**ATTACHMENT D: BUDGET NARRATIVE TEMPLATE**

Please provide a budget justification that explains why line items costs are reasonable and necessary for completing the scope of work. Justification for personnel costs should succinctly explain how the number of staff and their level of effort correlates with the scope of work. Justification for travel should explain the purpose of travel, proposed number of staff traveling, proposed number of trips, and estimated cost per trip. Similar justification should be provided for any additional line items included in the detailed budget.

If fringe or indirect costs are applied, please indicate the rate. Travel costs should follow federal travel per diem guidelines found here: <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

1. **Personnel**
2. **Travel**
3. ***Other Line Items as Included in Detailed Budget***