**APPENDIX F**

**Budget Narrative Template**

Overview

In this section, please provide an overview of your approach to developing your proposed task order and monthly retainer, as well as including an organizational chart of the project team, including any proposed subcontractors. If there are any assumptions you made during your budget calculations that would be important for the proposal reviewers to know, please include those.

Proposed Task Order Budget

Please identify the budget reserved for prospective Task Orders expenses and activities for lobbying, strategic communications and any special projects as needed in alignment with this project’s objectives and outcomes.

Proposed Monthly Retainer

Please detail the proposed monthly retainer fee based on the Scope of Work, for the first term of the project, 12 months. The budget should include personnel costs inclusive of subcontracted work, , and travel expenses.

Example of Organization Chart

Please complete the table below and include all the proposed staff for this project, the project task(s), expected time commitment and a description of their role on the project.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Proposed Staff  Name and Title | Project Task | | Expected Time Commitment (%) | Description of Project Role |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |

**Task X: INSERT NAME OF Activities and Subtasks**

Provide a brief overview of the task described.

***Labor***

In this section, include a description of the staff who will be contributing to this task, as well as their role and the hours dedicated to this task.