

**FHPAP STANDARD BUDGET - ROUND 2**

FHPAP Grantee:			<b>Guidance and Additional Information Available</b>	
<b>Cost Category</b>		<b>Totals</b>		<a href="#">Definitions tab</a>   <a href="#">Program Guide</a>
<b>Administration (list FTEs in cell C4)</b>		<b>0.00</b>		Rows 2-16 6.01
Staffing	\$	-		6
Travel	\$	-		7
All Other Admin Expenses	\$	-		8-16
<b>Subtotal Administration</b>	<b>\$</b>	<b>-</b>	<b>#DIV/0!</b>	Cannot exceed 15% of total budget
<b>Supportive Services (list FTEs in cell C9)</b>		<b>0.00</b>		Rows 20-31 6.01 - 6.02
Staffing	\$	-		22
Travel	\$	-		23
All Other Service Expenses	\$	-		24-29
<b>Subtotal Supportive Services</b>	<b>\$</b>	<b>-</b>	<b>#DIV/0!</b>	Cannot exceed 50% of total budget
<b>Direct Assistance</b>				Rows 33-47 6.01
Rent Assistance (rent payment, late fees, rental deposit, application fees)	\$	-		34-38
Mortgage Payment Assistance	\$	-		39
Utility Payment Assistance	\$	-		42
Transportation Expense Assistance	\$	-		43
Other (Vital documents, clothing assistance, Furniture/household supplies): list:	\$	-		44-46
<b>Subtotal Direct Assistance</b>	<b>\$</b>	<b>-</b>		
<b>Total Travel</b>	<b>\$</b>	<b>-</b>		
<b>TOTAL BUDGET</b>		<b>\$</b>	<b>-</b>	

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<b>HOUSEHOLDS TO BE SERVED (OUTPUT)/Activity</b>	
<b>COORDINATED ENTRY</b>	<b>0</b>
<b>STREET OUTREACH</b>	<b>0</b>
<b>PREVENTION (Includes Doubled Up)</b>	<b>0</b>
<b>RAPID REHOUSING</b>	<b>0</b>
<b>TOTAL</b>	<b>0</b>

<b>HOUSEHOLDS TO BE SERVED (OUTPUT)/Population Type</b>	<b>Singles</b>		<b>Families</b>	
	<b>Adult</b>	<b>Youth</b>	<b>Adult</b>	<b>Youth</b>
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## INSTRUCTIONS FOR COMPLETING THE FHPAP STANDARD BUDGET - ROUND 2 TEMPLATE

### Entering Grantee and Subgrantee Information:

Complete the grantee contact information on the "Grantee Information" tab. Note that two grantee contacts are the executive director, tribal chair, the board chair, and the fiscal director.

Enter subgrantee contact information on the "Subgrantee Information" tab. Information should be entered for each subgrantee.

Following the "Subgrantee Information" tab are the TOTAL FHPAP BUDGET, Grantee Budget, and Subgrantee Budget worksheets. Rename each subgrantee budget worksheet that is being utilized. To do so, place your mouse on the tab name of the subgrantee. For example, go to the tab currently labelled "Subgrantee #1" and rename it to the name of the subgrantee.

**NOTE: If a grantee has more than 15 subgrantees, contact Minnesota Housing for guidance.**

### Entering Data on the Budgets:

There is only one (1) cell on the TOTAL FHPAP BUDGET in which you can enter information, which is the total budget amount. This cell is locked and information will auto calculate from subsequent budgets.

At the top of each budget, in row 2, list the agency (grantee or subgrantee) name.

*Note that when completing the grantee budget, it **should contain** expenses and outputs that are specific to the grantee.*

**Each provider, whether a grantee or a subgrantee, should have a separate budget. Any subgrantee budget should be included in the grantee budget.**

### Entering Full Time Equivalent (FTE) Staffing:

Enter the total staffing FTE for Administration (cell C4) and for Supportive Services (C9). The FTEs should be entered for the length of the grant term. For example if there is one case manager staff working 40 hours per week Supportive Services would be 1.5 (entered in cell C9).

### Entering Projected Expenses:

Each grantee and subgrantee budget should reflect projected expenses broken down by eligible expense categories. In the Administration and Support Services budget, staffing and travel are separate expense line items; all other expenses are included in the Administration and Support Services budget. See the *Instructions and Program Guide* for definitions of eligible expenses and activities.

### Entering Projected Outputs:

Below the budget tables are "Households to be Served" output tables.

Enter the total number of projected households to be served for each activity (Coordinated Entry, Street Outreach, etc.).

Enter the total number of projected household numbers by population type/household composition (Single Person, etc.).

