BENEFITS – List the components that comprise the fringe benefit rate (e.g., health insurance, taxes, unemployment insurance, life insurance, retirement plan, tuition reimbursement). Fringe benefits should be directly proportional to the personnel costs allocated for the PCA project.	
FICA @ X%	\$XXXX
Health Insurance Coverage @ X%	\$XXXX
Retirement Plan @ X%	\$XXXX
Unemployment Tax Insurance @ X%	\$XXXX
Disability & Group Life @ X%	\$XXXX
Tuition Reimbursement	\$XXXX

Budget Line Item	FY 2022 Budget Period Amount Requested (7/1/2022 – 6/30/2023)
TOTAL FRINGE	\$XXXX
<p>TRAVEL – List expenses associated with travel for staff to attend or lead PCA-related meetings, training, or workshops. All travel must include trip details (i.e., purpose, destination, and who is traveling) and all costs (e.g., transportation/airfare, lodging, parking, registration fees, and per diem) for each trip. For local travel, include the mileage rate and number of miles.</p>	
<ul style="list-style-type: none"> • One day trip for C. Pepper to lead a workshop on Y, at X destination: Airfare @\$XXX + Per Diem @ \$XX/day + Ground Transportation @\$XX/day + Lodging @ \$XX/day=Trip Total • Two day/one night trip for D. Jones to attend conference, at A destination: Airfare @\$XXX + Lodging @\$XXX/day + Per Diem @\$XX/day + Ground Transportation @\$XX/day + Conference registration fees = Trip Total • One day trip for J. Smith to provide TA to a local health center in B destination: XXX miles @ \$0.XX per mile + \$X for parking = Trip total 	<p style="text-align: right;">\$XXXX</p> <p style="text-align: right;">\$XXXX</p> <p style="text-align: right;">\$XXXX</p>
TOTAL TRAVEL	\$XXXX
<p>EQUIPMENT – List equipment costs and justify the need for each piece of equipment to carry out the project goals. Equipment means tangible (moveable) personal property (including information technology systems) having a useful life of one or more years and an acquisition per-unit cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000 or more.</p>	
1 networked printer and fax combo @ \$X,XXX needed for materials distribution	\$XXXX
TOTAL EQUIPMENT	\$XXXX
<p>SUPPLIES – List the items necessary for implementing the PCA project. Separate items into two categories: office supplies (e.g., paper, pencils) and educational supplies (e.g., brochures, videos). Items such as laptops, tablets, and desktop computers are classified as supplies if the per-unit acquisition cost is under the \$5,000 per item equipment threshold.</p>	
Office Supplies: (\$XX per month x 12 months)	\$XXX
Educational Supplies: 6 Adobe Professional software licenses at \$XX each	\$XXX
TOTAL SUPPLIES	\$XXXX
<p>CONTRACTUAL – Provide a clear explanation as it relates to the purpose of each contract or sub-award, how the costs were estimated, and the significant contract deliverables. For consultant services, list the total costs for all consultant services. Identify each consultant with position title, the services he/she will perform, total number of days, travel costs, and total estimated costs. Include sufficient detail to justify costs. If any contracts/agreements are new or have changed since the FY 2021 NCC progress report, upload a summary in Attachment 7.</p>	
Technical setup of 4 interactive training webinars @ \$XX/hour, remote (no travel)	\$XXX
Two Consultants on telehealth implementation to provide recommendation road map for health centers: 160 hours, @ \$150/hour, remote (no travel)	\$XXX



Budget Line Item	FY 2022 Budget Period Amount Requested (7/1/2022 – 6/30/2023)
TOTAL CONTRACTUAL	\$XXXX
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.	
Printing Service: \$X per brochure x 2,500 copies	\$XX
Utilities: \$XXX/month x 12 months	\$XXX
TOTAL OTHER	\$XXXX
TOTAL DIRECT CHARGES (Sum of all TOTAL expense rows above (e.g., Personnel, Fringe Benefits, Travel, Equipment, Supplies, Contractual, and Other)	
INDIRECT COSTS – Include approved indirect cost rate under Attachment 8: Other Relevant Documents or indicate use of the 10% of modified direct costs de minimis rate.	
X.XX% indirect rate	\$XXXX
TOTAL (Total of TOTAL DIRECT CHARGES and INDIRECT CHARGES above)	\$X,XXX,XXX

Sample Personnel Justification Table

The information included in the table below must be provided for all personnel supported by federal funds as part of the PCA project. **Federal funds may 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](#) which may change annually (\$199,300 as of January 2021).** This amount reflects an individual’s base salary, not including fringe benefits and any income that an individual may be permitted to earn outside of the duties to your organization. Further details are included in the FY 2022 PCA NCC progress report instructions available on the [PCA Technical Assistance webpage](#).

Staff Name	Position Title	FTE	Full Time Base Salary	Adjusted Annual Salary	Federal Amount Requested	Change from Year 2 to Year 3
J. Smith	Chief Executive Officer	0.50	\$200,000	\$199,300	\$99,650	Increased FTE by 0.1 to accommodate added responsibilities overseeing EHE activities, filling in for HIV coordinator role as Y2 coordinator resigned.
T. Doe	Program Lead	1.00	\$95,950	No adjustment needed	\$95,950	No Change
D. Jones	Data Program Analyst	0.25	\$33,000	No adjustment needed	\$8,250	No change

Staff Name	Position Title	FTE	Full Time Base Salary	Adjusted Annual Salary	Federal Amount Requested	Change from Year 2 to Year 3
C. Pepper	Workforce Lead	1.00	\$50,000	No adjustment needed	\$50,000	No change
	TOTAL		\$378,950		\$277,850	