

Cost Proposal Worksheet

Build a budget line in four steps, without calling us. A worked example is included.

WHO THIS IS FOR	READ TIME	EDITION
Agencies and providers	10 minutes, 2 pages	August 2026

IN BRIEF

- Count your people, add delivery, check your total against the worked example, and name who pays.
- Send the finished worksheet to the Institute and a written quote comes back within five business days.

Step one. Count the people

Write your number in the first column and multiply by the rate. Leave a row blank if it does not apply.

YOUR NUMBER	WHO	RATE	EXTENDED
	Staff to certify as Framework Practitioners	\$675 per seat	
	Of those, staff who will carry named navigation responsibility (Certified Navigators)	\$2,500 per practicum	
	Staff to develop as Institute Facilitators	\$3,500 each	
	Sites to receive an annual fidelity review	\$2,400 per site	
	Sites to receive baseline and take up measurement	\$4,500 per site year	

Twenty or more practitioners at one site: use the on site cohort price of \$13,500 instead of the seat rate.

Step two. Add delivery

LINE	BASIS	AMOUNT	YOUR FIGURE
On site cohort delivery	Two facilitator days at \$3,000 per day	\$6,000 per cohort	
Materials	Participant packet and ten desk cards	\$40 per seat	
Exam administration	Proctoring, scoring, certificate, registry entry	\$250 per candidate	
Travel, within Arizona	Per delivery	\$450	
Travel, outside Arizona	Per delivery	\$1,600	
Technical assistance	Program audit, adaptation, implementation advising	\$2,500 per day	
Indirect	Ten percent de minimis, applied to the subtotal	10 percent	

Step three. Check it against a worked example

One cohort of 20 practitioners, delivered within Arizona, with eight of them going on to the practicum.

LINE	BASIS	AMOUNT
Facilitator days	Two days at \$3,000	\$6,000
Materials	20 seats at \$40	\$800
Exam administration	20 candidates at \$250	\$5,000
Travel	Within Arizona	\$450
Subtotal		\$12,250
Indirect	Ten percent	\$1,225
Total, one cohort	Up to 20 practitioners	\$13,475, quoted at \$13,500
Add practicums	8 candidates at \$2,500	\$20,000
Total with practicums	20 practitioners and 8 certified navigators	\$33,500

Step four. Name the payer

Tick one and attach what the row asks for.

	PAYER	WHAT TO ATTACH
☐	Public agency or prime contractor	Purchase order or contract number. Title IV-E training reimbursement may apply for staff serving eligible children, which reduces net agency cost.
☐	Provider training budget	Billing contact and invoice terms.
☐	Philanthropic sponsor	Funder name, and whether seats are open or directed to a region or population.
☐	Navigator Fund	A short statement of why the organization cannot pay. Sponsored seats are awarded on published criteria.

Organization

Contact name and title	Email and phone

Preferred delivery window and site address