### Tips on Entering Data

**Expenses should be entered as whole numbers, i.e. dollars only. For example, rather than \$100.73, round to \$101.**

The total budget amount should equal the total award amount.

contacts are required, in addition to contact information for the HMIS administrator,

prepared for each subgrantee.

subgrantee Budgets for up to 15 subgrantees.

located at the bottom of each worksheet, right click, select "Rename" and enter the

to "XYZ Agency"

the Grantee Name (cells B2 and C2) The remaining cells on the TOTAL FHPAP BUDGET are

specific to the Grantee, and it **should not include** subgrantee budget information.

**Budgets not being utilized should be left blank.**

could reflect the actual FTE of staff dedicated to working in the FHPAP program regardless of  
work in FHPAP, the the second staff is working 10 hours per per week in FHPAP, the FTE is

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the category (Administration, Supportive Services and Direct Financial Assistance). Within  
other expenses in each category can be combined. *Refer to the definitions tab, RFP*

Outreach, Prevention, and Rapid Rehousing).

(Singles/Adult, Singles/Youth, Families/Adult, Families/Youth).

limited to \$101.00.

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Complete the Grantee Information in the first tab. A min



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imum of two Grantee contacts is required



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## FHPAP Expense Categories and Eligible Expenses:

There are 3 categories of expenses which include: **1) Administration** (no more than 15% of the total budget); **2) Supportive Services** (no more than 50% of the total budget); and **3) Direct Assistance**. See below for a list of eligible expenses for each category. More information can also be found in the FHPAP 24-25 Program Guide, Chapter 6.01.

### 1. Administration

Applicants may utilize up to 15% of the FHPAP grant for administrative expenses directly related to the FHPAP program. Eligible administrative expenses include:

- **Salaries/wages/fringe benefits** of staff responsible for program oversight (HMIS data staff can be included in either administration or supportive services, depending upon who is responsible for data entry)
- **Travel**
- **Supplies, copies, postage**
- **Training**
- **Phone, computer, internet** (cloud storage, data storage, Laserfiche, language line)
- **Office space/utilities**
- **Household stipends**, including transportation assistance for persons with lived experience who are involved in planning, design and evaluation of FHPAP activities
- **Information technology support**
- **Human Resources**
- **Audit, insurance, accounting**
- **Cost to use digital or electronic signatures**

Note: Agencies that utilize cost allocation plans for administrative expenses will be required to provide the work plan that is submitted as part of due diligence. Any expenses must be directly related to the FHPAP program.

### 2. Supportive Services (refer to the FHPAP 24-25 Program Guide, Chapter 6.01 and 6.02 for more information)

- **Salary, wages, and fringe benefits** of staff working directly with households; this includes management staff who spend part of their time working directly with households (the full-time equivalent [FTE] should be proportional). Time spent conducting supervision may be included but not exceed the proportion funded by FHPAP.
- **Mileage**
- **Supplies, copies, postage** directly related to the program
- **Training**
- **Office space/utilities**. If these expenses are billed to FHPAP, they must be pro-rated and cannot exceed the staffing FTE. An exception to this requirement is if staff are employed at an agency part-time and their time is dedicated to FHPAP (they do not work in another program). In such circumstances, FHPAP may be used to pay for the full cost as long as it is identified in the approved budget.
- **Phone, computer, internet**. If these expenses are billed to FHPAP, they must be prorated and cannot exceed the staffing FTE. An exception to this requirement is if staff are employed at an agency full-time and 100% of their time is dedicated to FHPAP (they do not work in another program). In such circumstances, FHPAP may be used to pay for the full cost as long as it is identified in the approved budget.
- **Homeless Management Information System (HMIS) license**

- **Other staffing expenses** directly related to the program, which must be approved in writing by Minnesota Housing and approved at its sole discretion

Note: Supportive services costs cannot exceed 50% of the total budget unless requested in the application subsequently approved by Minnesota Housing.

### 3. Direct Financial Assistance

- **Rent payment assistance**, including the following:
  - Unpaid rent owed to a previous landlord is eligible if payment will result in housing attainment
  - Fees (including court fees, fees that are part of the lease)
  - Households receiving ongoing rental assistance, such as Project-based Section 8, may receive rental assistance; however, only the household rent portion is eligible. If the household is due to a decrease in income and the household did not contact the landlord/property manager to have their rent portion adjusted, grantee or subgrantee program staff should assist them.
- **Late fees** are eligible if the tenant and landlord agreed upon this in writing; however, it is important to note that late fees cannot exceed the amount outlined in Minnesota Statute Section 504B.17
- **Mortgage payment assistance**, including eligible late fees, which are generally 4 – 5% and vary by lender. The authorized percentage is provided on the homeowner's Note.
- **Rental deposit assistance**, including up to three times the amount of the monthly household rent portion, if doing so will result in a household with rental barriers obtaining housing
- **Rental application fees**
- **Utility bill payment assistance**, including sanitation deposits for utilities such as gas and electricity and prepayment for propane and water
- **Transportation expense assistance**, e.g., bus tokens, gas cards, cash assistance for car repairs, that result in a household achieving permanent housing
- **Vital document assistance**, such as payment for identification to obtain employment or a social security number to apply for housing
- **Moving assistance** (costs for household to move to new unit without a day of homelessness or to move a household experiencing homelessness into a new unit)
- **Furniture/household supplies** (costs for households moving into a new unit who do not have furniture/household supplies)

Note: Direct financial assistance costs are an eligible expense only if the assistance is needed due to crisis and correlates with a housing stability outcome. This should be well documented in the household's case file.

