

Budget Detail Screen

Fiscal Year: yyyy-yyyy Agreement Name
 Budget Start Date: mm/dd/yyyy Budget End Date:mm/dd/yyyy F\$P ID: xxxxxxxxxx

Budget ID
Budget Name
Budget Description
Budget version
Program Capacity Unit Type (# of Clients, # of Tenants, # of Households, # of Beds, etc.) Number

Budget Version Description *
Document Date
Upload Supporting Documents

[Click here to add PO or view PO History](#)

Summary

| | | | | | |
|---|--|---|---|---|-------------------------------------|
| Subtotal of Budgeted Salary + Fringe (A) | <input type="text" value="Subtotal Budgeted Salary + Fringe"/> | HSH Revenues | | Other Revenues | |
| Subtotal Operating Budgeted Amount (B) | <input type="text" value="Subtotal Budgeted Amount"/> | <input type="text" value="Funding Source"/> <input type="text" value="Amount"/> | <input type="text" value="Funding Source"/> <input type="text" value="Amount"/> | <input type="text" value="Funding Source"/> <input type="text" value="Amount"/> | <input type="text" value="Amount"/> |
| Subtotal (C) | <input type="text" value="A + B"/> | <input type="button" value="⊕"/> | <input type="button" value="⊕"/> | | |
| Indirect Percentage | <input type="text"/> | | | | |
| Indirect Cost (D) | <input type="text" value="Indirect percentage * C"/> | | | | |
| Other/Passthrough (E) | <input type="text" value="Subtotal Budgeted Amount"/> | | | | |
| Capital/ One-time Expenses (F) | <input type="text" value="Subtotal Budgeted Amount"/> | | | | |
| Total Expenditures (G) | <input type="text" value="C + D + E + F"/> | Total HSH Revenues (X) | <input type="text"/> | Total Other Revenues (Y) | <input type="text"/> |
| Total Budget (Total Expenditures – Total Other Revenues) (H) | <input type="text" value="G - Y"/> | Total Revenues (Z) | <input type="text" value="X + Y"/> | Budget Match Check | <input type="text" value="G - Z"/> |

Salary Detail ▼

| Title (1) | Annualized Salary (2) | Organizational FTE (3) | % FTE funded by budget (4) | FTE In this Budget (5) | Budgeted Salary (6) | Narrative/ Justification | Notes |
|----------------------------------|-----------------------|------------------------|----------------------------|--|--|--------------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text" value="(3) x (4)"/> | <input type="text" value="(2) x (5)"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text" value="(3) x (4)"/> | <input type="text" value="(2) x (5)"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text" value="(3) x (4)"/> | <input type="text" value="(2) x (5)"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text" value="(3) x (4)"/> | <input type="text" value="(2) x (5)"/> | <input type="text"/> | <input type="text"/> |
| <input type="button" value="⊕"/> | | | | | Subtotal Budgeted Salary | | |
| | | | | | Fringe amount | Fringe % | |
| | | | | | <input type="text"/> | <input type="text"/> | |
| | | | | | Subtotal Budgeted Salary + Fringe | | |
| | | | | | <input type="text"/> | | |

Operating Detail ▼

| Item | Budgeted Amount | Narrative/ Justification | Notes |
|----------------------------------|----------------------|---------------------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="button" value="⊕"/> | | Subtotal Budgeted Amount | |
| | | <input type="text"/> | |

Other/Passthrough Expenses (Not subject to Indirect) ▼

| Item | Budgeted Amount | Narrative/ Justification | Notes |
|----------------------------------|----------------------|---------------------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="button" value="⊕"/> | | Subtotal Budgeted Amount | |
| | | <input type="text"/> | |

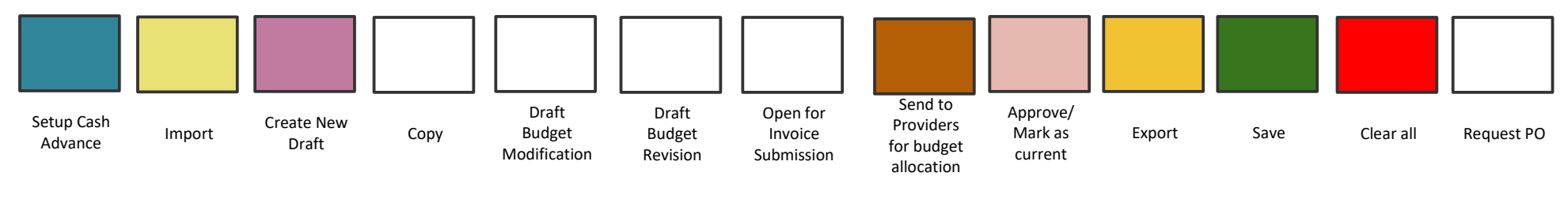
Capital/ One-time Expenses ▼

| Item | Budgeted Amount | Narrative/ Justification | Notes |
|----------------------------------|----------------------|---------------------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="button" value="⊕"/> | | Subtotal Budgeted Amount | |
| | | <input type="text"/> | |

Notes for collaboration

Color Legends:

- Input boxes
- Calculated fields
- Generated by system



Budget ID [] Budget Name []
Budget Description [Enter Budget Description here] Budget version []
Program Capacity [Unit Type (# of Clients, # of Tenants, # of Households, # of Beds, etc.)] [Number]
Budget Version Description * [Budget version description notes] Document Date [Budget change date generated by system]
Upload Supporting Documents [Upload file (s)]

[Click here to add PO or view PO History](#)

Summary HUD Grant Number []

| Budget Subtotals | HUD Award Revenues | Budget Check |
|----------------------------------|------------------------------|-------------------|
| Leasing (A) | Leasing Amount | Expense - Revenue |
| Supportive Services (B) | Supportive Services Amount | Expense - Revenue |
| Housing Operations (C) | Housing Operations Amount | Expense - Revenue |
| Rental Assistance (D) | Rental Assistance Amount | Expense - Revenue |
| Administrative Costs (E) | Administrative Costs Amount | Expense - Revenue |
| Total Budget (A + B + C + D + E) | HUD Award Total Sum of Above | Expense - Revenue |

HUD Budget Match (if applicable)
HUD Budget Match Amount []

Leasing

| Leasing | Budgeted Leasing Amount (A) | Narrative/ Justification | Notes |
|---------|-----------------------------|--------------------------|-------|
| [] | [] | [] | [] |

