

Instructions for Completing 4123 and 4125

FORM HUD-4123

Section

1	Input Applicant name.
2	Input the ICDBG or IHBG-COMP grant number if it has been assigned by HUD. Leave blank if unknown at time of applic
3	Enter "X" for original submission or amended Cost Summary and Enter the date you completed this form.
4	Enter the project name. On the rows below, enter project costs. Use columns (b), (c) and (d) to indicate the applicable Use column (f) to describe the source of funds in column (d).
5	Enter planned administrative expenses, including (if applicable) indirect costs and audit costs. Administrative costs mu: grant.
6	ICDBG only: Enter amount of ICDBG funds requested for technical assistance, if applicable. No more than 10% of ICDBG used for technical assistance. If funds are requested under this line item, a separate project description must accompa describe the technical assistance the application intends to obtain. Only technical assistance costs associated with the capacity to undertake a specific funded program activity are eligible (24 CFR 1003.206).
7	ICDBG only: Enter amount of ICDBG funds requested for Public Services. Public Service costs must not exceed 15% of t

FORM HUD-4125

Section

1	Applicant Name: Auto populates from Form HUD-4123.
2	Input the ICDBG or IHBG-COMP grant number if it has been assigned by HUD. Leave blank if unknown at time of applic
3	Enter "X" for original submission with application or amended Implementation Schedule.
4	Enter the date you completed this form.
5	Project Name: Auto populates from Form 4123.
6	Period of Performance: Insert Start Date and End Date.
7	Expected Close Out Date: auto-populates 90 days from period of performance end date in from Box 6.
8	Insert an "X" in the box that best describes current Environmental Review status.
9	Insert description of task.
10	Insert anticipated start and end month/year of task.

a Planning and Administration Cost:			
b Indirect Costs: Enter indirect costs to be charged to the Program pursuant to a cost allocation plan.			
c Audit: Enter estimated cost of Program share of financial audits.			
Administrative Total	\$ -	\$ -	\$ -
6. Technical Assistance: Enter amount requested for technical assistance. (up to 10% of total ICDBG Grant)			
7. Public Service Component: up to 15% of ICDBG grant.			
8. TOTAL EXPENDITURES	\$ -	\$ -	\$ -

This collection of information is estimated to average 40 hours per response, including the time for reviewing instructions, searching existing data sources, gathering the data needed, and completing and reviewing the collection of the requested information. Comments regarding this collection of information, including suggestions for reducing this burden, should be sent to: U.S. Department of Housing and Urban Development, Office of the Chief Data Officer, Washington, DC 20410-5000. Do not send completed forms to this address. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. This agency is authorized to collect this information under the authority of the Urban Development Reform Act of 1989. The information you provide will enable HUD to carry out its responsibilities under this Act. This information is required to obtain the benefit of the program. Any required information may delay the processing of your application and may result in sanctions and penalties including of the program (see 24 CFR §4.38). This information will not be held confidential and may be made available to the public in accordance with 5 U.S.C. §552. The information contained on the form is not retrieved by a personal identifier, therefore it does not meet the threshold for a personal identifier.

\$	-	
\$	-	
\$	-	
\$	-	
\$	-	
\$	-	
\$	-	

Using existing data sources, gathering, and the accuracy of this burden estimate and any data Officer, R, 451 7th St SW, Room 8210, is not required to respond to, a collection of information under Section 102 of the Department of Housing and Urban Development Act and ensure greater accountability and oversight in the grant program. Failure to provide information may result in administrative and civil money penalties under the Freedom of Information Act (5 U.S.C. 552) and for a Privacy Act Statement.

