**Attachment D:**

**Budget Narrative**

***The budget narrative shall provide a justification on the basis of each proposed cost in the budget and how it is calculated***.

1. Staff

Proposed staff, rates, number of days needed to accomplish the work (note: staff rates should be unloaded)

1. Benefits

Section I rates should not include compensation for fringe benefits - fringe benefits should be detailed by percentage in Section II

1. Transportation

Explain line items costs and the basis for calculation.

1. Field Visits

Explain line items costs and the basis for calculation.

1. Fee

All costs must be directly allocated. The award does allow for applicants to propose a reasonable fee, which must be justified in the budget narrative and include explanation of the calculation.

1. Subcontracts

Include proposed subcontractors.

1. Other Direct Costs

Explain line items costs and the basis for calculation.