Supportive Services

Supportive Services Salaries

| Title (1) | Annualized Salary (2) | Organizational FTE (3) | % FTE funded by budget (4) | FTE In this Budget (5) | Budgeted Salary (6) | Narrative/ Justification | Notes |
|-----------------------------------|-----------------------|------------------------|----------------------------|------------------------|---------------------|--------------------------|-------|
| [] | [] | [] | [] | (3) x (4) | (2) x (5) | [] | [] |
| [] | [] | [] | [] | (3) x (4) | (2) x (5) | [] | [] |
| Subtotal Budgeted Salary | | | | | [] | | |
| Fringe amount | | | | | [] | Fringe % | [] |
| Subtotal Budgeted Salary + Fringe | | | | | [] | | |

Supportive Services Operating

| Item | Budgeted Amount | Narrative/ Justification | Notes |
|----------------------------------|-----------------|--------------------------|-------|
| [] | [] | [] | [] |
| [] | [] | [] | [] |
| Subtotal Budgeted Operating | | [] | [] |
| Supportive Services Subtotal (B) | | [] | [] |

Housing Operations

Housing Operations Salaries

| Title (1) | Annualized Salary (2) | Organizational FTE (3) | % FTE funded by budget (4) | FTE In this Budget (5) | Budgeted Salary (6) | Narrative/ Justification | Notes |
|-----------------------------------|-----------------------|------------------------|----------------------------|------------------------|---------------------|--------------------------|-------|
| [] | [] | [] | [] | (3) x (4) | (2) x (5) | [] | [] |
| [] | [] | [] | [] | (3) x (4) | (2) x (5) | [] | [] |
| Subtotal Budgeted Salary | | | | | [] | | |
| Fringe amount | | | | | [] | Fringe % | [] |
| Subtotal Budgeted Salary + Fringe | | | | | [] | | |

Housing Operations Operating

| Item | Budgeted Amount | Narrative/ Justification | Notes |
|---------------------------------|-----------------|--------------------------|-------|
| [] | [] | [] | [] |
| [] | [] | [] | [] |
| Subtotal Budgeted Operating | | [] | [] |
| Housing Operations Subtotal (C) | | [] | [] |

Rental Assistance

Rental Assistance Salaries

| Title (1) | Annualized Salary (2) | Organizational FTE (3) | % FTE funded by budget (4) | FTE In this Budget (5) | Budgeted Salary (6) | Narrative/ Justification | Notes |
|-----------------------------------|-----------------------|------------------------|----------------------------|------------------------|---------------------|--------------------------|-------|
| [] | [] | [] | [] | (3) x (4) | (2) x (5) | [] | [] |
| [] | [] | [] | [] | (3) x (4) | (2) x (5) | [] | [] |
| Subtotal Budgeted Salary | | | | | [] | | |
| Fringe amount | | | | | [] | Fringe % | [] |
| Subtotal Budgeted Salary + Fringe | | | | | [] | | |

Rental Assistance Operating

| Item | Budgeted Amount | Narrative/ Justification | Notes |
|--------------------------------|-----------------|--------------------------|-------|
| [] | [] | [] | [] |
| [] | [] | [] | [] |
| Subtotal Budgeted Operating | | [] | [] |
| Rental Assistance Subtotal (D) | | [] | [] |

Administrative

| Item | Budgeted Administrative Cost (E) | Narrative/ Justification |
|------|----------------------------------|--------------------------|
| [] | [] | [] |

Notes for collaboration [Type a message to another user for collaboration]

Budget Modification Draft Screen

Fiscal Year: yyyy-yyyy Agreement Name
 Budget Start Date: mm/dd/yyyy Budget End Date:mm/dd/yyyy F\$P ID: xxxxxxxxxx

Submit Budget Modification request form Import Approve Reject Export Save Clear all Request PO

Budget ID **Budget Name**
Budget Description **Budget version**
Program Capacity Unit Type (# of Clients, # of Tenants, # of Households, # of Beds, etc.) Number
Budget Version Description * Budget version description notes
Upload Supporting Documents **Document Date** Budget change date generated by system

| Summary | Current | Change | New |
|---|-----------------------------------|--|---------------------------------------|
| Subtotal of Budgeted Salary + Fringe (A) | Subtotal Budgeted Salary + Fringe | Subtotal Change Budgeted Salary + Fringe | Subtotal New Budgeted Salary + Fringe |
| Subtotal Operating Budgeted Amount (B) | Subtotal Budgeted Amount | Subtotal Change Budgeted Amount | Subtotal New Budgeted Amount |
| Subtotal (C) | A + B | A + B | A + B |
| Indirect Percentage | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Indirect Cost (D) | Indirect percentage * C | Indirect percentage * C | Indirect percentage * C |
| Other/Passthrough (E) | Subtotal Budgeted Amount | Subtotal Change Budgeted Amount | Subtotal New Budgeted Amount |
| Capital/ One-time Expenses (F) | Subtotal Budgeted Amount | Subtotal Change Budgeted Amount | Subtotal New Budgeted Amount |
| Total Expenditure (G) | C + D + E + F | C + D + E + F | C + D + E + F |
| Total Budget (Total Expenditures – Total Other Revenues) (H) | G - Y | G - Y | G - Y |

| HSH Revenues | Current | Change | New |
|-------------------------------------|----------------------------|----------------------|-----------------------------|
| Funding Source <input type="text"/> | <input type="text"/> | <input type="text"/> | Amount <input type="text"/> |
| Other Revenues | Current | Change | New |
| Funding Source <input type="text"/> | <input type="text"/> | <input type="text"/> | Amount <input type="text"/> |
| Funding Source <input type="text"/> | <input type="text"/> | <input type="text"/> | Amount <input type="text"/> |
| Total HSH Revenues (X) | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Total Other Revenues (Y) | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Total Revenues (Z) | X + Y | X + Y | X + Y |
| Budget Match Check | G - Z <input type="text"/> | | |

Salary Detail

| Title (1) | Annualized Salary (2) | Organizational FTE (3) | % FTE funded by budget (4) | FTE In this Budget (5) | Budgeted Salary (6) | Change Budgeted Salary (7) | New Budgeted Salary (8) | Narrative/ Justification | Notes |
|--|-----------------------|------------------------|----------------------------|------------------------|----------------------|----------------------------|--|--------------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | (3) x (4) | (2) x (5) | (8) - (6) | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | (3) x (4) | (2) x (5) | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | (3) x (4) | (2) x (5) | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | (3) x (4) | (2) x (5) | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Subtotal Budgeted Salary | | | | | <input type="text"/> | | Subtotal New Budgeted Salary | <input type="text"/> | |
| Fringe amount | | | | | <input type="text"/> | Fringe % | <input type="text"/> | Fringe % | <input type="text"/> |
| Subtotal Budgeted Salary + Fringe | | | | | <input type="text"/> | | Subtotal New Budgeted Salary + Fringe | <input type="text"/> | |