### Eligible Activities:

#### 1. Coordinated Entry (Program Guide 4.01)

Coordinated Entry is a centralized process to coordinate household intake assessment and provision of an eligible category to carry out necessary FHPAP homeless assessments. A centralized or coordinated system covers the geographic area such as a CoC region or a Tribe/group of Tribes, and, is easily accessible and families seeking housing or services, is well advertised, and includes a comprehensive and standard tool.

#### 2. Street Outreach (Program Guide 4.02)

Street outreach is an activity that is intended to provide emergency services and engagement intenc households who are homeless or at imminent risk of homelessness with available shelter, housing, a and supportive services. Street outreach and engagement activities actively reach out to those expe at risk of homelessness and include households that would not otherwise be connected to the home system.

### **3. Prevention** (Program Guide 4.03)

Prevention is intended to reduce the number of people who become homeless and includes a set of people in maintaining permanent housing or divert them from entering the homeless system. Servic focused on addressing the immediate housing crisis and can be integrated with other mainstream re more long-term needs. FHPAP is designed to prevent homelessness by assisting people at imminent homelessness (or doubled up), and assistance is targeted toward those who will most likely experier within 30 days if they do not receive assistance.

### **4. Rapid Rehousing** (Program Guide 4.04)

Rapid Rehousing's fundamental goal is to reduce the amount of time people spend homeless and is households to quickly exit homelessness and return to permanent housing. Rapid rehousing assistar tailored to the unique needs of the household. In general, Rapid Rehousing can provide short- to me 24 months) of rental assistance and services and should be offered with the prec conditions (such as e income, absence of a iminal record or poor credit, sobriety, etc.). FHPAP Rapid rehousing is more households short-term (one to six months of assistance); however, it is possible assistance can be pr period (up to 24 months) if assessment or program staff determines the household needs continuec

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**FHPAP Grantee:**

**Federal ID #**

**State Tax ID#**

**Grantee\***

Contact person

Address

City

State

Zip Code

Phone

Email

**Grantee\***

Contact person

Address

City

State

Zip Code

Phone

Email

\* You must have two FHPAP Grantee contacts noted

**HMIS**

Contact person

Address

City

State

Zip Code

Phone

Email

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**Executive Director**

Name	
Address	
City	
State	
Zip Code	
Phone	
Email	

**Board Chair**

Name	
Address	
City	
State	
Zip Code	
Phone	
Email	

**Fiscal Director**

Name	
Address	
City	
State	
Zip Code	
Phone	
Email	

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**Please provide contact information for each subgrantee:**

<b>Subgrantee #1</b>	
Contact person	
Address	
City	
State	
Zip Code	
Phone	
Email	

<b>Subgrantee #4</b>	
Contact person	
Address	
City	
State	
Zip Code	
Phone	
Email	

<b>Subgrantee #7</b>	
Contact person	
Address	
City	
State	
Zip Code	
Phone	
Email	

<b>Subgrantee #10</b>	
Contact person	
Address	
City	
State	
Zip Code	
Phone	
Email	

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<b>Subgrantee #13</b>	
Contact person	
Address	
City	
State	
Zip Code	
Phone	
Email	

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<b>Subgrantee #2</b>	
Contact person	
Address	
City	
State	
Zip Code	
Phone	
Email	

<b>Subgrantee #5</b>	
Contact person	
Address	
City	
State	
Zip Code	
Phone	
Email	

<b>Subgrantee #8</b>	
Contact person	
Address	
City	
State	
Zip Code	
Phone	
Email	

<b>Subgrantee #11</b>	
Contact person	
Address	
City	
State	
Zip Code	
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<b>Subgrantee #14</b>	
Contact person	
Address	
City	
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<b>Subgrantee #3</b>	
Contact person	
Address	
City	
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<b>Subgrantee #6</b>	
Contact person	
Address	
City	
State	
Zip Code	
Phone	
Email	

<b>Subgrantee #9</b>	
Contact person	
Address	
City	
State	
Zip Code	
Phone	
Email	

<b>Subgrantee #12</b>	
Contact person	
Address	
City	
State	
Zip Code	
Phone	
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<b>Subgrantee #15</b>	
Contact person	
Address	
City	
State	
Zip Code	
Phone	
Email	

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## FHPAP STANDARD BUDGET - ROUND 2

