

RFP Attachment #4 - Budget and Budget Narrative

Respondent Name:

Enter information in the GREEN sections only

Line Item Detail	Budget Amounts	Agency % Requested	Agency Amt Requested	Other %	Other Amt
Personnel Costs					
Salaries	\$ -	#DIV/0!	\$ -	0.00%	
Benefits (of salaries) #DIV/0!	\$ -	#DIV/0!	\$ -	0.00%	\$ -
Subtotal Salaries & Benefits:	\$ -	0.00%	\$ -	0.00%	\$ -
Staff Training/Conferences/Meetings		0.00%	\$ -	0.00%	
Staff Recruitment		0.00%	\$ -	0.00%	
Background Screening		0.00%	\$ -	0.00%	
Drug Screening		0.00%	\$ -	0.00%	
Subtotal Other Employee Costs	\$ -	0.00%	\$ -	0.00%	\$ -
Total Personnel	\$ -	0.00%	\$ -	0.00%	\$ -
Travel Related Costs					
Travel - Staff		0.00%	\$ -	0.00%	
Travel - Training		0.00%	\$ -	0.00%	
Vehicle - Lease		0.00%	\$ -	0.00%	
Vehicle - Fuel		0.00%	\$ -	0.00%	
Vehicle - Maintenance		0.00%	\$ -	0.00%	
Vehicle - License & Registration		0.00%	\$ -	0.00%	
Total Personnel	\$ -	0.00%	\$ -	0.00%	\$ -
Occupancy Costs					
Rent		0.00%	\$ -	0.00%	
Utilities		0.00%	\$ -	0.00%	
Office Space Services		0.00%	\$ -	0.00%	
Repairs & Maintenance		0.00%	\$ -	0.00%	
Total Occupancy	\$ -	0.00%	\$ -	0.00%	\$ -
Communication Costs					
Landline Telephone		0.00%	\$ -	0.00%	\$ -
Cell Phones		0.00%	\$ -	0.00%	\$ -
Internet		0.00%	\$ -	0.00%	\$ -
Data Lines		0.00%	\$ -	0.00%	\$ -
Total Communication	\$ -	0.00%	\$ -	0.00%	\$ -
Office Costs					
Office Supplies		0.00%	\$ -	0.00%	\$ -
Postage & Delivery		0.00%	\$ -	0.00%	\$ -
Equipment - Rental & Leases		0.00%	\$ -	0.00%	\$ -
Equipment - Computers		0.00%	\$ -	0.00%	\$ -
Equipment - Equip/Furniture		0.00%	\$ -	0.00%	\$ -
Printing & Publications (non-fundraising)		0.00%	\$ -	0.00%	\$ -
Total Office	\$ -	0.00%	\$ -	0.00%	\$ -
Insurance					
General Liability		0.00%	\$ -	0.00%	
Professional		0.00%	\$ -	0.00%	
Vehicle		0.00%	\$ -	0.00%	
Total Insurance	\$ -	0.00%	\$ -	0.00%	\$ -
Client Related Costs					
Clothing		0.00%	\$ -	0.00%	
Food		0.00%	\$ -	0.00%	
Allowance		0.00%	\$ -	0.00%	
Recreational Activities		0.00%	\$ -	0.00%	
Independent Living Activities		0.00%	\$ -	0.00%	
		0.00%	\$ -	0.00%	
Allowance		0.00%	\$ -	0.00%	
Total Client Related Costs	\$ -	0.00%	\$ -	0.00%	\$ -

Other Costs

		0.00%	\$ -	0.00%	
		0.00%	\$ -	0.00%	
		0.00%	\$ -	0.00%	
Total Other	\$ -	0.00%	\$ -	0.00%	\$ -

Total Direct Costs	\$ -	0.00%	\$ -	0.00%	\$ -
Administrative Costs	\$ -	0.00%	\$0.00	0.00%	
Total Budget	\$ -	0.00%	\$ -	0.00%	\$ -