

Budget Narrative Template

Budget Year

Please include a narrative for all three years and following the state fiscal year (July – June, for example: 07/01/2023 – 06/30/2024)

<u>Personnel</u>	<u>FTE</u>	<u>\$0.00</u>
Title Description of Duties	FTE: 00%	\$0.00
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<u>Benefits @ xx.xx%</u>	<u>\$0.00</u>
Description of what is paid for with Fringe Benefits funds.	

<u>Operating Expenses</u>	<u>\$0.00</u>
List each item, a description, how the total amount is calculated, and if applicable, the related Scope of Work objectives.	
Item 1: Description	\$0.00
Item 2: Description	\$0.00
Item 3: Description	\$0.00
Item 4: Description	\$0.00
Item 5: Description	\$0.00
Item 6: Description	\$0.00

<u>Other Costs</u>	\$0.00
For Subcontractors/Consultants, provide the name of subcontractor/consultant (if not known use TBD), list of duties to complete, specific objective(s) in the Scope of Work, total hours, and amount.	\$0.00
Subcontractor/Consultant 1: Description	\$0.00
Subcontractor/Consultant 2: Description	\$0.00
Subcontractor/Consultant 3: Description	\$0.00
Subcontractor/Consultant 4: Description	\$0.00

<u>Indirect Costs @ xx.xx%</u>	\$0.00
Description of what is paid for with Indirect Costs funds, and CDPH rate approved for your County/City (Example: 25% of Personnel and Fringe Benefit costs).	

Total Budget: \$0.00