Operating Detail

| Item | Budgeted Amount (6) | Change Budgeted Amount (7) | New Budgeted Amount (8) | Narrative/ Justification | Notes |
|---------------------------------|----------------------|----------------------------|-----------------------------------|--------------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Subtotal Budgeted Amount | | | Subtotal New Budget Amount | | |

Other/Passthrough Expenses (Not subject to Indirect)

| Item | Budgeted Amount (6) | Change Budgeted Amount (7) | New Budgeted Amount (8) | Narrative/ Justification | Notes |
|---------------------------------|----------------------|----------------------------|-----------------------------------|--------------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Subtotal Budgeted Amount | | | Subtotal New Budget Amount | | |

Capital/One- Time Expenses

| Item | Budgeted Amount (6) | Change Budgeted Amount (7) | New Budgeted Amount (8) | Narrative/ Justification | Notes |
|---------------------------------|----------------------|----------------------------|-----------------------------------|--------------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Subtotal Budgeted Amount | | | Subtotal New Budget Amount | | |

Notes for collaboration

Type a message to another user for collaboration

Color Legends:
 Input boxes
 Auto populated from original/current budget
 Calculated fields
 Generated by system
 Inherited from original/current budget but Contract Analyst should be able to edit if needed
 Inherited from original/current budget but Contract Analyst or Provider should be able to edit if needed

Fiscal Year: yyyy-yyyy Agreement Name
 Budget Start Date: mm/dd/yyyy Budget End Date: mm/dd/yyyy F\$P ID: xxxxxxxxxx

Budget ID
Budget Name
Budget Description
Budget version
Program Capacity Unit Type (# of Clients, # of Tenants, # of Households, # of Beds, etc.) Number

Budget Version Description * Budget version description notes
Upload Supporting Documents **Document Date** Budget change date generated by system

| Summary | Original amounts (before CODB Increase) | Subtotal Change Budgeted Salary + Fringe | New amounts after allocating Total Budget with CODB increase |
|---|---|--|--|
| Subtotal of Budgeted Salary + Fringe (A) | Subtotal Budgeted Salary + Fringe | Subtotal Change Budgeted Salary + Fringe | Subtotal New Budgeted Salary + Fringe |
| Subtotal Operating Budgeted Amount (B) | Subtotal Budgeted Amount | Subtotal Change Budgeted Amount | Subtotal New Budgeted Amount |
| Subtotal (C) | A + B | A + B | A + B |
| Indirect Percentage | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Indirect Cost (D) | Indirect percentage * C | Indirect percentage * C | Indirect percentage * C |
| Other/Passthrough (E) | Subtotal Budgeted Amount | Subtotal Change Budgeted Amount | Subtotal New Budgeted Amount |
| Capital/ One-time Expenses (F) | Subtotal Budgeted Amount | Subtotal Change Budgeted Amount | Subtotal New Budgeted Amount |
| Total Expenditure (G) | C + D + E + F | C + D + E + F | C + D + E + F |
| Total Budget (Total Expenditures – Total Other Revenues) (H) | G - Y | G - Y | G - Y |
| Total Budget after CODB increase (Q) | G - Y | G - Y | G - Y |

CODB Increase Calculations

Enter CODB Increase Percentage (W) Enter the pre-approved percentage

Exclude non-eligible CODB budget portions of original budget (J) E + F

Total Budget eligible for CODB Increase (K) H - J

where H is original Total Budget (H)

CODB amount (L) K * (W/100)

New Total Budget available after CODB increase (M) H + L

where Q should equate to M after allocations

| HSH Revenues | Current | Change | New |
|-------------------------------------|----------------------------|----------------------|-----------------------------|
| Funding Source <input type="text"/> | <input type="text"/> | <input type="text"/> | Amount <input type="text"/> |
| <input type="button" value="Add"/> | | | |
| Funding Source <input type="text"/> | <input type="text"/> | <input type="text"/> | Amount <input type="text"/> |
| Funding Source <input type="text"/> | <input type="text"/> | <input type="text"/> | Amount <input type="text"/> |
| <input type="button" value="Add"/> | | | |
| | Current | Change | New |
| Total HSH Revenues (X) | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Total Other Revenues (Y) | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Total Revenues (Z) | X + Y | X + Y | X + Y |
| Budget Match Check | <input type="text"/> G - Z | | |

Salary Detail ▼

| Title (1) | Annualized Salary (2) | Organization FTE (3) | % FTE funded by budget (4) | FTE In this Budget (5) | Budgeted Salary (6) | Change Budgeted Salary (7) | New Budgeted Salary (8) | Narrative/ Justification | Notes |
|--|-----------------------|----------------------|----------------------------|------------------------|----------------------|----------------------------|--|--------------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | (3) x (4) | (2) x (5) | (8) - (6) | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | (3) x (4) | (2) x (5) | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | (3) x (4) | (2) x (5) | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | (3) x (4) | (2) x (5) | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="button" value="Add"/> | | | | | | | | | |
| Subtotal Budgeted Salary | | | | | <input type="text"/> | | Subtotal New Budgeted Salary | <input type="text"/> | |
| Fringe amount | | | | | <input type="text"/> | Fringe % | <input type="text"/> | <input type="text"/> | |
| Subtotal Budgeted Salary + Fringe | | | | | <input type="text"/> | | Subtotal New Budgeted Salary + Fringe | <input type="text"/> | |

Operating Detail ▼

| Item | Budgeted Amount (6) | Change Budgeted Amount (7) | New Budgeted Amount (8) | Narrative/ Justification | Notes |
|------------------------------------|----------------------|----------------------------|-----------------------------------|--------------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="button" value="Add"/> | | | | | |
| Subtotal Budgeted Amount | | | Subtotal New Budget Amount | | |

Other/Passthrough Expenses (Not subject to Indirect) ▼

| Item | Budgeted Amount (6) | Change Budgeted Amount (7) | New Budgeted Amount (8) | Narrative/ Justification | Notes |
|------------------------------------|----------------------|----------------------------|-----------------------------------|--------------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="button" value="Add"/> | | | | | |
| Subtotal Budgeted Amount | | | Subtotal New Budget Amount | | |

