**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](mailto:+@SUM(B9.B19)) | [0](mailto:+@SUM(B9.B19)) |
|  |  |  |
| **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](mailto:+@SUM(B9.B19)) | [0](mailto:+@SUM(B9.B19)) |
|  | | |
| **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** | **-** | **-** |