

Service Coordinators in Multifamily Housing Program Grant Dashboard				
Grantee/Project Information				Today's Date
Grant Term	Start (mm/dd/yyyy)	End (mm/dd/yyyy)		#FTE for SC Postion
Annual SC Budget Amount				
Multiple projects served?				# Annual Hours
FHA or Project #1 Number		IREMS ID		
FHA or Project #2 Number		IREMS ID		
FHA or Project #3 Number		IREMS ID		
Progress to Date				

Total Spent		
	Remaining	% Drawn
SCMF Grant		
Residual Receipts		
Rental Assistance		
Debt Service Savings		
Other Sources (e.g. Gifts, Fundraising & Philanthropy)		

Total Remaining Funds

Average Monthly Expenditures

Service Coordinators in Multifamily Housing Program	
Budget Year to-Date	

[illegible]

Service Coordinators in Multifamily Housing Program  
Renewal Budget

Effective Cost of Living Adjustment (COLA)		Projected Renewal Offset	
Maximum Allowable Renewal Amount		Final Renewal Amount	

Budget Line Item	Approved Annual Budget	Month 1-8 Expenditures	Month 9-12 Estimated Expenditures	HUD-Approved Adjustments	Projected Final Budget
Salary					
Fringe Benefits					
Quality Assurance					
Training					
Travel					
Supplies & Materials					
Start-Up Costs					
Other Direct Costs					
Indirect Costs					
Total					

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## Service Coordinators in Multifamily Housing Program Budget Tool Instructions

The purpose of this budget tracking tool is to assist Service Coordinator Grantees to track eligible budget expenditures, determine budget variances and project need for future grant renewals. Instructions for completing the tool are outlined below for each tab. This tool is intended to be an optional supplement to other forms and reports required such as the HUD-50080-SCMF and the annual renew process.

Tab Name	Instructions
<b>Grantee Dashboard</b>	Complete all applicable grantee/project information in the yellow cells. Make sure to enter the Grant Start Date since this populates column headings in other tabs. If the service coordinator position serves multiple projects, ensure that additional project information is provided. The Progress to Date Section pulls information from the Budget YTD tab to show total grant expenditures, remaining balances, monthly average expenditures, and burn rate.
<b>Budget YTD</b>	<p><b>1.</b> If you have an approved indirect cost rate, enter the percentage in <b>B2</b>.</p> <p><b>2.</b> Enter the projected program expenditures for each budget line item in <b>Column B (B4-B12)</b> based on your approved budget. Ensure the amount of Quality Assurance does not exceed 10% of Service Coordinator salary. Additionally, ensure the amount of Indirect Costs does not exceed 10% of Modified Total Direct Costs or your approved Indirect Cost Rate. An error message will occur if amounts entered exceed applicable caps for QA and Indirect Costs. Once you have entered projected program expenditures for all line items, ensure that the Grand Total (B13) is equal to the Annual SC Budget Amount from the Grant Dashboard. B13 will appear red if the Grand Total is not equal to the Annual SC Budget Amount (Grant Dashboard: B4-E4).</p> <p><b>3.</b> Enter the budgeted amounts for each funding source in <b>Column B (B16-B20)</b> based on your approved budget. Once you have entered budgeted amounts for all funding sources, ensure that the Total (B21) is equal to the Annual SC Budget Amount from the Grant Dashboard (which must also be equal to the Grand Total in B13). B21 will appear red if the Total is not equal to the Annual SC Budget Amount (Grant Dashboard: B4-E4).</p> <p><b>4.</b> Enter actual expenditures for each month in <b>Columns C-N in Rows 4-12</b>. These amounts should match amounts entered on the 50080-SCMF. Column P denotes the remaining balance of funds for each budget line item based on the approved budget. Column Q calculates the variance between the approved budget amount and the actual expenditures.</p> <p><b>5.</b> In <b>Rows 16-19</b>, enter the drawdown amounts for each funding source for the particular month. Enter the amount drawn down as a positive number. For example, if you draw \$4000 from the Service Coordinator grant in Month 1, this figure should be entered as 4000 in C16.</p>
<b>Renewal Budget</b>	<p>At the end of Month 8 in Quarter 3, use the Renewal Budget Tab to determine your budget request to HUD for the renewal grant. Begin first by entering the applicable COLA increase, if any, in cell B2 (click on link to access effective COLA). The maximum allowable renewal amount will calculate automatically in cell B4.</p> <p>The renewal budget is based on actual expenditures for Months 1-8 and estimated expenditures for months 9-12. Actual expenditures for Months 1-8 are calculated automatically in Column C from amounts entered in Budget YTD tab. Estimated Expenditures are based on the average expenditures from Months 1-8 excluding any Start-Up Costs. If the Projected Final Budget (E16) is less than the Approved Budget (B16), the projected renewal offset will show in cell E2. Any amount in the Projected Renewal Offset will be subtracted from the Maximum Allowable Renewal Amount to determine the Final Renewal Amount in E4.</p> <p>If expenditures continue to be entered into the spreadsheet after month 8, this information will be reflected in the Projected Final Budget and the offset.</p> <p>Subject to the availability of funds, the Department may allow for reasonable cost increases on a case-by-case basis based on the terms described in the annual renewal guide. The HUD Approved Adjustments column will be used to reflect any HUD-approved changes; amounts should only be entered into this column when approved by HUD.</p> <p>The renewal budget is based on actual expenditures for Months 1-8 and estimated expenditures for months 9-12. Actual expenditures for Months 1-8 are calculated automatically in <b>Column C</b> from amounts entered in Budget YTD tab. Estimated Expenditures are based on the average expenditures from Months 1-8 excluding any Start-Up Costs. If the Projected Final Budget (E16) is less than the Approved Budget (B16), the projected renewal offset will show in cell E2. Any amount in the Projected Renewal Offset will be subtracted from the Maximum Allowable Renewal Amount to determine the Final Renewal Amount in <b>E4</b>.</p>
<b>Cell Protection</b>	To remove cell protection, use the following case-sensitive password: SC-TOOL.