Capital/ One-Time Expenses ▼

| Item | Budgeted Amount (6) | Change Budgeted Amount (7) | New Budgeted Amount (8) | Narrative/ Justification | Notes |
|------------------------------------|----------------------|----------------------------|-----------------------------------|--------------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="button" value="Add"/> | | | | | |
| Subtotal Budgeted Amount | | | Subtotal New Budget Amount | | |

Notes for collaboration Type a message to another user for collaboration

Color Legends:

- Input boxes
- Auto populated from original/current budget
- Calculated fields
- Generated by system
- Inherited from original/current budget but Contract Analyst should be able to edit if needed
- Inherited from original/current budget but Contract Analyst or Provider should be able to edit if needed

Budget Modification Form Screen

F\$P #

Default Approver

Reassign Approver Yes No

Select due date for next approver

HSH Programs Type

Budget Modification/ Request Type
 Agreement Change (New Program/ Extend or Close Program/Change Funding)
 Budget Modification (Add/Reduce/ Release Reserve/Move \$ Between Programs, Addbacks, Add one-time cost)

Action Increase existing budget New Program

Duration One-time On-going

Contract Analyst

Program Manager

Provider

Funding Source

Description

Date of Request Created

Program Name

Program Area

Current Budget Amount

Increased Amount

New Budget Amount

YTD Invoices Total

Justification

Impact to Current Scope of Services

Effective Date of New/ Increased Funding

Upload file(s)

[Link to Budget Modification Draft attached with this request](#)

▼ **View Request Status**

| Approved/Not Approved | Approver | Date | Time |
|-----------------------|----------|------|------|
| | | | |

Notes for collaboration

Color Legends:

- Input boxes
- Calculated fields
- Generated by system
- Auto-populated fields

Budget Overview AllYears Screen

<Provider Name> - <Program Name>

Agreement Start Date: 11/1/2018

Agreement End Date: 6/30/2023

F\$P ID: <xxxxxxxxxx>

| Funding Source | Budget Name | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | All Years |
|-------------------------------|---|-----------------------|----------------------|------------------------|------------------------|----------------------|------------------------|
| | | 11/1/2018 - 6/30/2019 | 7/1/2019 - 6/30/2020 | 7/1/2020 - 6/30/2021 | 7/1/2021 - 6/30/2022 | 7/1/2022 - 6/30/2023 | 11/1/2018 - 6/30/2023 |
| | | Total Budget | Total Budget | Total Budget | Total Budget | Total Budget | Total Budget |
| General Fund | General Fund - Access Points (Problem Solving) | \$ 94,389.00 | \$ 355,569.00 | \$ 486,966.41 | \$ 608,286.59 | \$ 358,822.00 | \$ 1,904,033.00 |
| General Fund | General Fund - Access Points (Youth Coordinated Entry) | \$ 108,076.00 | \$ 478,037.00 | \$ 435,409.00 | \$ 445,781.94 | \$ 445,781.94 | \$ 1,913,085.88 |
| Mayor's Fund for the Homeless | Mayor's Fund for the Homeless - Youth Coordinated Entry | \$ - | \$ 75,000.00 | \$ - | \$ - | \$ - | \$ 75,000.00 |
| General Fund | General Fund (One-Time Enhancement) - The LGBT Center | \$ - | \$ 34,328.00 | \$ 141,207.00 | \$ 249,466.00 | \$ - | \$ 425,001.00 |
| Prop C | Prop C - One-Time COVID-19 Bonus Pay | \$ - | \$ - | \$ 5,956.76 | \$ - | \$ - | \$ 5,956.76 |
| Prop C | Prop C - Problem Solving | \$ - | \$ - | \$ - | \$ 288,976.00 | \$ - | \$ 288,976.00 |
| Total | Total | \$ 202,465.00 | \$ 942,934.00 | \$ 1,069,539.17 | \$ 1,592,510.53 | \$ 804,603.94 | \$ 4,612,052.64 |

| | |
|--------------------------------------|---|
| Grant Total of all Budget (s) | \$ 4,612,052.64 |
| Contract Not-To-Exceed (NTE) | <i>Auto-populated when basic information is entered in agreement table</i> |
| Budgeted Contingency | <i>NTE- Grant Total of all Budget (s)</i> |
| Prior-Year Unspent Balances | <i>Sum of all total Remaining Budget Balances of all prior fiscal years (Invoice Overview Screen)</i> |
| Available Contingency | <i>Budgeted Contingency + Prior-Year Unspent Balances</i> |

Note: The numbers in each cell in column "Total Budget" is the hyperlink to respective Budget Detail Screen.

Supporting Documentation

Upload file

Notes

[Click here to view budget history](#)

Review Budget History ▼

Budget Version: 1.1

Archived Date: mm/dd/yyyy

[Click to open Appendix B](#)

Description about this budget (details of budget modification, budget revision, CODB increase)

| Funding Sources | Past Amount | Change | Current Amount |
|-----------------|-------------|--------|----------------|
| | | | |
| | | | |
| | | | |
| | | | |

| Line Items | Past Amount | Change | Current Amount | FTE |
|--------------|-------------|---------|----------------|-----|
| Case Manager | NA | 105,210 | 105,201 | 3 |
| Computers | NA | 2,500 | 2,500 | NA |
| | | | | |

[Click to open previous budget versions](#)

Compare budget versions

Select budget version 1 ▼

Select budget version 2 ▼

Budget comparison results of what changed

Invoice Detail Screen

Fiscal Year: yyyy-yyyy Agreement Name: F\$P ID: xxxxxxxxx
 Invoice Month: mm/dd/yyyy – mm/dd/yyyy

| | | | |
|-----------------------------------|---|------------------------------------|--|
| Budget ID | <input type="text"/> | Invoice # | <input type="text"/> |
| Budget version | <input type="text"/> | Voucher # | <input type="text"/> |
| Budget Description | <input type="text"/> | Invoice status | <input type="text" value="Display the current status"/> |
| Budget Version Description | <input type="text"/> | Original date of submission | <input type="text" value="Display original date of submission"/> |
| Budget Name | <input type="text"/> | Invoice assignee | <input type="text" value="Display the current assignee"/> |
| PO # (s) | <input type="text" value="E.g. 332143, 348193"/> | | |
| Program Capacity | Unit Type (# of Clients, # of Tenants, # of Households, # of Beds, etc.) <input type="text"/> | | Number <input type="text"/> |