FHPAP Grantee:		Guidance and Additional	
Cost Category	Total	Definitions tab	<a href="#">Program Guide</a>
<b>Administration</b>	<b>0.00</b>	Rows 2-16	6.01
Staffing	\$ -	6	
Travel	\$ -	7	
All Other Admin Expenses	\$ -	8-16	
<b>Subtotal Administration</b>	<b>\$ -</b>	#DIV/0!	Cannot exceed 15% of tot:
<b>Supportive Services</b>	<b>0.00</b>	Rows 20-31	6.01 - 6.02
Staffing	\$ -	22	
Travel	\$ -	23	
All Other Service Expenses	\$ -	24-29	
<b>Subtotal Supportive Services</b>	<b>\$ -</b>	#DIV/0!	Cannot exceed 50% of tot:
<b>Direct Assistance</b>		Rows 33-47	6.01
Rent Assistance (rent payment, late fees, rental deposit, and...)	\$ -	34-38, 40, 41	
Mortgage Payment Assistance	\$ -	39	
Utility Payment Assistance	\$ -	40	
Transportation Expense Assistance	\$ -	41	
Other (Vital documents, Moving assistance, Furniture/household supplies): list:	\$ -	44-47	
<b>Subtotal Direct Assistance</b>	<b>\$ -</b>		
<b>Total Travel</b>	<b>\$ -</b>		
<b>TOTAL BUDGET</b>	<b>\$ -</b>		

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HOUSEHOLDS TO BE SERVED (OUTPUT)/Activity	
COORDINATED ENTRY	0
STREET OUTREACH	0
PREVENTION (Includes Doubled Up)	0
RAPID REHOUSING	0
<b>TOTAL</b>	<b>0</b>

HOUSEHOLDS TO BE SERVED (OUTPUT)/Population Type	Singles		Families	
	Adult	Youth	Adult	Youth
	0	0	0	0

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**FHPAP STANDARD BUDGET - ROUND 2**

FHPAP Subgrantee:	
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Guidance and Additional Information Available	
Definitions tab	<a href="#">Program Guide</a>

Cost Category	Totals
<b>Administration</b> (list FTEs in cell C4)	<b>0.00</b>
Staffing	\$ -
Travel	\$ -
All Other Admin Expenses	\$ -
<b>Subtotal Administration</b>	<b>\$ -</b>
<b>Supportive Services</b> (list FTEs in cell C9)	<b>0.00</b>
Staffing	\$ -
Travel	\$ -
All Other Service Expenses	\$ -
<b>Subtotal Supportive Services</b>	<b>\$ -</b>
<b>Direct Assistance</b>	
Rent Assistance (rent payment, late fees, rental deposit, application fees)	\$ -
Mortgage Payment Assistance	\$ -
Utility Payment Assistance	\$ -
Transportation Expense Assistance	\$ -
Other (Vital documents, moving assistance, Furniture/household supplies) list:	\$ -
<b>Subtotal Direct Assistance</b>	<b>\$ -</b>
<b>Total Travel</b>	<b>\$ -</b>
<b>TOTAL BUDGET</b>	<b>\$ -</b>

Rows 2-16	6.01
6	
7	
8-16	
<b>#DIV/0!</b>	Cannot exceed 15% of total budget
Rows 20-31	6.01 - 6.02
22	
23	
24-29	
<b>#DIV/0!</b>	Cannot exceed 50% of total budget
33-17	6.01
34-38	
41	
39	
42	
43	
44-46	

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HOUSEHOLDS TO BE SERVED (OUTPUT)/Activity	
COORDINATED ENTRY	0
STREET OUTREACH	0
PREVENTION (Includes Doubled Up)	0
RAPID REHOUSING	0
<b>TOTAL</b>	<b>0</b>

HOUSEHOLDS TO BE SERVED (OUTPUT)/Population Type	Singles		Families	
	Adult	Youth	Adult	Youth
	0	0	0	0

## FHPAP STANDARD BUDGET - ROUND 2

FHPAP Subgrantee:		Guidance and Additional Information Available	
Cost Category	Totals	Definitions tab	<a href="#">Program Guide</a>
<b>Administration</b> (list FTEs in cell C4)	<b>0.00</b>	Rows 2-16	6.01
Staffing	\$ -	6	
Travel	\$ -	7	
All Other Admin Expenses	\$ -	8-16	
<b>Subtotal Administration</b>	<b>\$ -</b>	#DIV/0!	Cannot exceed 15% of total
<b>Supportive Services</b> (list FTEs in cell C9)	<b>0.00</b>	Rows 20-31	6.01 - 6.02
Staffing	\$ -	22	
Travel	\$ -	23	
All Other Service Expenses	\$ -	24-29	
<b>Subtotal Supportive Services</b>	<b>\$ -</b>	#DIV/0!	Cannot exceed 50% of total
<b>Direct Assistance</b>		Rows 34-47	6.01
Rent Assistance (rent payment, late fees, rental deposit, application fees)	\$ -	34-38,	41
Mortgage Payment Assistance	\$ -	39	
Utility Payment Assistance	\$ -	40	
Transportation Expenses	\$ -	41	
Other (Vital documents, Moving assistance, Furniture/household supplies): list:	\$ -	44-46	
<b>Subtotal Direct Assistance</b>	<b>\$ -</b>		
<b>Total Travel</b>	<b>\$ -</b>		
<b>TOTAL BUDGET</b>	<b>\$ -</b>		

