

Exhibit III & IV Applicant Budget Template and Narrative Instructions (Microsoft Excel)
Applicants are required to provide a detailed one year program budget in Exhibit III that itemizes the proposed program. Applicants must also provide as Exhibit IV to this application a detailed description of assumptions associated with each line item amount.

The program budget must be completed in the Microsoft Excel workbook provided. Instructions are provided in the workbook.

General

- a. Applicant is responsible for filling in **yellow cells only**.
- b. All non-yellow cells are locked and populate automatically.
- c. Applicant must complete the applicant name and grant FY16 grant ID number located at the top of the workbook.

Exhibit III Applicant Budget Template

Provision and Coordination of Supportive Services (Total must be a minimum of 90% of the total grant)

- a. *Personnel/Labor* (Note: If the applicant does not anticipate an even spread of costs across quarters, input the percentage of time the staff member will devote to the SSVF-funded project in the 'Percentage' column.)
 - *Title and Organization* – input the titles of all SSVF-funded personnel (e.g., Program Director, Case Manager, etc.) and the organization at which they are or will be employed (i.e., list applicant organization or subcomponent).
 - *# of Full-Time Employees (FTE)* – input the number of FTE who will hold the specified title.
 - *% FTE* – input the percentage of time the staff member will devote to the SSVF-funded project.
 - *Base Annual Salary / Wage* – input the annual salary of the specified personnel, assuming full-time.
 - *Fringe Benefits* – input cost of fringe benefits (if any).
 - Distribute FTE and Fringe Benefits across all quarters.

- b. *Temporary Financial Assistance*: Input the estimated quarterly cost of temporary financial assistance for rent, utilities, moving expenses, security and utility deposits, transportation, child care, etc. Input the NOFA for limitations on the percentage of the total SSVF grant that can be used for temporary financial assistance. If thresholds do not meet the criteria specified in the NOFA.

- c. *Other Non-Personnel Provision and Coordination of Supportive Services Expenses*: List the quarterly costs associated with those expenses in this section. Training, Non-VA Travel & Training, and CARF/COA accreditation. Applicants may designate which quarter the expense occurs.

- d. *Lease & Maintenance of Vehicle(s)*: Per 38 CFR 62.33, if public transportation options are not available, a lease of vehicle(s) may be included in the application. Specify the number of vehicles to be included and the quarterly costs associated with each. Input the NOFA for limitations on the percentage of the total SSVF grant that can be used for vehicle(s). If thresholds do not meet the criteria specified in the NOFA, input the NOFA.

Administrative Expenses (Total cannot exceed 10% of total SSVF Grant Amount)

List all administrative expenses and the quarterly costs associated with each expense. Per 38 CFR 62.33, "Administrative costs" is not sufficiently descriptive. Administrative costs must be broken down into multiple categories, such as: office supplies, telephone, etc. Input the NOFA for limitations on the percentage of the total SSVF grant that can be used for administrative expenses. If thresholds exceed the criteria specified in the NOFA.

Exhibit IV Applicant Budget Narrative

Exhibit IV of the budget workbook includes a budget narrative template linked to the Exhibit III. Applicants must provide a justification/explanation for all line items listed in Exhibit III.

1 File)

izes on a quarterly basis the supportive services and administrative costs associated
etailed description of each line item contained in this budget and the underlying

ns on the use of this template are as follows:

the top of the budget worksheet.

Total SSVF Grant Amount)

is all quarters, this should be explained in the narrative.):
or, Case Manager, Employment Specialist, etc.) and the
ontractor organization name as applicable).
e at the specified organization
gram (e.g., full-time staff would be shown at 100%)
ill- time employment

al assistance, which includes time-limited payments to third parties
re and general housing stability assistance. (Note: Please reference
this purpose.) The TFA subtotal/percentage will turn red if

: any other expenses related to the provision and coordination of
: expenses. NOTE: VA has included line items for the following: VA Mandated
e the amounts (if any).)

re not sufficient within an area or community, costs related to the
be leased and the cost per quarter associated with these vehicles. This item has
leased vehicles. Please complete both line items (if applicable).

CFR 62.70, administrative expenses are defined as all direct and indirect costs
osts, both direct and indirect, of subcontractors. A line item of “administrative
line items by category. Also note that the Administrative subtotal/percentage will

III budget. Applicants are expected to provide a detailed narrative

**VA's Supportive Services for Veteran Families Program
Exhibit IV: Applicant Budget Narrative**

Proposed Funding Information:

Name of Organization:	
Grant ID:	
Total Grant Funds Requested:	
Application Fiscal Year:	

Program Expenses			
I. Provision and Coordination of Supportive Services (Minimum of 90% of Total SSVF Grant Amount)			
1. Personnel/Labor	# FTE	% FTE	Base Annual Salary/Wage
Title and Organization			
0	0	0%	\$ -
0	0	0%	\$ -
0	0	0%	\$ -
0	0	0%	\$ -
0	0	0%	\$ -

0	0	0%	\$ -
0	0	0%	\$ -
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0	0	0%	\$ -
0	0	0%	\$ -
0	0	0%	\$ -
0	0	0%	\$ -
0	0	0%	\$ -
0	0	0%	\$ -

Subtotal Salaries/Wages

Fringe Benefits

Subtotal Personnel

2. Temporary Financial Assistance

3. Other Non-Personnel Provision and Coordination of Supportive Services Expenses

VA Mandated Training

Accreditation Costs (CARF/COA)

Non-VA Travel & Training

0

0

0

0

0

0

0

0

0

0

0

0

0

0

0

0

0

0

0

0

0

0

0

0

0

0

0

Subtotal Other Program Expenses

4. Vehicle Lease Cost:

of Vehicles

0

Actual Lease Cost:

0

Maintenance/Milage Cost:

Subtotal Provision and Coordination of Supportive Services

II. Administrative Expenses (Maximum of 10% of Total SSVF Grant Amount)

0

0

0

0

0

0

0

0

0

0

0

0

Subtotal Administrative Expenses

Grand Total

0
0
\$0.00
Y 2018

% of Total SSVF Grant	SSVF Grant Funds Total Amount
unt)	

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Detailed Narrative Justification


















