



**FY 2020 Coronavirus Supplemental Funding for Health Centers (COVID-19)  
Example Budget Narrative and Personnel Justification Table**

COVID-19 funds are one-time (not ongoing) resources to help you prevent, prepare for, and respond to COVID-19 in your community. To respond to your COVID-19 Response Reporting Requirement, submit a budget narrative and a personnel justification table via [HRSA Electronic Handbooks \(EHBs\)](#). Refer to the [COVID-19 technical assistance webpage](#) for Example of Allowable Uses of Funding and the COVID-19 Reporting Requirement Guidance.

**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 address COVID-19, as demonstrated in the example below.

Object Class Category with Example Line Items	Federal Requested COVID-19 funding to support line item
<b>PERSONNEL</b>	
Medical assistant to conduct COVID-19 screening and testing (0.25 FTE)	
Patient education specialist (0.20)	
<b>TOTAL PERSONNEL</b>	
<b>FRINGE BENEFITS</b>	
FICA @ X.XX%	
Health Insurance @ X%	
Dental @ X%	
Unemployment Insurance @ X%	
Workers Compensation @ X%	
Disability @ X%	
<b>TOTAL FRINGE BENEFITS</b>	



Object Class Category with Example Line Items	Federal Requested COVID-19 funding to support line item
<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>	
EHR upgrade to integrate patient data obtained through virtual visits (1 @ \$XX,XXX)	
<b>TOTAL EQUIPMENT</b>	
<b>SUPPLIES</b>	
Infection control supplies (X @ XXX)	
Personal protective equipment (X @ \$XXX )	
<b>TOTAL SUPPLIES</b>	
<b>CONTRACTUAL</b>	
Consultant to provide pandemic management training to personnel (20 hours @ \$XX per hour)	
<b>TOTAL CONTRACTUAL</b>	
<b>OTHER</b>	
EHR license fees for new staff (X @ \$XXX each)	
<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>	



Object Class Category with Example Line Items	Federal Requested COVID-19 funding to support line item
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 COVID-19 funding.

Name	Position Title	Base Salary	Adjusted Annual Salary	FTE to Support COVID-19 Activities	Federal Amount Requested
R. Doe	Medical assistant	\$34,500	\$34,500	0.25	\$8,625
P. Jones	Patient education specialist	\$25,000	\$25,000	0.20	\$5,000
A. Martin	Training consultant	\$75,000	\$75,000	0.015	\$1,125
<b>TOTAL</b>				<b>0.465 FTE</b>	<b>\$14,750</b>