



**FY 2022 Health Center Program Service Expansion – School-Based Service Sites (SBSS)**  
**Non-Competing Continuation (NCC)**  
**Example Budget Narrative and Personnel Justification Table**

**Example Budget Narrative**

Refer to SBSS NCC Instructions, available on the SBSS Technical Assistance webpage, for guidance and suggested references.

Object Class Category with Example Line Items	Year 2 September 1, 2022 – August 31, 2023		Change from Year 1 to Year 2 of Project
	Federal	Non-Federal	
<b>PERSONNEL</b>			
Physician	\$39,860	\$210,140	
School Nurse Coordinator	\$25,000	\$25,000	
Counselor	\$50,000	\$0	Mr. Perez served as .5 FTE for Year 1, and will serve as 1.0 FTE in Year 2. Refer to personnel justification table at the bottom of this submission for detail. Federal amount requested adjusted accordingly.
<b>TOTAL PERSONNEL</b>	<b>\$114,860</b>	<b>\$235,140</b>	
<b>FRINGE BENEFITS</b>			
FICA @ X.XX%			
Health Insurance @ X.XX%			
Dental @ X.XX%			

	Year 2 September 1, 2022 – August 31, 2023		Change from Year 1 to Year 2 of Project
Object Class Category with Example Line Items	Federal	Non-Federal	
Unemployment Insurance @ X.XX%			
Workers Compensation @ X.XX%			
Disability @ X.XX%			
<b>TOTAL FRINGE BENEFITS</b>			
<b>TRAVEL</b>			
Local travel for Student Nurse Coordinator to provide care general primary care services at X in-scope school-based service sites: <ul style="list-style-type: none"> <li>• \$XX.XX mileage rate @ XX miles for X trips</li> <li>• \$XX garage parking at X sites</li> </ul>			
Providing Telehealth in Pediatric Populations conference <ul style="list-style-type: none"> <li>• 2 staff: Physician and School Nurse Coordinator</li> <li>• Total price is \$X,XXX per person, includes the following costs per person: <ul style="list-style-type: none"> <li>○ Airfare @ \$XXX</li> <li>○ Conference fees @ \$XXX</li> <li>○ Lodging @ \$XX</li> <li>○ Per diem @XX</li> </ul> </li> </ul>			
<b>TOTAL TRAVEL</b>			

Object Class Category with Example Line Items	Year 2 September 1, 2022 – August 31, 2023		Change from Year 1 to Year 2 of Project
	Federal	Non-Federal	
<b>SUPPLIES</b>			
Medical exam table linens (500 one time use linens @ XX.XX each)	\$2,500		
<b>TOTAL SUPPLIES</b>	\$2,500		
<b>CONTRACTUAL</b>			
Consultant to provide XYZ training to current providers (30 hours @ \$XX per hour)			
Practice transformation facilitator to guide the school-based service site's adoption of integrating mental health services into primary care using best practices (20 hours x \$XX per hour)			
<b>TOTAL CONTRACTUAL</b>			
<b>OTHER</b>			
EHR license fees for new staff (3 @ \$XX each)			
<b>TOTAL OTHER</b>			
<b>INDIRECT COSTS</b>			
X.XX% approved indirect rate			
<b>TOTAL INDIRECT COSTS</b>			
<b>TOTAL BUDGET</b>			

### Example Personnel Justification Table

Include a Personnel Justification Table in your Budget Narrative attachment. Refer to SBSS NCC Instructions, available on the SBSS Technical Assistance webpage, for guidance and suggested references. Funds may not be used to pay the salary of an individual at a rate in excess of [Executive Level II of the Federal Executive Pay scale](#). This salary rate limitation also applies to sub-award/sub-contracts under a HRSA grant.

#### Year 2

(September 1, 2022- August 31, 2023)

#### Proposed Personnel

Name	Position Title	Base Salary	Adjusted Annual Salary	FTE to Support SBSS Project	Federal Amount Requested	Change from Year 1 to Year 2 of Project
J. Doe	Physician	\$225,000	\$199,300	0.20	\$39,860	
J. Smith	School Nurse Coordinator	\$50,000	No adjustment	0.50	\$25,000	
R. Perez	Counselor	\$50,000	No adjustment	1.0	\$50,000	Mr. Perez served as .5 FTE for Year 1, and will serve as 1.0 FTE in Year 2. Federal amount requested adjusted accordingly.
<b>TOTAL PERSONNEL</b>				<b>1.70 FTE</b>	<b>\$114,860</b>	