**Request for Proposals #2019-BH02:**

**Solano County Health & Social Services:**

**Behavioral Health Division**

**Mobile Crisis Services**

**ATTACHMENT C: BUDGET WORKSHEET**

The Budget Worksheet (ATTACHMENT C) must be prepared according to the Budget Worksheet Instructions found on page 11. The total cost on the Budget Worksheet must equal or be less than the amount of the annual budget listed in the RFP as described on page 2.

*NOTE: A separate budget must be completed for start-up and each term for which funding is requested.*

APPLICANT NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BUDGET SUMMARY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| COST CATEGORY | Start Up BudgetYr 1 Only | Dates:12/1/19-6/30/20 | Dates:7/1/20-6/30/21 | Dates:7/1/21 – 6/30/22 |
| A. Personnel |  |  |  |  |
| B. Operating Expenses |  |  |  |
| C. Subcontractor |  |  |  |
| D. Indirect Costs |  |  |  |
| **TOTAL** |  |  |  |  |

**START UP BUDGET YEAR 1 ONLY**

**RFP # 2019-BH02**

**Mobile crisis Services**

**Year 1: 12/1/2019-6/30/2020**

|  |  |
| --- | --- |
| COST CATEGORY | BUDGET |
|  |  |
|  |  |
|  |  |
|  |  |
| **TOTAL** |  |

**Year 1: 12/01/2019-6/30/2020**

(Budget will be prorated based on start date of contract)

|  |  |  |
| --- | --- | --- |
| Line Item | FTE |  |
| Personnel Expenses |  |  |
| Staff Member 1 |  |  |
| Staff Member 2 |  |  |
| Staff Member 3 |  |  |
| Staff Member 4 |  |  |
| Benefits include percentage rate |  |  |
| SUBTOTAL PERSONNEL |  |  |
| Operating Expenses*examples only – please list all expected operating expenses in budget proposal* |  |  |
| Rent & Utilities |  |  |
| Office Supplies & Material |  |  |
| Telephone & Communication |  |  |
| Postage/Mailing |  |  |
| Reproduction/Copying |  |  |
| Travel |  |  |
| Training/Conferences |  |  |
| Client supports |  |  |
| Other |  |  |
| SUBTOTAL OPERATING EXPENSES |  |  |
| Subcontractors (only as needed) |  |  |
| Subcontractor 1 |  |  |
| Subcontractor 2 |  |  |
| SUBTOTAL SUBCONTRACTORS |  |  |
| Indirect Costs |  |  |
| Indirect Costs |  |  |
| SUBTOTAL INDIRECT COSTS |  |  |
| GRAND TOTAL EXPENSES |  |  |

**Year 2\*\*: 7/1/2020-6/30/2021**

|  |  |  |
| --- | --- | --- |
| Line Item | FTE |  |
| Personnel Expenses |  |  |
| Staff Member 1 |  |  |
| Staff Member 2 |  |  |
| Staff Member 3 |  |  |
| Staff Member 4 |  |  |
| Benefits include percentage rate |  |  |
| SUBTOTAL PERSONNEL |  |  |
| Operating Expenses*examples only – please list all expected operating expenses in budget proposal* |  |  |
| Rent & Utilities |  |  |
| Office Supplies & Material |  |  |
| Telephone & Communication |  |  |
| Postage/Mailing |  |  |
| Reproduction/Copying |  |  |
| Travel |  |  |
| Training/Conferences |  |  |
| Client Supports |  |  |
| Other |  |  |
| SUBTOTAL OPERATING EXPENSES |  |  |
| Subcontractors (only as needed) |  |  |
| Subcontractor 1 |  |  |
| Subcontractor 2 |  |  |
| SUBTOTAL SUBCONTRACTORS |  |  |
| Indirect Costs |  |  |
| Indirect Costs |  |  |
| SUBTOTAL INDIRECT COSTS |  |  |
| GRAND TOTAL EXPENSES |  |  |

**Year 3\*\*: 7/1/2021-6/30/2022**

|  |  |  |
| --- | --- | --- |
| Line Item | FTE |  |
| Personnel Expenses |  |  |
| Staff Member 1 |  |  |
| Staff Member 2 |  |  |
| Staff Member 3 |  |  |
| Staff Member 4 |  |  |
| Benefits include percentage rate |  |  |
| SUBTOTAL PERSONNEL |  |  |
| Operating Expenses*examples only – please list all expected operating expenses in budget proposal* |  |  |
| Rent & Utilities |  |  |
| Office Supplies & Material |  |  |
| Telephone & Communication |  |  |
| Postage/Mailing |  |  |
| Reproduction/Copying |  |  |
| Travel |  |  |
| Training/Conferences |  |  |
| Client Supports |  |  |
| Other |  |  |
| SUBTOTAL OPERATING EXPENSES |  |  |
| Subcontractors (only as needed) |  |  |
| Subcontractor 1 |  |  |
| Subcontractor 2 |  |  |
| SUBTOTAL SUBCONTRACTORS |  |  |
| Indirect Costs |  |  |
| Indirect Costs |  |  |
| SUBTOTAL INDIRECT COSTS |  |  |
| GRAND TOTAL EXPENSES |  |  |

\*\* Years 2 and 3 are subject to the anticipated but necessary approval in the MHSA Three Year Plan.