**Exhibit B**

**Budget Proposal Form**

**Instructions:** Use this budget format to prepare a comprehensive proposed program budget that reflects all program funding sources, including separate identification of funds proposed through this RFP. If the proposal includes a collaborative partnership of multiple agencies/service providers with an identified lead agency, prepare one program budget for the full proposal (labeled “Full Proposal” under activity), and separate program budgets for each subcontracted agency and/or activity. Electronic copy of this budget form in Excel format can be found at: <http://www.portlandonline.com/phb>, or by contacting the PHB Solicitation Coordinator.

|  |  |  |
| --- | --- | --- |
| **PHB PROPOSED PROGRAM BUDGET** |  |  |
| RFP: Winter Services for People Experiencing Homelessness |  |
| PROPOSER: |  |  |
| ACTIVITY:  |  |  |
| **Table A: Program Budget Worksheet**  |  |  |
| **Budget Category** | **Total Proposed Program Budget** | **Proposed Budget from this RFP** |
|  **Personnel**  |  |  |
|  Salaries  |  -  |  -  |
|  Benefits & Payroll Taxes  |  -  |  -  |
|  **Total Personnel**  | 0 | 0 |
|  |  |  |
|  **Operating Expenses**  |  |  |
|  Equipment & Rental  |  -  |  -  |
|  Computer Technology  |  -  |  -  |
|  Mileage & Parking  |  -  |  -  |
|  Consultants  |  -  |  -  |
|  Subcontractors  |  -  |  -  |
|  Miscellaneous  |  -  |  -  |
|  Professional Services  |  -  |  -  |
|  Other:  |  -  |  -  |
|  **Total Operating Expenses**  | 0 | 0 |
|  |  |  |
|  **Administrative Expenses (directly or indirectly billed)**  |  |  |
|  Salaries  |  -  |  -  |
|  Benefits & Payroll Taxes  |  -  |  -  |
|  Office / Facility Rent  |  -  |  -  |
|  Utilities  |  -  |  -  |
|  Office Supplies  |  -  |  -  |
|  Travel & Training  |   |  -  |
|  Audit Services  |   |  -  |
|  Insurance  |   |  -  |
|  Indirect Rate Billing ($)  |   |  -  |
|  **Total Administrative Expenses**  | 0 | 0 |
|  |  |  |
|  **Client Assistance**  |  |  |
|  Specify:  |  |  |
|  Specify:  |  |  |
|  Specify:  |  |  |
|  Specify:  |  |  |
|  **Total Client Assistance**  | 0 | 0 |
|  |
|  **Property Acquisition**  |  |  |
|  |  |  |
|  **TOTAL BUDGET**  |  **-**  |  **-**  |
|  |  |  |
| **Table B: Staffing Descriptions and Amounts** |  |  |
| **Position Title and Description** | **FTE** | **PBH-Requested Amount** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |   |   |
|  |
|  **TOTAL STAFF BUDGET**  |  **-**  |  **-**  |
|  |  |  |
| **Table C: Other Funding Sources** |  |  |
| **Fund Source** | **Status of Funding (Received, Committed, or Pending)** | **Amount** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |   |   |
|  |
|  **TOTAL PROGRAM BUDGET**  |  **-**  |  **-**  |