**\*FIRM NAME\* Budget Narrative**

**\*PROGRAM NAME\***

**RFA/P No.:**

**Date of Offer:**

**Period of Performance:**

**Role and Assumptions**

\*FIRM NAME\* proposes as the \*PRIME/SUB\* applicant to \*DESCRIPTION OF ROLE AND WORK TO BE PROVIDED\*.

*Escalation:* Based on current market trends and historical data, US-based salaries are escalated at XYZ%; CCN and TCN salaries are escalated at XYZ%; non-salary direct costs are escalated at XYZ%. Escalation is not applied to DSSR allowance, including, but not limited to: Per diem, LQA, TQSA, COLA, etc. Escalation is factored in as a base of direct salary to allowances that are percentages of salary (danger pay, etc.)

*Work-day and Work-week:* \*FIRM NAME\* holds a 5 day, 40-hour work week and an 8-hour work day. Salary calculations for unit pricing are based on a 260-day work year.

**PERSONNEL**

*Long-Term Technical Assistance – Expatriate (USN)*

The following LTTA Expatriate USN labor is budgeted for:

**Position Name: Candidate Name**

The \*POSITION NAME\* will provide \*DESCRIPTION OF ROLE AND SERVICES\* to the program. S/he is budgeted at a base salary of $XYZ.XYZ per day at the following LOE: Y1: DAYS, Y2: DAYS, Y3: DAYS, Y4: DAYS, Y5: DAYS

**Position Name: Candidate Name**

The \*POSITION NAME\* will provide \*DESCRIPTION OF ROLE AND SERVICES\* to the program. S/he is budgeted at a base salary of $XYZ.XYZ per day at the following LOE: Y1: DAYS, Y2: DAYS, Y3: DAYS, Y4: DAYS, Y5: DAYS

**Position Name: Candidate Name**

The \*POSITION NAME\* will provide \*DESCRIPTION OF ROLE AND SERVICES\* to the program. S/he is budgeted at a base salary of $XYZ.XYZ per day at the following LOE: Y1: DAYS, Y2: DAYS, Y3: DAYS, Y4: DAYS, Y5: DAYS

*Short-Term Technical Assistance – Expatriate (USN)*

The following STTA Expatriate USN labor is budgeted for:

**Position Name: Candidate Name**

The \*POSITION NAME\* will provide \*DESCRIPTION OF ROLE AND SERVICES\* to the program. S/he is budgeted at a base salary of $XYZ.XYZ per day at the following LOE: Y1: DAYS, Y2: DAYS, Y3: DAYS, Y4: DAYS, Y5: DAYS

**Position Name: Candidate Name**

The \*POSITION NAME\* will provide \*DESCRIPTION OF ROLE AND SERVICES\* to the program. S/he is budgeted at a base salary of $XYZ.XYZ per day at the following LOE: Y1: DAYS, Y2: DAYS, Y3: DAYS, Y4: DAYS, Y5: DAYS

**Position Name: Candidate Name**

The \*POSITION NAME\* will provide \*DESCRIPTION OF ROLE AND SERVICES\* to the program. S/he is budgeted at a base salary of $XYZ.XYZ per day at the following LOE: Y1: DAYS, Y2: DAYS, Y3: DAYS, Y4: DAYS, Y5: DAYS

*Long-Term Local Staff (Technical and Support) – CCN/ TCN*

The following LTTA local labor is budgeted for:

**Position Name: Candidate Name**

The \*POSITION NAME\* will provide \*DESCRIPTION OF ROLE AND SERVICES\* to the program. S/he is budgeted at a base salary of $XYZ.XYZ per day at the following LOE: Y1: DAYS, Y2: DAYS, Y3: DAYS, Y4: DAYS, Y5: DAYS

**Position Name: Candidate Name**

The \*POSITION NAME\* will provide \*DESCRIPTION OF ROLE AND SERVICES\* to the program. S/he is budgeted at a base salary of $XYZ.XYZ per day at the following LOE: Y1: DAYS, Y2: DAYS, Y3: DAYS, Y4: DAYS, Y5: DAYS

