

## OLDER YOUTH SERVICES REQUEST FOR PROPOSAL

### PROFORMA BUDGET WORKSHEET

- Similar to budget previously used for home-based services
- Prepare 1 year budgets
- One budget for each service/area combination:
  - o Chaffee IL services only
  - o Collaborative Care services and placement supervision
  - o Staff Supported Housing
  - o Voluntary Chaffee IL services
  - o Specialized Vocational Education Program
- Provide Position FTE's
- Travel: Compute staff and client separately
- Occupancy: Compute staff and client separately (Collaborative Care and Staff Supported Housing)
- Direct Administrative Costs: Unique to program
- Indirect Administrative Costs: Allocated to program
- Personal Allowance: \$300 per youth per year (Collaborative Care Only)
- Emancipation Goods and Services: \$500 per youth per year (Voluntary Chaffee IL only)
- Vocation Education Costs: Specialized Vocational Education Program only
- Other Revenue Sources: Other funding to support program
- Number of Client Days Served: Must provide estimate for each service budget
- Proposed Cost Escalation Factor: Cost factor for year 2 of budget
- Include only reasonable and allowable costs
- Final approved budget will become contract amount (these are not zero-based contracts)
- Payments will be made on a cost reimbursement basis with a not-to-exceed contract amount
- Referral in excess of final budget will require a contract amendment