

# Annual Program Budget Grantee

U.S. Department of Housing  
and Urban Development  
Office of Housing  
Federal Housing Commissioner

OMB Approval No. 2502-0485  
(exp. 04/30/2018)

Please read the Public Reporting Statement before completing this form.

Grantee Name	HG	Project Name (If different)
Budget Category (check one and specify type)		Program Year
<input type="checkbox"/> Service <input type="checkbox"/> Administration		
Item Name		Total Amount
1. Direct Labor (List staff positions, hours worked, rate of pay per hour and year)		
Total		\$
2. Fringe Benefits (Provide percentage and calculations for direct labor positions)		
Total		\$
3. Materials and Equipment (Identify items and costs used in providing above Service/Administration)		
Total		\$
4. Subcontracts (Identify service, number of participants, unit cost, and amount of service provided)		
Total		\$
5. Other (Specify)		
Total		\$
6. Total Cost		\$
7. Applicant Match		
a. Cash	\$	
b. Imputed value of other agency or third-party provided direct services or staff	\$	
c. In-kind resources	\$	
d. Volunteer services (at \$5.00 per hour)	\$	
Total Match		\$
8. Participant Fees		\$
9. Net CHSP Funds Requested (line 6 minus lines 7 + 8)		\$
10. Footnotes (continue on back if necessary)		

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Public reporting burden for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

The information is basic to the operations of the Congregate Housing Services Program. It supports statutory requirements and program and management controls that prevent fraud, waste and mismanagement. The controls must be maintained as long as current grants are in operation. Section 802 of the National Affordable Housing Act authorizes/requires matching funds and participant fee collections that are reported on these forms. The rule at 24 CFR 700.155(d) requires grantees to submit these forms. The information will be used by State/Area offices to ensure that grant funds are being used properly. This includes grantees' expense of appropriate grant monies during each annual grant period and the use of grant funds to provide eligible activities to eligible residents, and to ensure that statutory requirements are being met. Program staff use the information to compile annual program data. Grantees must complete forms and report grant activity in order to continue receiving grant funds. Each grantee is required to maintain confidentiality of information related to any individual, per the Privacy Act of 1974.