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### HOUSEHOLDS TO BE SERVED (OUTPUT)/Activity

COORDINATED ENTRY	0
STREET OUTREACH	0
PREVENTION (Includes Doubled Up)	0

<b>RAPID REHOUSING</b>	<b>0</b>
<b>TOTAL</b>	<b>0</b>

<b>HOUSEHOLDS TO BE SERVED (OUTPUT)/Population Type</b>	<b>Singles</b>		<b>Families</b>	
	<b>Adult</b>	<b>Youth</b>	<b>Adult</b>	<b>Youth</b>
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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## FHPAP STANDARD BUDGET - ROUND 2

FHPAP Subgrantee:		Guidance and Additional Information Available	
Cost Category	Totals	Definitions tab	<a href="#">Program Guide</a>
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All Other Admin Expenses	\$ -	8-16	
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<b>Supportive Services</b> (list FTEs in cell C9)	<b>0.00</b>	Rows 20-31	6.01 - 6.02
Staffing	\$ -	22	
Travel	\$ -	23	
All Other Service Expenses	\$ -	24-29	
<b>Subtotal Supportive Services</b>	<b>\$ -</b>	<b>#DIV/0!</b>	Cannot exceed 50% of tot:
<b>Direct Assistance</b>		Rows 34-47	6.01
Rent Assistance (rent payment, late fees, rental deposit, application fees)	\$ -	34-36	6.01
Mortgage Payment Assistance	\$ -	37	
Utility Payment Assistance	\$ -	38	
Transportation Expenses	\$ -	39	
Other (Vital documents, Moving assistance, Furniture/household supplies) list:	\$ -	40-43	
<b>Subtotal Direct Assistance</b>	<b>\$ -</b>		
<b>Total Travel</b>	<b>\$ -</b>		
<b>TOTAL BUDGET</b>	<b>\$ -</b>		

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HOUSEHOLDS TO BE SERVED (OUTPUT)/Activity	
COORDINATED ENTRY	0
STREET OUTREACH	0
PREVENTION (Includes Doubled Up)	0

<b>RAPID REHOUSING</b>	<b>0</b>
<b>TOTAL</b>	<b>0</b>

<b>HOUSEHOLDS TO BE SERVED (OUTPUT)/Population Type</b>	<b>Singles</b>		<b>Families</b>	
	<b>Adult</b>	<b>Youth</b>	<b>Adult</b>	<b>Youth</b>
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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## FHPAP STANDARD BUDGET - ROUND 2

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Staffing	\$ -	6	
Travel	\$ -	7	
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Staffing	\$ -	22	
Travel	\$ -	23	
All Other Service Expenses	\$ -	24-29	
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<b>Direct Assistance</b>		Rows 34-47	6.01
Rent Assistance (rent payment, late fees, rental deposit, application fees)	\$ -	34-36, 40, 41	
Mortgage Payment Assistance	\$ -	37	
Utility Payment Assistance	\$ -	38	
Transportation Expenses	\$ -	39	
Other (Vital documents, Moving assistance, Furniture/household supplies): list:	\$ -	44-46	
<b>Subtotal Direct Assistance</b>	<b>\$ -</b>		
<b>Total Travel</b>	<b>\$ -</b>		
<b>TOTAL BUDGET</b>	<b>\$ -</b>		

HOUSEHOLDS TO BE SERVED (OUTPUT)/Activity	
COORDINATED ENTRY	0
STREET OUTREACH	0
PREVENTION (Includes Doubled Up)	0
RAPID REHOUSING	0
<b>TOTAL</b>	<b>0</b>



HOUSEHOLDS TO BE SERVED (OUTPUT)/Population Type	Singles		Families	
	Adult	Youth	Adult	Youth
	0	0	0	0

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## FHPAP STANDARD BUDGET - ROUND 2