View Status

Payment Process initiated on {Date} at {Time of Occurrence}

Approved by {Contract Analyst} on {Date} at {Time of Occurrence}

Reviewed by {Finance Analyst} on {Date} at {Time of Occurrence}

Resubmitted by {Provider Name} on {Date} at {Time of Occurrence}

Rejected by {Contract Analyst} on {Date} at {Time of Occurrence}

Reviewed by {Finance Analyst} on {Date} at {Time of Occurrence}

Submitted by {Provider Name} on {Date} at {Time of Occurrence}

Summary

| Budget | Current Month Total Invoiced Amount | YTD Invoices Total | YTD Invoices % (% of Budget) | Remaining Budget Balance |
|---|---|---|---|---|
| Subtotal of Budgeted Salary + Fringe (A) | <input type="text" value="Subtotal Invoiced amount + Fringe"/> | <input type="text" value="Subtotal YTD +Fringe"/> | <input type="text" value="Subtotal % of Budget + Fringe"/> | <input type="text" value="Subtotal Balance + Fringe"/> |
| Subtotal Operating Budgeted Amount (B) | <input type="text" value="Subtotal Invoiced amount"/> | <input type="text" value="Subtotal YTD"/> | <input type="text" value="Subtotal % of Budget"/> | <input type="text" value="Subtotal Balance"/> |
| Subtotal (C) | <input type="text" value="Subtotal C = Total of above two"/> | <input type="text" value="Subtotal C = Total of above two"/> | <input type="text" value="Subtotal C = Total of above two"/> | <input type="text" value="Subtotal C = Total of above two"/> |
| Indirect Percentage | <input type="text"/> | | | |
| Indirect Cost (D) | <input type="text" value="D = Indirect percentage * Subtotal"/> | <input type="text" value="D = Indirect percentage * Subtotal"/> | <input type="text" value="D = Indirect percentage * Subtotal"/> | <input type="text" value="D = Indirect percentage * Subtotal"/> |
| Other/Passthrough (E) | <input type="text" value="Subtotal Invoiced amount (E)"/> | <input type="text" value="Subtotal YTD (E)"/> | <input type="text" value="Subtotal % of Budget (E)"/> | <input type="text" value="Subtotal Balance (E)"/> |
| Capital (F) | <input type="text" value="Subtotal Invoiced amount (F)"/> | <input type="text" value="Subtotal YTD (F)"/> | <input type="text" value="Subtotal % of Budget (F)"/> | <input type="text" value="Subtotal Balance (F)"/> |
| Total Expenditures (G) | <input type="text" value="C + D + E + F"/> | <input type="text" value="C + D + E + F"/> | <input type="text" value="C + D + E + F"/> | <input type="text" value="C + D + E + F"/> |
| Total Budget (Total Expenditures – Total Other Revenues) (H) | <input type="text" value="G - Y"/> | <input type="text" value="G - Y"/> | <input type="text" value="G - Y"/> | <input type="text" value="G - Y"/> |

HSH Revenues

Funding Source Amount

Other Revenues

Funding Source Amount

Funding Source Amount

Total HSH Revenues (X)

Total Other Revenues (Y)

Total Revenues (Z)

Billable amount = Total Budget (H) when no cash advance amount to recoup or Total Budget (H) – Amount stated for respective month in Cash Advance Screen when there is cash advance amount to recoup

Salary Detail

| Title (1) | Annualized Salary (2) | Organizati on FTE (3) | % FTE funded by budget (4) | FTE In this Budget (5) | Budgeted Salary (6) | Narrative/Justification | Invoiced amount | YTD (all prior months invoiced amount + current invoiced amount) | % of Budget (YTD/Budgeted Salary) | Balance (YTD – Budgeted Salary) |
|--|-----------------------|-----------------------|----------------------------|--|--|--|--|--|--------------------------------------|----------------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text" value="(3) x (4)"/> | <input type="text" value="(2) x (5)"/> | <input type="text" value="These notes should not appear in exported version"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text" value="(3) x (4)"/> | <input type="text" value="(2) x (5)"/> | <input type="text" value="These notes should not appear in exported version"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text" value="(3) x (4)"/> | <input type="text" value="(2) x (5)"/> | <input type="text" value="These notes should not appear in exported version"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text" value="(3) x (4)"/> | <input type="text" value="(2) x (5)"/> | <input type="text" value="These notes should not appear in exported version"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Subtotal Budgeted Salary | | | | | | | Subtotal Invoiced amount | Subtotal YTD (all prior months invoiced months + current invoiced amount) | Subtotal % of Budget | Subtotal Balance |
| | | | | | Fringe % | Fringe amount | Fringe % | | | |
| Subtotal Budgeted Salary + Fringe | | | | | | | Subtotal Invoiced amount + Fringe | Subtotal YTD+ Fringe | Subtotal % of Budget + Fringe | Subtotal Balance + Fringe |

Operating Detail

| Item | Budgeted Amount | Narrative/Justification | Invoiced amount | YTD (all prior months invoiced amount + current invoiced amount) | % of Budget (YTD/Budgeted Amount) | Balance (YTD – Budgeted Amount) |
|---------------------------------|----------------------|--|---------------------------------|--|-----------------------------------|---------------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text" value="These notes should not appear in exported version"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text" value="These notes should not appear in exported version"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text" value="These notes should not appear in exported version"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Subtotal Budgeted Amount | | | Subtotal Invoiced amount | Subtotal YTD (all prior months invoiced amount + current invoiced amount) | Subtotal % of Budget | Subtotal Balance |

Other/Passthrough Expenses (Not subject to Indirect)

| Item | Budgeted Amount | Narrative/Justification | Invoiced amount | YTD (all prior months invoiced amount + current invoiced amount) | % of Budget (YTD/Budgeted Amount) | Balance (YTD – Budgeted Amount) |
|---------------------------------|----------------------|--|---------------------------------|--|-----------------------------------|---------------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text" value="These notes should not appear in exported version"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Subtotal Budgeted Amount | | | Subtotal Invoiced amount | Subtotal YTD (all prior months invoiced amount + current invoiced amount) | Subtotal % of Budget | Subtotal Balance |

Capital/ One-time Expenses

| Item | Budgeted Amount | Narrative/Justification | Invoiced amount | YTD (all prior months invoiced amount + current invoiced amount) | % of Budget (YTD/Budgeted Amount) | Balance (YTD – Budgeted Amount) |
|---------------------------------|----------------------|--|---------------------------------|--|-----------------------------------|---------------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text" value="These notes should not appear in exported version"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Subtotal Budgeted Amount | | | Subtotal Invoiced amount | Subtotal YTD (all prior months invoiced amount + current invoiced amount) | Subtotal % of Budget | Subtotal Balance |