**Position Name: Candidate Name**

The \*POSITION NAME\* will provide \*DESCRIPTION OF ROLE AND SERVICES\* to the program. S/he is budgeted at a base salary of $XYZ.XYZ per day at the following LOE: Y1: DAYS, Y2: DAYS, Y3: DAYS, Y4: DAYS, Y5: DAYS

*Home Office Staff (Technical and Support) – USN*

The following home office labor is budgeted for:

**Position Name: Candidate Name**

The \*POSITION NAME\* will provide \*DESCRIPTION OF ROLE AND SERVICES\* to the program. S/he is budgeted at a base salary of $XYZ.XYZ per day at the following LOE: Y1: DAYS, Y2: DAYS, Y3: DAYS, Y4: DAYS, Y5: DAYS

**Position Name: Candidate Name**

The \*POSITION NAME\* will provide \*DESCRIPTION OF ROLE AND SERVICES\* to the program. S/he is budgeted at a base salary of $XYZ.XYZ per day at the following LOE: Y1: DAYS, Y2: DAYS, Y3: DAYS, Y4: DAYS, Y5: DAYS

**Position Name: Candidate Name**

The \*POSITION NAME\* will provide \*DESCRIPTION OF ROLE AND SERVICES\* to the program. S/he is budgeted at a base salary of $XYZ.XYZ per day at the following LOE: Y1: DAYS, Y2: DAYS, Y3: DAYS, Y4: DAYS, Y5: DAYS

*Consultant and STTA Labor – USN/TCN/CCN*

The following consultant and STTA labor is budgeted for:

**Position Name: Candidate Name**

The \*POSITION NAME\* will provide \*DESCRIPTION OF ROLE AND SERVICES\* to the program. S/he is budgeted at a base salary of $XYZ.XYZ per day at the following LOE: Y1: DAYS, Y2: DAYS, Y3: DAYS, Y4: DAYS, Y5: DAYS

**Position Name: Candidate Name**

The \*POSITION NAME\* will provide \*DESCRIPTION OF ROLE AND SERVICES\* to the program. S/he is budgeted at a base salary of $XYZ.XYZ per day at the following LOE: Y1: DAYS, Y2: DAYS, Y3: DAYS, Y4: DAYS, Y5: DAYS

**Position Name: Candidate Name**

The \*POSITION NAME\* will provide \*DESCRIPTION OF ROLE AND SERVICES\* to the program. S/he is budgeted at a base salary of $XYZ.XYZ per day at the following LOE: Y1: DAYS, Y2: DAYS, Y3: DAYS, Y4: DAYS, Y5: DAYS

**FRINGE BENEFITS**

\*FIRM NAME\* budgets Fringe Benefits on the basis of \*AUDIT INDIRECT COST, NICRA, ETC\*. Fringe benefits are budgeted at XYZ% of \*DIRECT LABOR, ETC.\* These costs include: \*BENEFITS HERE\*.

Local Fringe Benefits are budgeted directly and include: \*BENEFITS HERE\*

**TRAVEL**

The following costs have been budgeted for over life of project for travel, transportation, and per diem costs; when applicable, DSSR per diem ceilings are budgeted for and are not escalated.

*International Travel*

**Airfare**

The following airfare is budgeted in Year 1:

* 1 Round trip flight from \*ORIGIN\* to \*DESTINATION\* for \*TRAVELER POSITION TITLE\* at $XYZ.XYZ; the trip is budgeted at XYZ days.

The following airfare is budgeted in Year 2:

* 1 Round trip flight from \*ORIGIN\* to \*DESTINATION\* for \*TRAVELER POSITION TITLE\* at $XYZ.XYZ; the trip is budgeted at XYZ days.

The following airfare is budgeted in Year 3:

* 1 Round trip flight from \*ORIGIN\* to \*DESTINATION\* for \*TRAVELER POSITION TITLE\* at $XYZ.XYZ; the trip is budgeted at XYZ days.

