

Budget Narrative Description

The budget must be in the same format as the sample budget provided in Attachment 3.

A. Personnel

List each position that is funded under this budget. Include the position title and a brief explanation of each position's major responsibilities.

List personnel line items by position title. Indicate the annual salary range, percent of time the position will be utilized in the contract, number of months to be budgeted in the contract, and salary. Subtotal all personnel costs.

Personnel classifications must be appropriate for the management, operation, and activities described in the Request for Application. A biographical sketch for all personnel is required.

B. Fringe Benefits

Identify the percentage and amount of employee benefits requested for the contract. Fringe benefits are calculated by multiplying personnel costs by a given percentage. Fringe benefits must be based on actual costs. Subtotal all fringe benefit costs.

C. Operating Expenses

This category must include general operating expenses. General operating expenses may include office supplies, communication, postage, and other operating costs appropriate for CSTEP.

D. Other Costs

Explain and justify any other costs that do not apply to any other specific category. This category may include subcontractor and/or consultant services. If such costs exist, please itemize these costs on the Budget Narrative Format worksheet in Attachment 3.

Indirect Costs

Indirect costs consist of totaling personnel costs (A) and fringe benefits costs (B); then multiply by no more than 15 percent to claim the total indirect expense. **The maximum percentage that can be claimed for indirect costs is 15 percent of the total of personnel and fringe benefits only.**