Upload supporting documentation

Notes for collaboration

Notes by Finance Analyst

Notes by Contract Manager

Notes by Budget Analyst

Color Legends:

- To be entered by user
- Auto-populated from Budget
- Calculated field
- Generated by system

Fiscal Year: yyyy-yyyy Agreement Name Budget Start Date: mm/dd/yyyy Budget End Date: mm/dd/yyyy FSP ID: xxxxxxxxxx

Budget ID Invoice # Budget version Voucher # Budget Description Invoice status Budget Version Description Original date of submission Budget Name Invoice assignee PO # (s) Program Capacity

View Status Payment Process initiated on (Date) at (Time of Occurrence) Approved by (Contract Analyst) on (Date) at (Time of Occurrence) Reviewed by (Finance Analyst) on (Date) at (Time of Occurrence) Resubmitted by (Provider Name) on (Date) at (Time of Occurrence) Rejected by (Contract Analyst) on (Date) at (Time of Occurrence) Reviewed by (Finance Analyst) on (Date) at (Time of Occurrence) Submitted by (Provider Name) on (Date) at (Time of Occurrence)

Summary

HUD Grant Number HUD Award Revenues Budget Check Current Month Total Invoiced Amount YTD Invoices Total YTD Invoices % (% of Budget) Remaining Budget Balance

Leasing

Leasing Budgeted Leasing Amount (A) Narrative/Justification Invoiced amount YTD (all prior months invoiced amount + current invoiced amount) % of Budget (YTD/Budgeted Leasing Amount) Balance (YTD - Budgeted Leasing Amount)

Supportive Services

Supportive Services Salaries Title (1) Annualized Salary (2) Organization FTE (3) % FTE funded by budget (4) FTE In this Budget (5) Budgeted Salary (6) Narrative/Justification Invoiced amount YTD (all prior months invoiced amount + current invoiced amount) % of Budget (YTD/Budgeted Salary) Balance (YTD - Budgeted Salary) Subtotal Budgeted Salary Fringe amount Fringe % Fringe amount Subtotal Invoiced amount Subtotal YTD (all prior months invoiced months + current invoiced amount) Subtotal % of Budget Subtotal Balance Subtotal Budgeted Salary + Fringe Subtotal YTD+ Fringe Subtotal % of Budget + Fringe Subtotal Balance + Fringe Supportive Services Operating Item Budgeted Amount Narrative/Justification Invoiced amount YTD (all prior months invoiced amount + current invoiced amount) % of Budget (YTD/Budgeted Amount) Balance (YTD - Budgeted Amount) Subtotal Budgeted Operating Subtotal YTD (all prior months invoiced months + current invoiced amount) Subtotal % of Budget Subtotal Balance Supportive Services Subtotal (B)

Housing Operations

Housing Operations Salaries Title (1) Annualized Salary (2) Organization FTE (3) % FTE funded by budget (4) FTE In this Budget (5) Budgeted Salary (6) Narrative/Justification Invoiced amount YTD (all prior months invoiced amount + current invoiced amount) % of Budget (YTD/Budgeted Salary) Balance (YTD - Budgeted Salary) Subtotal Budgeted Salary Fringe amount Fringe % Fringe amount Subtotal Invoiced amount Subtotal YTD (all prior months invoiced months + current invoiced amount) Subtotal % of Budget Subtotal Balance Subtotal Budgeted Salary + Fringe Subtotal YTD+ Fringe Subtotal % of Budget + Fringe Subtotal Balance + Fringe Housing Operations Operating Item Budgeted Amount Narrative/Justification Invoiced amount YTD (all prior months invoiced amount + current invoiced amount) % of Budget (YTD/Budgeted Amount) Balance (YTD - Budgeted Amount) Subtotal Budgeted Operating Subtotal YTD (all prior months invoiced months + current invoiced amount) Subtotal % of Budget Subtotal Balance Housing Operations Subtotal (C)

Rental Assistance

Rental Assistance Salaries Title (1) Annualized Salary (2) Organization FTE (3) % FTE funded by budget (4) FTE In this Budget (5) Budgeted Salary (6) Narrative/Justification Invoiced amount YTD (all prior months invoiced amount + current invoiced amount) % of Budget (YTD/Budgeted Salary) Balance (YTD - Budgeted Salary) Subtotal Budgeted Salary Fringe amount Fringe % Fringe amount Subtotal Invoiced amount Subtotal YTD (all prior months invoiced months + current invoiced amount) Subtotal % of Budget Subtotal Balance Subtotal Budgeted Salary + Fringe Subtotal YTD+ Fringe Subtotal % of Budget + Fringe Subtotal Balance + Fringe Rental Assistance Operating Item Budgeted Amount Narrative/Justification Invoiced amount YTD (all prior months invoiced amount + current invoiced amount) % of Budget (YTD/Budgeted Amount) Balance (YTD - Budgeted Amount) Subtotal Budgeted Operating Subtotal YTD (all prior months invoiced months + current invoiced amount) Subtotal % of Budget Subtotal Balance Rental Assistance Subtotal (D)

Administrative

Item Budgeted Administrative Cost (E) Narrative/Justification Invoiced amount YTD (all prior months invoiced amount + current invoiced amount) % of Budget (YTD/Budgeted Amount) Balance (YTD - Budgeted Amount) Subtotal Invoiced amount Subtotal YTD (all prior months invoiced months + current invoiced amount) Subtotal % of Budget Subtotal Balance

Upload supporting documentation Select file

Notes by Finance Analyst Internal notes (should not appear in the exported version)

Notes by Contract Manager Internal notes (should not appear in the exported version)

Notes by Budget Analyst Internal notes (should not appear in the exported version)

Notes for collaboration Type a message to another user for collaboration

Invoice Overview Screen

<Provider Name> - <Program Name>
 Agreement Start Date: 11/1/2018 Agreement End Date: 6/30/2023 F\$P ID: <xxxxxxxx>

