

**THHI 2023 UNIVERSAL REQUEST FOR PROPOSAL  
BUDGET SUMMARY SHEET**

<b>Agency Name:</b>	<b>Funding Amount Requesting:</b>		
<b>Project Name:</b>	<b>Project Match:</b>		
<b>Project Type:</b>	<b>Total Project Amount:</b>		
<b>ITEM DESCRIPTION</b>	<b>BUDGET REQUEST</b>	<b>MATCH</b>	<b>TOTAL</b>
<b>ACQUISITION OF REAL PROPERTY</b>			
<i>Grant funds may be used to pay up to 100 percent of the cost of acquisition of real property selected by the recipient or Subrecipient for use in the provision of providing housing and services to benefit homeless persons. (Budget Narrative must provide greater detail of the financing and total project costs)</i>	\$ -	\$ -	\$ -
<i>(ADD BUDGET LINE ITEMS AS APPLICABLE/NEEDED TO SHOW COSTS FOR PROJECT)</i>			
<b>TOTAL ACQUISITION OF REAL PROPERTY</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>NEW CONSTRUCTION</b>			
<i>New construction may include building entirely new facilities, constructing an addition to an existing structure that increases the floor area by 100 percent or more, and the cost of land for construction for use in the provision of providing housing and services to benefit homeless persons. Projects must demonstrate that construction is more cost-effective than rehabilitation. Grant funds may be used to pay up to 100 percent of the cost as long as the match requirement is met through other resources. New construction on leased properties is ineligible. (Budget Narrative must provide greater detail of the financing and total project costs)</i>	\$ -	\$ -	\$ -
<i>(ADD BUDGET LINE ITEMS AS APPLICABLE/NEEDED TO SHOW COSTS FOR PROJECT)</i>			
<b>TOTAL NEW CONSTRUCTION</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>REHABILITATION</b>			
<i>Eligible rehabilitation costs include installing cost-saving energy measures and bringing a structure up to health and safety standards to provide housing or supportive services to homeless persons. Rehabilitation on leased properties is ineligible. (Budget Narrative must provide greater detail of the financing and total project costs)</i>	\$ -	\$ -	\$ -
<i>(ADD BUDGET LINE ITEMS AS APPLICABLE/NEEDED TO SHOW COSTS FOR PROJECT)</i>			
<b>TOTAL REHABILITATION</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>LEASING/RENTAL ASSISTANCE (PSH - Scattered-Site Housing not Owned by Proposer)</b>			
<i>Rents must be reasonable and, in the case of individual units, the funding awarded may not exceed HUD-determined fair market rents.</i>			
# of 0 Bedroom (Efficiencies) @ \$1,291/mo x 12 months	\$ -	\$ -	\$ -
# of 1 Bedroom @ \$1,381/mo x 12 months	\$ -	\$ -	\$ -
# of 2 Bedroom @ \$1,659 /mo x 12 months	\$ -	\$ -	\$ -
# of 3 Bedroom @ \$2,2123 /mo x 12 months	\$ -	\$ -	\$ -
# of 4 Bedroom @ \$2,603/mo x 12 months	\$ -	\$ -	\$ -
<b>TOTAL LEASING/ PSH RENTAL ASSISTANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

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<b>FINANCIAL / RENTAL ASSISTANCE (RRH and HP)</b>			
<i>Rental Assistance:</i>			
Short-term and medium-term rental assistance (18-24 months max depending on funding source)	\$ -	\$ -	\$ -
Rental arrears (One-time payment up to 6 months max, including late fees)	\$ -	\$ -	\$ -
<i>Financial Assistance:</i>			
Rental application fees / Admin Fees	\$ -	\$ -	\$ -
Security deposits (no more than 2 month's rent)	\$ -	\$ -	\$ -
Advance payment of last month's rent (applies to 24-month cap)	\$ -	\$ -	\$ -
Utility arrears (6 months max)	\$ -	\$ -	\$ -
Utility deposits	\$ -	\$ -	\$ -
Utility payments (# months max)	\$ -	\$ -	\$ -
Moving Costs (e.g. truck rental, moving company, up to # months storage)	\$ -	\$ -	\$ -
<b>TOTAL FINANCIAL / RENTAL ASSISTANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>OPERATIONS (ES, TH, Leasing, project based PSH)</b>			
Maintenance	\$ -	\$ -	\$ -
Rent (Building/Office)	\$ -	\$ -	\$ -
Security	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -
Utilities / Connectivity	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -
Other (please specify)	\$ -	\$ -	\$ -
Other (please specify)	\$ -	\$ -	\$ -
<b>TOTAL OPERATIONS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>SUPPORTIVE / ESSENTIAL SERVICES - Supportive / Essential Services that directly benefit persons experiencing or at risk of becoming homeless - such as staffing for other elements such as RRH, emergency shelter, street outreach, etc.</b>			
Engagement Staff	\$ -	\$ -	\$ -
Case Manager(s) (salary and fringe)	\$ -	\$ -	\$ -
Professional Liability Insurance	\$ -	\$ -	\$ -
Computer/IT/Cell Phones for Project Staff	\$ -	\$ -	\$ -
Housing Specialist	\$ -	\$ -	\$ -
Health Services	\$ -	\$ -	\$ -
Mental Health Services	\$ -	\$ -	\$ -
Transportation (clients)	\$ -	\$ -	\$ -
Education Services	\$ -	\$ -	\$ -
Employment Services	\$ -	\$ -	\$ -
Legal Services	\$ -	\$ -	\$ -
Food	\$ -	\$ -	\$ -
Mediation	\$ -	\$ -	\$ -
Other (please specify)	\$ -	\$ -	\$ -
Other (please specify)	\$ -	\$ -	\$ -
Indirect Cost (describe what is included in MTDC that the 10% indirect rate is applied)	\$ -	\$ -	\$ -
<b>TOTAL ESSENTIAL/SUPPORTIVE SERVICES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL PROGRAM COSTS (CHECK YOUR FORMULA)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

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<b>ADMIN*</b> <b>(5% of Program Costs for project costs; actual minus 5% for match)</b>	\$ -	\$ -	\$ -
<b>TOTAL Proposed BUDGET (CHECK YOUR FORMULAS)</b>			

*\*Not all funding sources will provide funding for Admin expenses to the sub-recipient, however Admin expenses related to the project is eligible match most funding sources.*

*The proposed budget will be used in scoring projects related to funding award decisions. If selected for funding, new budgets may be requested based on the actual funding sources' budget requirements and eligible costs.*

\_\_\_\_\_  
Proposer Representative Name/Title

\_\_\_\_\_  
Proposer Representative Signature

\_\_\_\_\_  
Date