



**Fiscal Year 2021 State and Regional Primary Care Association (PCA) Cooperative
Agreements Non-Competing Continuation (NCC) Progress Report:
Sample Budget Narrative and Personnel Justification Table**

Budget Narrative Overview

The fiscal year (FY) 2021 State and Regional PCA 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, 2021 to June 30, 2022). Include detailed calculations explaining how each line-item expense was derived (e.g., cost per unit).

Highlight changes from the first budget year (July 1, 2020 to June 30, 2021), including supplemental funding that was not in your FY 2020 PCA application (i.e., HP-ET funding, PCA HIV supplemental funding as applicable).

The sample line-item Budget Narrative shown below is provided as 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. A sample Personnel Justification Table is included below. See the Budget Instructions section in the FY 2021 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 2021 Budget Period Amount Requested (7/1/2020 – 6/30/2022)
PERSONNEL – List each position supported by PCA funding, including name (if possible), position title, percent full time equivalency (FTE), and annual salary. Do not use PCA funding 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 0.50 FTE, \$199,500*	\$98,650
T. Doe, Program Lead 1 FTE, \$95,950	\$95,950
D Jones Data Program Analyst 0.25 FTE, \$33,000 yearly salary	\$8,250
C. Pepper, Workforce Lead 1 FTE, \$50,000	\$50,000
TOTAL PERSONNEL	\$252,850

Budget Line Item	FY 2021 Budget Period Amount Requested (7/1/2020 – 6/30/2022)
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
TOTAL FRINGE	\$XXXX
TRAVEL – List expenses associated with travel for staff to attend or lead PCA-related meetings, training, or workshops. List costs categorized by local and long-distance travel. All travel must include registration fees, cost for transportation, lodging, and per diem for each trip. For local travel include the mileage rate and number of miles.	
Non-Local Travel: One day trip for C. Pepper to lead a workshop on Y, at X destination. Costs: Airfare @\$XXX + Per Diem @\$XX/day + Ground Transportation @\$XX/day + Lodging at \$XX/day Two day/one night trip for D. Jones to lead a training on Z, at A destination Costs: Airfare @\$XXX + Lodging @\$XXX/day + Per Diem @\$XX/day + Ground Transportation @\$XX/day	\$XXXX
Local travel: One day trip for J. Smith to provide TA to a local health center in B location Costs: XXX miles @ \$0.XX per mile + \$X for parking	\$XXXX
TOTAL TRAVEL	\$XXXX
EQUIPMENT – List equipment costs and provide a justification for each item of equipment for accomplishing the program goals. Equipment includes moveable items that are non-expendable, tangible personal property having a useful life of more than 1 year and an acquisition cost that equals or exceeds \$5,000.	
1 printer and fax combo @ \$X,XXX Needed for materials distribution	\$XXXX
TOTAL EQUIPMENT	\$XXXX
SUPPLIES – List the items necessary for implementing the proposed project, separating items into two categories: office supplies (e.g., paper, pencils) and educational supplies (e.g., brochures). Equipment that does not meet the \$5,000 per unit threshold noted under equipment should be included here.	
Office Supplies: (\$XX per month x 12 months)	\$XXX
Educational Supplies: 6 Adobe Professional software licenses at \$XXeach	\$XXX
TOTAL SUPPLIES	\$XXXX



Budget Line Item	FY 2021 Budget Period Amount Requested (7/1/2020 – 6/30/2022)
CONTRACTUAL –Provide a clear explanation as to the purpose of each contract or sub-award, how the costs were estimated, and the significant contract deliverables. Include sufficient detail to justify costs. If any contracts/agreements are new or have changed since the FY 2020 competitive application, upload a summary in Attachment 7.	
Technical setup of 4 interactive training webinars @ \$XX/hour	\$XXX
Consultants on telehealth implementation to provide recommendation road map for health centers: 10 days @ \$XX/day	\$XXX
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: \$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.	
X.XX% indirect rate	\$XXXX
TOTAL (Total of TOTAL DIRECT CHARGES and INDIRECT	\$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. Further details are included in the FY 2021 PCA NCC progress report instructions available on the [PCA Technical Assistance webpage](#).

Staff Name	Position Title	FTE	Annual Salary	Adjusted Annual Salary	Federal Amount Requested	Change from Year 1 to Year 2
J. Smith	Chief Executive Officer	0.50	\$199,500	\$197,300	\$98,650	Increased the percent FTE to accommodate added responsibilities overseeing EHE activities, filling in for HIV coordinator role as Y1 coordinator resigned. EHE funds pay the difference between the Y1 and Y2 amount requested for this position.
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
C. Pepper	Workforce Lead	1.00	\$50,000	No adjustment needed	\$50,000	No change
	TOTAL		\$378,450		\$252,850	