Invoice Overview for Fiscal Year 2021 - 2022

| Funding Source | Budget Name | 7/1/2021 - 6/30/2022 Total Budget | Jul 2021 Invoiced Amt | Aug 2021 Invoiced Amt | Sep 2021 Invoiced Amt | Oct 2021 Invoiced Amt | Nov 2021 Invoiced Amt | Dec 2021 Invoiced Amt | Jan 2022 Invoiced Amt | Feb 2022 Invoiced Amt | Mar 2022 Invoiced Amt | Apr 2022 Invoiced Amt | May 2022 Invoiced Amt | Jun 2022 Invoiced Amt | 7/1/2021 - 6/30/2022 YTD Invoices | 7/1/2021 - 6/30/2022 Remaining Budget Balance |
|-------------------------------|---|--------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------------------|--|
| General Fund | General Fund - Access Points (Problem Solving) | \$ 358,821.00 | \$ 21,231.00 | \$ 21,261.00 | \$ 53,840.00 | \$ 44,816.00 | \$ 31,524.00 | \$ 26,132.00 | \$ 22,456.00 | | | | | | \$ 221,260.00 | \$ 137,561.10 |
| General Fund | General Fund - Access Points (Youth Coordinated Entry) | \$ 445,781.94 | \$ 13,994.00 | \$ 23,085.00 | \$ 39,732.00 | \$ 59,154.00 | \$ 43,019.00 | \$ 51,543.00 | \$ 35,912.00 | | | | | | \$ 266,439.00 | \$ 179,343.00 |
| Mayor's Fund for the Homeless | Mayor's Fund for the Homeless - Youth Coordinated Entry | | | | | | | | | | | | | | \$ - | \$ - |
| General Fund | General Fund (One-Time Enhancement) - The LGBT Center | \$ 249,466.00 | \$ 18,715.65 | \$ 22,375.55 | \$ 17,519.17 | \$ 20,862.45 | \$ 22,368.39 | \$ 17,813.89 | | | | | | | \$ 119,655.10 | \$ 129,810.90 |
| Prop C | Prop C - One-Time COVID-19 Bonus Pay | | | | | | | | | | | | | | \$ - | \$ - |
| Prop C | Prop C - Problem Solving | \$ 288,976.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 56,921.48 | \$ - | | | | | | \$ 56,921.48 | \$ 232,054.52 |
| Total | Total | \$ 1,343,045.10 | \$ 53,940.65 | \$ 66,721.55 | \$ 111,091.17 | \$ 124,832.45 | \$ 96,911.39 | \$ 152,410.37 | \$ 58,368.00 | | | | | | Total = \$ 664,275.58 | Total = \$ 678,769.52 |

Invoice Overview for Prior Fiscal Year {yyyy} – {yyyy}

(Selected Fiscal Year's invoice overview will appear based on user's selection)

| Funding Source | Budget Name | 7/1/yyyy - 6/30/yyyy Total Budget | Jul yyyy Invoiced Amt | Aug yyyy Invoiced Amt | Sep yyyy Invoiced Amt | Oct yyyy Invoiced Amt | Nov yyyy Invoiced Amt | Dec yyyy Invoiced Amt | Jan yyyy Invoiced Amt | Feb yyyy Invoiced Amt | Mar yyyy Invoiced Amt | Apr yyyy Invoiced Amt | May yyyy Invoiced Amt | Jun yyyy Invoiced Amt | 7/1/yyyy - 6/30/yyyy YTD Invoices | 7/1/yyyy - 6/30/yyyy Remaining Budget Balance |
|-------------------------------|---|--------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------------------|--|
| General Fund | General Fund - Access Points (Problem Solving) | | | | | | | | | | | | | | | |
| General Fund | General Fund - Access Points (Youth Coordinated Entry) | | | | | | | | | | | | | | | |
| Mayor's Fund for the Homeless | Mayor's Fund for the Homeless - Youth Coordinated Entry | | | | | | | | | | | | | | | |
| General Fund | General Fund (One-Time Enhancement) - The LGBT Center | | | | | | | | | | | | | | | |
| Prop C | Prop C - One-Time COVID-19 Bonus Pay | | | | | | | | | | | | | | | |
| Prop C | Prop C - Problem Solving | | | | | | | | | | | | | | | |
| Total | Total | | | | | | | | | | | | | | Total YTD Invoices | Total Remaining Budget Balance |

Note: Invoiced Amount of each month should have a hyperlink which should take the user to the specific invoice (Invoice Detail Screen).

Save Submit Delete Cancel

F\$P ID

Budget ID

Supplier ID

Agreement Term

Provider Name

Program Name

Service Type

Funding Source (s)

Budget Term

Request Description

 **Add new PO**

PO #: 432555 **PO Term:** **Total Budget:** **Date Created / Updated:**

PO Amount: \$14,715.00 **HUD Grant # (if applicable):** **PO Effective Date (PO Date):**

| ChartField Detail | | | | | | | |
|-------------------|--------|-------|-----------|----------|----------|---------|------------------|
| Line # & Name | Dept | Fund | Authority | Project | Activity | Account | Line Item Amount |
| 1 GF (Operating) | 134532 | 10000 | 10000 | 10000170 | 0001 | 100000 | \$14,715.00 |

Notes:



 **Click here to view PO History (all POs linked to this budget including change PO requests)**

PO #: 432439 **PO Term:** **Total Budget:** **Date Created / Updated:**

PO Amount: \$12,000.00 **HUD Grant # (if applicable):** **PO Effective Date:**

| ChartField Detail | | | | | | | |
|-------------------|--------|-------|-----------|----------|----------|---------|------------------|
| Line # & Name | Dept | Fund | Authority | Project | Activity | Account | Line Item Amount |
| 1 GF (Operating) | 134532 | 10000 | 10000 | 10000170 | 0001 | 100000 | \$12,000.00 |

Notes:

PO #: 432435 **PO Term:** **Total Budget:** **Date Created / Updated:**

PO Amount: \$10,000.00 **HUD Grant # (if applicable):** **PO Effective Date:**

| ChartField Detail | | | | | | | |
|-------------------|--------|-------|-----------|----------|----------|---------|------------------|
| Line # & Name | Dept | Fund | Authority | Project | Activity | Account | Line Item Amount |
| 1 GF (Operating) | 134532 | 10000 | 10000 | 10000170 | 0001 | 100000 | \$10,000.00 |

Notes:

Notes for collaboration

Legends:

- Input boxes
- Auto-populated from other sources
- PO History Information
- System generated

Carry Forward Request Form Screen

Submit Cancel

FSP ID

Agreement/Amendment Name

Provider Name

Program Name

Contract Analyst Name

Submission Date

Describe the amount(s)
to be carried forward per
funding source

Example:

General Fund: \$100,000

Why it needs to be
carried forward? What is
the carry forward use?

Why it was unspent in
the prior year?

