

**Butler County Elderly Services Program
Screening
Budget Worksheet - Cost Proposal
Instructions and General Requirements**

Instructions

- Complete Appendix H-A, Budget Worksheet A: Screening Cost Proposal
- Complete Appendix H-B, Budget Worksheet B: Personnel Cost (Direct)
- Complete Appendix H-C, Budget Worksheet C: Personnel Cost (Indirect)
- Complete Appendix H-D, Budget Worksheet D: Bid Bond Requirement
- Provide a budget narrative

General Requirements

- Bidders that intend to perform screening services should not have indirect expenses in excess of 20% of total proposed expenses. (The total in column B divided by column C on line 22 of Budget Worksheet A: Screening Cost Proposal may not exceed 20%).

Budget Narrative

The narrative should provide the link between the service proposal and the budget worksheets. It should include sufficient detail so that the reviewers can easily understand the relationship between the items included on the budget worksheets and the proposal. The descriptions included in the budget narrative should agree with proposal and budget worksheets. Also any calculations in the budget narrative should agree with the amounts reflected on the budget worksheets.

The budget narrative should describe the key components of each item in the budget, including:

- How costs were calculated, including any subcomponents not shown on the budget worksheets.
- Rationale or basis for the prorating of indirect expenses including detail on how the amount charged to this program was determined.
- Detail information related to any resources that you plan to allocate to this contract. This should include any monetary or donated/in-kind resources.