

ATTACHMENT C: Budget Justification Template

The purpose of the Budget Narrative is to provide additional details that do not fit within the Proposal Budget Template so that FPHNYC and DOHMH can better understand the budget for your project.

INSTRUCTIONS: The Project Budget has three functional categories: Personal Services (PS), Other than Personal Services (OTPS), and Indirect Costs (also referred to as overhead costs). Include each category in your Budget Narrative (as shown below) and provide a description of the expenses within each category. Provide an explanation of how amounts were derived and how the expense support accomplishment of BRAVE objectives. If a particular category has no expenses budgeted, mark it N/A.

Important Notes:

- Applicants are strongly encouraged to follow this template when preparing their budget narrative.
- The budget narrative shall provide a justification for each proposed cost in the budget and demonstrate how it will support accomplishment of BRAVE objectives.
- Budget numbers that are referenced in the narrative should match the numbers in the Proposal Budget.
- The budget narrative has no page limit.

Personnel Services (PS) | Total Budgeted: \$

1. Salaries

For each requested position, please (1) provide position title, (2) indicate whether the position is a current employee of the applicant or to be hired, (3) describe the position's scope of responsibility, and (4) demonstrate how the position will support accomplishment of BRAVE objectives.

- Position Title, (Incumbent Name or to be hired): Include scope of responsibility and justification here.

EXAMPLES:

- Community Health Worker Supervisor, Jasmine Gray: The Community Health Worker (CHW) provides supervision, coaching, and direct support to a team of community health workers (CHWs) who are working to improve health outcomes and eliminate racial, ethnic, and economic disparities in those outcomes. The CHW Supervisor plans and leads group advocacy and community mobilization activities to support adoption of healthy behaviors by assessing community health needs and providing information on available resources, social supports, and navigation of resources. The CHW Supervisor also carries a limited caseload, supporting residents to navigate and access community resources, social services, and clinical systems; increase health literacy; and advocate for appropriate care and healthy neighborhood conditions. Annual salary of \$68,000 x 100% x 6 months = \$34,000.
- Community Health Worker, to be hired: The Community Health Worker (CHW) assists community members in overcoming healthcare access barriers through advocacy, education, and care coordination. Specifically, CHWs will be responsible for: building community trust through service-based work and relationship-building; delivering health information using culturally appropriate terms and concepts; linking clients to health care and social service resources including health

insurance, food, housing, quality care and health information; providing informal counseling, support, and follow-up, and building individuals and community's capacity to advocate for needs and services; soliciting community feedback, particularly on community strengths and needs; participating in group advocacy and community mobilization activities of the program and serve as a positive example and representative of the organization internally and externally. Annual salary of \$54,000 x 100% x 6 months = \$27,000.

2. **Fringe Benefits**

Provide your organization's fringe benefit rate and the basis for calculation below. Include a detailed breakdown of percentages and/or amounts for individual fringe benefits and allowances.

EXAMPLE:

FPHNY's fringe benefit rate is calculated based on a blend of varying rates for standard benefits such as health, dental and vision coverage, life insurance, 403B retirement plan, FICA, etc. Please see below for full breakdown:

F.I.C.A. XX%
Health Insurance XX%
Unemployment Insurance XX%
Dental Insurance XX%
Life Insurance XX%
Workers' Compensation XX%
Pension/Retirement XX%
Medicare XX%
NYC Transit Tax XX%
ST Disability Insurance XX%
LT Disability Insurance XX%
Vision XX%
Total Fringe Benefit Rate 30%

Other than Personnel Services (OTPS) | Total Budgeted: \$

List all OTPS expenses individually (e.g. laptops/tablets, phones, travel, BP monitors, etc.). For each expense, please (1) provide a description of the items or services; (2) breakdown how the costs have been calculated; and (3) justify the need for the cost to carryout BRAVE activities.

EXAMPLES:

1. **Local Travel**

- MetroCards – A total of \$870 is budgeted to purchase pay-per-ride MetroCards for staff to travel for site visits, program events, etc. \$2.90/ride x 50 trips/month x 6 months = \$870.

2. **Supplies**

- Office Supplies: A total of \$700 is budgeted for office supplies including binders, file folders, printer paper, toner, pens, etc. \$100 per month x 6 months = \$600.
- Computer Supplies: A total of \$5,000 is budgeted to purchase tablets that will be used to collect

program and participant data in addition to performing administrative work connected to this program. \$500 x 10 tablets = \$5,000.

3. Consultants/Contractors

- Training consultant: A total of \$14,925 is budgeted for delivery of an 80-hour CHW Core Competency training course for all project staff. \$995/person x 15 staff = \$14,925.

4. Other

- Printing: This budget line will cover the costs of printing outreach materials including flyers, registration forms, handouts, workshop information, etc. \$500 x 6 months = \$3,000.

Indirect Costs | Total Budgeted: \$

Describe how your organization's indirect rate is determined and what costs are represented.

- *Indirect costs are capped at 10% of direct expenses. This is a maximum allowance; if your organization has lower rates, the lower rates should be used.*

EXAMPLE:

- Per FPHNYC's current federally negotiated indirect cost rate is 13%. For this project, indirect costs have been budgeted at 10%, which will help cover FPHNYC's overhead costs such as rent, utilities, and insurance, as well as general and administrative expenses, including finance and accounting, human resources, payroll, and benefits administration.