FHPAP STANDARD BUDGET - ROUND 2			
FHPAP Subgrantee:		Guidance and Additional Information Available	
Cost Category	Totals	Definitions tab	<a href="#">Program Guide</a>
<b>Administration</b> (list FTEs in cell C4)	<b>0.00</b>	Rows 2-16	6.01
Staffing	\$ -	6	
Travel	\$ -	7	
All Other Admin Expenses	\$ -	8-16	
<b>Subtotal Administration</b>	<b>\$ -</b>	<b>#DIV/0!</b>	Cannot exceed 15% of tot
<b>Supportive Services</b> (list FTEs in cell C9)	<b>0.00</b>	Rows 20-31	6.01 - 6.02
Staffing	\$ -	22	
Travel	\$ -	23	
All Other Service Expenses	\$ -	24-29	
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<b>Direct Assistance</b>		Rows 31-47	6.01
Rent Assistance (rent payment, late fees, rental deposit, application fees)	\$ -	41	
Mortgage Payment Assistance	\$ -	39	
Utility Payment Assistance	\$ -	42	
Transportation Expense Assistance	\$ -	43	
Other (Vital documents, moving assistance, Furniture/household supplies): list:	\$ -	44-46	
<b>Subtotal Direct Assistance</b>	<b>\$ -</b>		
<b>Total Travel</b>	<b>\$ -</b>		
<b>TOTAL BUDGET</b>	<b>\$ -</b>		

HOUSEHOLDS TO BE SERVED (OUTPUT)/Activity	
COORDINATED ENTRY	0
STREET OUTREACH	0
PREVENTION (Includes Doubled Up)	0

<b>RAPID REHOUSING</b>	<b>0</b>
<b>TOTAL</b>	<b>0</b>

<b>HOUSEHOLDS TO BE SERVED (OUTPUT)/Population Type</b>	<b>Singles</b>		<b>Families</b>	
	<b>Adult</b>	<b>Youth</b>	<b>Adult</b>	<b>Youth</b>
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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## FHPAP STANDARD BUDGET - ROUND 2

FHPAP Subgrantee:		Guidance and Additional Information Available	
Cost Category	Totals	Definitions tab	<a href="#">Program Guide</a>
<b>Administration</b> (list FTEs in cell C4)	<b>0.00</b>	Rows 2-16	6.01
Staffing	\$ -	6	
Travel	\$ -	7	
All Other Admin Expenses	\$ -	8-16	
<b>Subtotal Administration</b>	<b>\$ -</b>	#DIV/0!	Cannot exceed 15% of tot
<b>Supportive Services</b> (list FTEs in cell C9)	<b>0.00</b>	Rows 20-31	6.01 - 6.02
Staffing	\$ -	22	
Travel	\$ -	23	
All Other Service Expenses	\$ -	24-29	
<b>Subtotal Supportive Services</b>	<b>\$ -</b>	#DIV/0!	Cannot exceed 50% of tot
<b>Direct Assistance</b>		Rows 33-47	6.01
Rent Assistance (rent payment, late fees, rental deposit, application fees)	\$ -	34-38	6.01
Mortgage Payment Assistance	\$ -	39	
Utility Payment Assistance	\$ -	40	
Transportation Expense Assistance	\$ -	41	
Other (Vital documents assistance, Furniture/household supplies): list:	\$ -	44-46	
<b>Subtotal Direct Assistance</b>	<b>\$ -</b>		
<b>Total Travel</b>	<b>\$ -</b>		
<b>TOTAL BUDGET</b>	<b>\$ -</b>		

HOUSEHOLDS TO BE SERVED (OUTPUT)/Activity	
COORDINATED ENTRY	0
STREET OUTREACH	0
PREVENTION (Includes Doubled Up)	0
RAPID REHOUSING	0
<b>TOTAL</b>	<b>0</b>

HOUSEHOLDS TO BE SERVED (OUTPUT)/Population Type	Singles		Families	
	Adult	Youth	Adult	Youth
	0	0	0	0

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## FHPAP STANDARD BUDGET - ROUND 2

FHPAP Subgrantee:		Guidance and Additional Information	
Cost Category	Totals	Definitions tab	<a href="#">Program Guide</a>
<b>Administration</b> (list FTEs in cell C4)	<b>0.00</b>	Rows 2-16	6.01
Staffing	\$ -	6	
Travel	\$ -	7	
All Other Admin Expenses	\$ -	8-16	
<b>Subtotal Administration</b>	<b>\$ -</b>	<b>#DIV/0!</b>	Cannot exceed 15% of total
<b>Supportive Services</b> (list FTEs in cell C9)	<b>0.00</b>	Rows 20-31	6.01 - 6.02
Staffing	\$ -	22	
Travel	\$ -	23	
All Other Service Expenses	\$ -	24-29	
<b>Subtotal Supportive Services</b>	<b>\$ -</b>	<b>#DIV/0!</b>	Cannot exceed 50% of total
<b>Direct Assistance</b>		Rows 33-47	6.01
Rent Assistance (rent payment, late fees, rental deposit, application fees)	\$ -	34-38	6.01
Mortgage Payment Assistance	\$ -	39	
Utility Payment Assistance	\$ -	40	
Transportation Expense Assistance	\$ -	41	
Other (Vital documents assistance, Furniture/household supplies): list:	\$ -	44-46	
<b>Subtotal Direct Assistance</b>	<b>\$ -</b>		
<b>Total Travel</b>	<b>\$ -</b>		
<b>TOTAL BUDGET</b>	<b>\$ -</b>		

