

**SCHEDULE A: SUMMARY OF COSTS**  
**BUDGET SUBMITTAL FORM**

|                                 |                    |              |              |
|---------------------------------|--------------------|--------------|--------------|
| <b>BUSINESS NAME:</b>           |                    |              |              |
| <b>CONTACT NAME AND NUMBER:</b> |                    |              |              |
|                                 |                    |              |              |
| <b>POSITION</b>                 | <b>HOURLY RATE</b> | <b>HOURS</b> | <b>TOTAL</b> |
|                                 |                    |              |              |
|                                 |                    |              |              |
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|                                 |                    |              |              |
|                                 |                    |              |              |
|                                 |                    |              |              |
| <b>Total Proposed Cost</b>      |                    |              |              |

**SCHEDULE B: BUDGET NARRATIVE AND ASSUMPTIONS**

- IN NARRATIVE FORM EXPLAIN HOW COSTS WERE DETERMINED.
- INCLUDE ANY ASSUMPTIONS WHICH HELP DEFINE PROPOSED COSTS.
- IDENTIFY PROPOSED TERM OF ENGAGEMENT FOR WHICH COST ARE ASSOCIATED TO.