**Budget Narrative**

Please provide a written explanation and descriptions to the line items listed in this budget. Include information about the necessity, reasonableness, and allocation of proposed costs. Please include all line items in the text boxes below. Follow a similar format located in the first row. Provide a title of the expense and a bulleted description and explanation in the space provided below. In the right-hand column, include the amount for each line item. Additional columns can be added. Attach line item budget to operational plan.

|  |  |  |
| --- | --- | --- |
| **Expense Title (Ex. Salary, Fringe, Supplies & Equipment, Contractual, Marketing)** * **Description and explanation**
 | **Amount Year 1** | **Amount Year 2** |
| Salary50% 2 Case Managers, 50% Job Developers | 25,000 | 28,000 |
| SuppliesOffice Supplies: Pens, pencils, paper etc. | 2000 | 2000 |
| ContractualABC Technology (IT services)DEF Services (Case Management services) | 20003000 | 20003000 |
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|  |  |  |
| **Total Budgeted Amount** | **32000** | **35000** |