The following airfare is budgeted in Year 4:

* 1 Round trip flight from \*ORIGIN\* to \*DESTINATION\* for \*TRAVELER POSITION TITLE\* at $XYZ.XYZ; the trip is budgeted at XYZ days.

The following airfare is budgeted in Year 5:

* 1 Round trip flight from \*ORIGIN\* to \*DESTINATION\* for \*TRAVELER POSITION TITLE\* at $XYZ.XYZ; the trip is budgeted at XYZ days.

**Airport Transfer**

Airport transfer costs to and from both origin and destination airports are budgeted at XYZ per trip.

**Local Ground Transport**

Local ground transport is budgeted for local travel to/from hotel to the office and other activity-based locations at XYZ per DAY/TRIP.

**Per diem**

Per diems are based on DSSR ceilings for the travel destination location and number of days of trip, as detailed above in airfare.

* \*NUMBER OF TRIPS\* are budgeted in year 1 with a total of \*NUMBER OF DAYS\* budgeted for per diem at $\*PER DIEM DAILY RATE\* per day
* \*NUMBER OF TRIPS\* are budgeted in year 2 with a total of \*NUMBER OF DAYS\* budgeted for per diem at $\*PER DIEM DAILY RATE\* per day
* \*NUMBER OF TRIPS\* are budgeted in year 3 with a total of \*NUMBER OF DAYS\* budgeted for per diem at $\*PER DIEM DAILY RATE\* per day
* \*NUMBER OF TRIPS\* are budgeted in year 4 with a total of \*NUMBER OF DAYS\* budgeted for per diem at $\*PER DIEM DAILY RATE\* per day
* \*NUMBER OF TRIPS\* are budgeted in year 5 with a total of \*NUMBER OF DAYS\* budgeted for per diem at $\*PER DIEM DAILY RATE\* per day

**Local Driver/ Car Rental Services**

Local travel is budgeted for in-country staff and consultants; driver services are budgeted at $XYZ per month over life of project.

**Local Ground Transport**

Local ground transport for local and remote-local based consultants and staff is budgeted at $XYZ per day over life of project.

**Local Per Diem**

Local per diem is budgeted for in-country staff travel to other regions of the country outside home of records in-country.

* \*NUMBER OF TRIPS\* are budgeted in year 1 with a total of \*NUMBER OF DAYS\* budgeted for per diem at $\*PER DIEM DAILY RATE\* per day
* \*NUMBER OF TRIPS\* are budgeted in year 2 with a total of \*NUMBER OF DAYS\* budgeted for per diem at $\*PER DIEM DAILY RATE\* per day
* \*NUMBER OF TRIPS\* are budgeted in year 3 with a total of \*NUMBER OF DAYS\* budgeted for per diem at $\*PER DIEM DAILY RATE\* per day
* \*NUMBER OF TRIPS\* are budgeted in year 4 with a total of \*NUMBER OF DAYS\* budgeted for per diem at $\*PER DIEM DAILY RATE\* per day
* \*NUMBER OF TRIPS\* are budgeted in year 5 with a total of \*NUMBER OF DAYS\* budgeted for per diem at $\*PER DIEM DAILY RATE\* per day

**EQUIPMENT**

The following pieces of equipment with unit prices over $5,000 are budgeted for:

* \*DESCRIPTION AND PRICE HERE\*

**SUPPLIES**The following supplies are budgeted for:

* \*DESCRIPTION AND PRICE HERE\*

**CONTRACTUAL**

The following sub-awards and vendors are budgeted for:

* \*FIRM NAME\* will support the project in \*EXPERTISE/ROLE\*. \*FIRM NAME\* is budgeted at the following cost: Y1: $, Y2: $, Y3: $, Y$: 4, Y5: $.

**OTHER DIRECT COSTS**

The following ODCs are budgeted for:

* \*DESCRIPTION AND PRICE HERE\*

**INDIRECT COSTS**

Provide a detailed explanation of the indirect cost structure (base and pools) and percentages; provide authority name and details (NICRA, agency, or audit firm).