

BUDGET REQUEST DETAIL-EMERGENCY SHELTER GRANT

All the requested budget information must be provided as explained below. **Incomplete forms will not be reviewed.** Instead, they will be returned to your agency for completion.

Navigating the form:

In the upper left hand corner, type in the name of your organization and the ESG Grant Year (Current ESG Year 41) Please note the Columns on the Budget Request Detail include:

-Budget Item: grouping of expenses by category per Division of Audit and Control

-Detail Description- indicating specifics of expense, and can include position titles, types of utility, type of employee benefit, etc. (see Sample)

-Project- Each ESG project has one or more unique Project ID Code based on HUD eligible ESG activities. The project codes (listed below) are found on the bottom right corner of the Budget Request Detail form. . They are and should be stated as follows:

H11A1 - Homeless Prevention - Rental Assistance
H11A2 - Homeless Prevention - Housing Relocation & Stabilization Services - Financial Assistance
H11A3 - Homeless Prevention - Housing Relocation & Stabilization Services - Services
H11A4 - Homeless Prevention under Emergency Shelter Grants Program
H11B1 - Rapid Rehousing Assistance (& HMIS) - Rental Assistance
H11B2 - Rapid Rehousing Assistance (& HMIS) - Housing Relocation & Stabilization Services - Financial Assistance
H11B3 - Rapid Rehousing Assistance (& HMIS) - Housing Relocation & Stabilization Services - Services
H11B4 - Rapid Rehousing Assistance (& HMIS) under Emergency Shelter Grants Program
H11C1 - Emergency Shelter - Essential Services
H11C2 - Emergency Shelter - Operations
H11C3 - Emergency Shelter - Renovations
H11C4 - Emergency Shelter - Major Rehabilitation
H11C5 - Emergency Shelter - Conversion
H11D1 - Other Grant Expenditures - Street Outreach
H11D2 - Other Grant Expenditures - H M I S
H11D3 - Other Grant Expenditures - Administration

-ESG Requested Budget- the amount of ESG funding you anticipate for each spending category for your project

-Other Funding- In the column headed "**OTHER FUNDING,**" enter the amount allocated from your other funding sources for each line item. Total figures for each series should be identical to the dollar amounts shown on the "**ANNUAL AGENCY INCOME**" form.

-Total: In the column headed "**TOTAL**", enter the total dollar amount for each line item by adding the "**ESG Requested Budget**" and the "**Other Funding**" amounts. These final figures should also agree with the final "**TOTAL**" column on the "**ANNUAL AGENCY INCOME**" form.

Subtotal: Please subtotal each expense category and indicate the amount in the far right ESG, other funding and total categories. ESG requires a match that is supported by including the match in the "OTHER FUNDING" column.

Important details:

Personal Services: Salaries Account line 411003

Each position in the ESG project will be listed separately. Indicate the employee rate of pay, hours to be worked on the project, and position title. Positions should also be reflected in the Agreement Workbook.

In the project line, indicate which of the Project ID codes the position directly supports, list the "H11" number and describe the code

Enter dollar amounts into the ESG Requested Budget, Other funding ad TOTAL columns.

*All ESG positions that are supplemented or funded in part by other sources must show the amount from these other sources.

Personal Services: Fringe Benefits Account line 420000.

The following fringe benefits are **mandated** and **must be budgeted** for each position:

- Social Security
- Workers Compensation
- Unemployment Compensation
- Disability Compensation.

Indicate the rate (%), the benefit and assign the Project ID code which directly corresponds to the salaries stated in the previous section.

Social Security benefits (FICA) should be calculated at **7.65**

Utilities Account line 44100

List each utility separately. Assign a project ID code to each utility.

Travel Account line 45800

Travel Allowance payments to ESG employees for use of privately owned automobiles in the performance of ESG duties cannot exceed the IRS rate at time of trip

Indicate the number of miles driven, by whom (the position must support the driving effort) and the total amount allocated throughout the contract period for ESG, other funding and grant total.

Materials and Supplies Account line 460000

Other Services Account line 450000

Will include such items as Insurance payments and rental assistance. Be certain to assign appropriate project ID codes to each item listed.

**IF YOU REQUIRE ASSISTANCE IN CALCULATING ADJUSTED FIGURES, OR OTHER ITEMS, PLEASE CALL
YOUR PROGRAM MONITOR FOR ASSISTANCE.**