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

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

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

Exhibit III Applicant Budget Template

Provision and Coordination of Supportive Services (Total must be a minimum of 90% of the tall a. *Personnel/Labor* (Note: If the applicant does not anticipate an even spread of costs acros

- *Title and Organization* input the titles of all SSVF-funded personnel (e.g., Program Direct organization at which they are or will be employed (i.e., list applicant organization or subco
- # 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 pro-
- Base Annual Salary / Wage input the annual salary of the specified personnel, assuming fu
- *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 financi for rent, utilities, moving expenses, security and utility deposits, transportation, child car the NOFA for limitations on the percentage of the total SSVF grant that can be used for t thresholds do not meet the criteria specified in the NOFA.
- c. Other Non-Personnel Provision and Coordination of Supportive Services Expenses: List supportive services expenses in this section and the quarterly costs associated with those Training, Non-VA Travel & Training, and CARF/COA accreditation. Applicants may designat
- d. *Lease & Maintenance of Vehicle(s)*: Per 38 CFR 62.33, if public transportation options a lease of vehicle(s) may be included in the application. Specify the number of vehicles to been expanded to include: 1) lease-specific costs and 2) costs associated with maintenance of

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 C associated with the management of the program. These costs will include the administrative costs" is not sufficiently descriptive. Administrative costs must be broken down into multiple turn red 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 justification/explanation for all line items listed in Exhibit III.

l File)

zes 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.

otal SSVF Grant Amount)

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

al assistance, which includes time-limited payments to third parties e 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 III: Applicant Budget - Quarterly SSVF Grant Funds Budget

"NOTE: Enter information into yellow colored cells only. All other cells are protected and should not be modified. Please submit original template provided by the SSVF Program Office; DO NOT copy and paste this specialistic into a new Excel workbook.

Proposed Funding Information:

Name of Organization:	
Grant ID:	
Total Grant Funds Requested:	\$0.00
Application Fiscal Year:	FY 2018

Application Fiscal Year:			FY 2018					
Program Expenses			% of Total SSVF Grant	SSVF Grant Funds Total Amount	SSVF Grant Funds FY17 Quarter 1	SSVF Grant Funds FY17 Quarter 2	SSVF Grant Funds FY17 Quarter 3	SSVF Grant Funds FY17 Quarter 4
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VA's Supportive Services for Veteran Families Program Exhibit IV: Applicant Budget Narrative

Proposed Funding Information:

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Grant ID:	
Total Grant Funds Requested:	!
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Program Expenses			
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