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### HOUSEHOLDS TO BE SERVED (OUTPUT)/Activity

COORDINATED ENTRY	0
STREET OUTREACH	0
PREVENTION (Includes Doubled Up)	0
RAPID REHOUSING	0
STREET OUTREACH	0

HOUSEHOLDS TO BE SERVED (OUTPUT)/Population Type	Singles		Families	
	Adult	Youth	Adult	Youth
	0	0	0	0

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## FHPAP STANDARD BUDGET - ROUND 2

FHPAP Subgrantee:		Guidance and Additional Information	
Cost Category	Totals	Definitions tab	<a href="#">Program Guide</a>
<b>Administration</b> (list FTEs in cell C4)	<b>0.00</b>	Rows 2-16	6.01
Staffing	\$ -	6	
Travel	\$ -	7	
All Other Admin Expenses	\$ -	8-16	
<b>Subtotal Administration</b>	<b>\$ -</b>	<b>#DIV/0!</b>	Cannot exceed 15% of total
<b>Supportive Services</b> (list FTEs in cell C9)	<b>0.00</b>	Rows 20-31	6.01 - 6.02
Staffing	\$ -	22	
Travel	\$ -	23	
All Other Service Expenses	\$ -	24-29	
<b>Subtotal Supportive Services</b>	<b>\$ -</b>	<b>#DIV/0!</b>	Cannot exceed 50% of total
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Rent Assistance (rent payment, late fees, rental deposit, application fees)	\$ -	34-38	6.01
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Utility Payment Assistance	\$ -	40	
Transportation Expense Assistance	\$ -	41	
Other (Vital documents assistance, Furniture/household supplies): list:	\$ -	44-46	
<b>Subtotal Direct Assistance</b>	<b>\$ -</b>		
<b>Total Travel</b>	<b>\$ -</b>		
<b>TOTAL BUDGET</b>	<b>\$ -</b>		

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HOUSEHOLDS TO BE SERVED (OUTPUT)/Activity	
COORDINATED ENTRY	0
STREET OUTREACH	0
PREVENTION (Includes Doubled Up)	0
RAPID REHOUSING	0
STREET OUTREACH	0

HOUSEHOLDS TO BE SERVED (OUTPUT)/Population Type	Singles		Families	
	Adult	Youth	Adult	Youth
	0	0	0	0

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## FHPAP STANDARD BUDGET - ROUND 2

FHPAP Subgrantee:		Guidance and Additional Information	
Cost Category	Totals	Definitions tab	<a href="#">Program Guide</a>
<b>Administration</b> (list FTEs in cell C4)	<b>0.00</b>	Rows 2-16	6.01
Staffing	\$ -	6	
Travel	\$ -	7	
All Other Admin Expenses	\$ -	8-16	
<b>Subtotal Administration</b>	<b>\$ -</b>	<b>#DIV/0!</b>	Cannot exceed 15% of total
<b>Supportive Services</b> (list FTEs in cell C9)	<b>0.00</b>	Rows 20-31	6.01 - 6.02
Staffing	\$ -	22	
Travel	\$ -	23	
All Other Service Expenses	\$ -	24-29	
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Utility Payment Assistance	\$ -	40	
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<b>Subtotal Direct Assistance</b>	<b>\$ -</b>		
<b>Total Travel</b>	<b>\$ -</b>		
<b>TOTAL BUDGET</b>	<b>\$ -</b>		

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### HOUSEHOLDS TO BE SERVED (OUTPUT)/Activity

COORDINATED ENTRY	0
STREET OUTREACH	0
PREVENTION (Includes Doubled Up)	0
RAPID REHOUSING	0
STREET OUTREACH	0

HOUSEHOLDS TO BE SERVED (OUTPUT)/Population Type	Singles		Families	
	Adult	Youth	Adult	Youth
	0	0	0	0

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## FHPAP STANDARD BUDGET - ROUND 2

FHPAP Subgrantee:		<b>Guidance and Additional Information</b>	
Cost Category	Totals	Definitions tab	<a href="#">Program Guide</a>
<b>Administration</b> (list FTEs in cell C4)	<b>0.00</b>	Rows 2-16	6.01
Staffing	\$ -	6	
Travel	\$ -	7	
All Other Admin Expenses	\$ -	8-16	
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Travel	\$ -	23	
All Other Service Expenses	\$ -	24-29	
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<b>Subtotal Direct Assistance</b>	<b>\$ -</b>		
<b>Total Travel</b>	<b>\$ -</b>		
<b>TOTAL BUDGET</b>	<b>\$ -</b>		

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### HOUSEHOLDS TO BE SERVED (OUTPUT)/Activity