Notes for Collaboration

Cash Advance Request Form Screen

[Save](#) [Clear All](#) [Approve](#) [Reject](#)

FSP #

Default Approver

Reassign Approver Yes No

Select due date for next approver/reviewer

Date of Request Created

Contract Analyst

Program Manager

Requesting Provider Organization

Provider Contact Name

Provider Contact Email Address

Program Name (s)

Amount of Cash Advance

Justification if over 1/6 budget

[Link to Letter for Approval](#)

[Link to Appendix B, if needed](#)

Notes for Collaboration

▼ View Request Status

| Approved/Not Approved | Approver | Date | Time |
|-----------------------|----------|------|------|
|-----------------------|----------|------|------|

Color Legends:

-
-
-

Cash Advance Setup Screen

Save

Save & return

Delete

Cancel

Fiscal Year: yyyy-yyyy Budget ID: xxxxxxxx Budget Version: x.x Agreement Name
Budget Start Date: mm/dd/yyyy Budget End Date:mm/dd/yyyy F\$P ID: xxxxxxxxxxxx

Amount of Advance:

Purchase Order ID: {Auto-populate from Budget}

Total Budget: {H from Budget Detail}

Purchase Order Amount:\$ x.xx

Repayment Schedule:

| Date | Amount |
|------------|--------|
| 07/01/yyyy | |
| 08/01/yyyy | |
| 09/01/yyyy | |
| 10/01/yyyy | |
| 11/01/yyyy | |
| 12/01/yyyy | |
| 01/01/yyyy | |
| 02/01/yyyy | |
| 03/01/yyyy | |
| 04/01/yyyy | |
| 05/01/yyyy | |
| 06/01/yyyy | |

Notes:

Appendix A – Scope of Services Screen

Import Template

Edit content

Send for feedback

Preview to edit formatting

Export

Attach with boilerplate

Save exported file

Delete

Cancel

FSP #

Agreement/Amendment Name

Agreement/Amendment Term Date

Program Area/Type

Provider Name

Purpose of Grant/Contract

Served Population

Referral and Prioritization

Service Components

Description of Services

Location and Time of Services

Site Name and Street Address

Zipcode

Day(s) of the week

Time am to Time pm

Service Requirements

Service Objectives:

Outcome Objectives:

Reporting Requirements

Monitoring Activities

Program Monitoring

Fiscal Compliance & Contract Monitoring

Additional Fields



Notes for collaboration

Appendix C – Method of Payment Screen

Import Template
Edit content from imported template

Preview to edit formatting
Export
Attach with boilerplate

Save exported file
Delete
Cancel

F\$P #

Agreement/Amendment Name

Agreement/Amendment Term Start Date and End Date

Provider Type

Provider Name

Funding Sources

Actual Cost

General Instructions for Invoice

Timelines

| Enter Billing Month/Date | Service Begin Date | Service End Date |
|--------------------------|------------------------|------------------------|
| Imported from template | Imported from template | Imported from template |
| Imported from template | Imported from template | Imported from template |
| Imported from template | Imported from template | Imported from template |
| Imported from template | Imported from template | Imported from template |
| Imported from template | Imported from template | Imported from template |
| Imported from template | Imported from template | Imported from template |
| Imported from template | Imported from template | Imported from template |
| Imported from template | Imported from template | Imported from template |
| Imported from template | Imported from template | Imported from template |
| Imported from template | Imported from template | Imported from template |
| Imported from template | Imported from template | Imported from template |
| Imported from template | Imported from template | Imported from template |
| Imported from template | Imported from template | Imported from template |
| Imported from template | Imported from template | Imported from template |
| Imported from template | Imported from template | Imported from template |

Invoicing System

Line Item Variance

Spend Down

Documentation and Record Keeping

| Type | Instructions | Examples of Documentation |
|-------------------------|-------------------------|---------------------------|
| Based on funding source | Based on funding source | Based on funding source |
| Based on funding source | Based on funding source | Based on funding source |
| Based on funding source | Based on funding source | Based on funding source |

Advances or Payments

Advance Requirements

Advance Request Process

Advance Repayment Process

Timely Submission of Reports and Compliance

Additional Fields

Notes for Collaboration

Program Monitoring Main Screen

Import template Save Edit Cancel

FSP ID

Agreement/Amendment Name

Provider Organization Name

Provider Contact Name

Location of Services/ Site Information (aka Access Point)

Program Area/Type

Fiscal Year

Type of Monitoring On-site monitoring visit Desk audit

Date of monitoring

Time of monitoring

Program Managers

Upload Notice of Monitoring

Upload Checklist of Monitoring

[Click here to submit Assessment Form](#)

Upload Monitoring Results Letter

Upload Monitoring Closing Letter

Upload Additional Documents

Providers

Submit Response Letter (If any findings during monitoring)

Upload Additional Documents

Internal notes for Program Managers

Program Managers can enter internal notes for later reference. These notes are not supposed to be seen by the Providers.

Notes for Collaboration (Messages can be typed in and any files can be attached for sharing)

Program Managers and Providers can collaborate here

Program Reporting

Get data to populate Actuals

Save

Cancel

FSP ID

Agreement/Amendment Name

Agreement/Amendment Start Date

Agreement/Amendment End Date

Provider Organization Name

Provider Contact Name

Location of Services/ Site Information (aka Access Point)

Program Area

Program Type

Fiscal Year

Service Objectives Analysis

| Service Objectives | KPIs | Reporting Period (monthly, quarterly, semi-annual, annual or select a date range) | Actuals | Provider Comments | Reviewed by Program Manager |
|----------------------|----------------------|--|----------------------|----------------------|-------------------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input checked="" type="checkbox"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input checked="" type="checkbox"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |

Outcome Objectives Analysis

| Outcome Objectives | KPIs | Reporting Period (monthly, quarterly, semi-annual, annual or select a date range) | Actuals | Provider Comments | Reviewed by Program Manager |
|----------------------|----------------------|--|----------------------|----------------------|-------------------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input checked="" type="checkbox"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |

Additional documents upload by Providers



Enter comments

Notes for Collaboration

Program Manager & Provider can collaborate here if needed

Internal Notes by Program Manager

Legends:

- Auto populated data entered as basic Agreement/Amendment Information by Contract Analyst
- Information synthesized using underlying data in ONE System
- Data entry for Program Managers/ Providers as instructed in the Process Flowchart – Program Reporting (10)
- Data entry by Provider where Actuals can't be calculated in ONE System (e.g., Program/Provider not set up in ONE System)