COORDINATED ENTRY	0
STREET OUTREACH	0
PREVENTION (Includes Doubled Up)	0
RAPID REHOUSING	0
STREET OUTREACH	0

HOUSEHOLDS TO BE SERVED (OUTPUT)/Population Type	Singles		Families	
	Adult	Youth	Adult	Youth
	0	0	0	0

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## FHPAP STANDARD BUDGET - ROUND 2

FHPAP Subgrantee:		Guidance and Additional Information	
Cost Category	Totals	Definitions tab	<a href="#">Program Guide</a>
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<b>Total Travel</b>	<b>\$ -</b>		
<b>TOTAL BUDGET</b>	<b>\$ -</b>		

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### HOUSEHOLDS TO BE SERVED (OUTPUT)/Activity

COORDINATED ENTRY	0
STREET OUTREACH	0
PREVENTION (Includes Doubled Up)	0
RAPID REHOUSING	0
STREET OUTREACH	0

HOUSEHOLDS TO BE SERVED (OUTPUT)/Population Type	Singles		Families	
	Adult	Youth	Adult	Youth
	0	0	0	0

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## FHPAP STANDARD BUDGET - ROUND 2

FHPAP Subgrantee:		Guidance and Additional Information	
Cost Category	Totals	Definitions tab	<a href="#">Program Guide</a>
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<b>Total Travel</b>	<b>\$ -</b>		
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### HOUSEHOLDS TO BE SERVED (OUTPUT)/Activity

COORDINATED ENTRY	0
STREET OUTREACH	0
PREVENTION (Includes Doubled Up)	0
RAPID REHOUSING	0
STREET OUTREACH	0



HOUSEHOLDS TO BE SERVED (OUTPUT)/Population Type	Singles		Families	
	Adult	Youth	Adult	Youth
	0	0	0	0

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## FHPAP STANDARD BUDGET - ROUND 2

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<b>TOTAL BUDGET</b>	<b>\$ -</b>		

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### HOUSEHOLDS TO BE SERVED (OUTPUT)/Activity

COORDINATED ENTRY	0
STREET OUTREACH	0
PREVENTION (Includes Doubled Up)	0
RAPID REHOUSING	0
STREET OUTREACH	0

HOUSEHOLDS TO BE SERVED (OUTPUT)/Population Type	Singles		Families	
	Adult	Youth	Adult	Youth
	0	0	0	0

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## FHPAP STANDARD BUDGET - ROUND 2

FHPAP Subgrantee:		Guidance and Additional Information	
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Utility Payment Assistance	\$ -	40	
Transportation Expense Assistance	\$ -	41	
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<b>Subtotal Direct Assistance</b>	<b>\$ -</b>		
<b>Total Travel</b>	<b>\$ -</b>		
<b>TOTAL BUDGET</b>	<b>\$ -</b>		

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### HOUSEHOLDS TO BE SERVED (OUTPUT)/Activity

COORDINATED ENTRY	0
STREET OUTREACH	0
PREVENTION (Includes Doubled Up)	0
RAPID REHOUSING	0
STREET OUTREACH	0

HOUSEHOLDS TO BE SERVED (OUTPUT)/Population Type	Singles		Families	
	Adult	Youth	Adult	Youth
	0	0	0	0

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## FHPAP STANDARD BUDGET - ROUND 2

FHPAP Subgrantee:		<b>Guidance and Additional Information</b>	
Cost Category	Totals	Definitions tab	<a href="#">Program Guide</a>
<b>Administration</b> (list FTEs in cell C4)	<b>0.00</b>	Rows 2-16	6.01
Staffing	\$ -	6	
Travel	\$ -	7	
All Other Admin Expenses	\$ -	8-16	
<b>Subtotal Administration</b>	<b>\$ -</b>	<b>#DIV/0!</b>	Cannot exceed 15% of total
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Staffing	\$ -	22	
Travel	\$ -	23	
All Other Service Expenses	\$ -	24-29	
<b>Subtotal Supportive Services</b>	<b>\$ -</b>	<b>#DIV/0!</b>	Cannot exceed 50% of total
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Rent Assistance (rent payment, late fees, rental deposit, application fees)	\$ -	34-38	6.01
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Utility Payment Assistance	\$ -	40	
Transportation Expense Assistance	\$ -	41	
Other (Vital documents assistance, Furniture/household supplies): list:	\$ -	44-46	
<b>Subtotal Direct Assistance</b>	<b>\$ -</b>		
<b>Total Travel</b>	<b>\$ -</b>		
<b>TOTAL BUDGET</b>	<b>\$ -</b>		

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### HOUSEHOLDS TO BE SERVED (OUTPUT)/Activity

COORDINATED ENTRY	0
STREET OUTREACH	0
PREVENTION (Includes Doubled Up)	0
RAPID REHOUSING	0
STREET OUTREACH	0

HOUSEHOLDS TO BE SERVED (OUTPUT)/Population Type	Singles		Families	
	Adult	Youth	Adult	Youth
	0	0	0	0

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