

Instructions for Choice Neighborhoods Implementation Grant Budget Form

Note: This file is generally only used to submit an Implementation Grant application. HUD has developed a budget form workbook for use with grantees.

1. Part I

- A. Fill in "Grantee Name", "Grant Number", "Site Name" and "Budget Revision #" above the table.
- B. The remaining cells of the table autopopulate with information from Part II.

2. Part II

Refer to the "Choice Neighborhoods Implementation Grant Budget Guidance" posted to the program website at www.hud.gov/cn for information about how to classify each activity.

- A. Under each BLI list each activity/contract separately. Provide enough detail for your grant management team to understand each activity.
- B. "Current Overall Choice Neighborhoods Implementation Grant Budget" (Column 3) is the amount previously approved by HUD for each activity. If this is Budget Revision #1, enter the budget as proposed in your original grant application.
- C. "Requested Change in Overall Choice Neighborhoods Implementation Grant Budget" (Column 4) is the amount by which you are changing from the previously approved amount for each activity.
- D. "Requested Change in Disbursed Funds (Realignment)" (Column 5) is used if funds were erroneously drawn from LOCCS from the wrong BLI. HUD will use this information to 'realign' the LOCCS draw information.
- E. "Current Authorized Amount" (Column 6) is the amount of funding currently available for draw down (i.e. has been 'spread') in LOCCS for each activity.
- F. "Requested Change in Amount Authorized for Expenditure (Change in Spread)" (Column 7) is the amount by which you are changing the funding available in LOCCS for each activity.
- G. All other cells have formulas and will autopopulate based on your entry in columns 3-7.

3. Complete the form

- A. Review budget totals to make sure budgeted amounts equal the grant amount.
- B. Print Parts I and II.
- C. Authorized Executive Officer signs and dates form on Part I.
- D. Submit completed workbook and signed form to your grant management team. You may submit the signed budget form either via email with a pdf or via mail with a hard copy. In either case, please also email the Excel workbook to your Team Coordinator.

Choice Neighborhoods Implementation Grant Budget

OMB Approval No. 2577-0269
(exp. TBD)

The public reporting for this collection of information relating to the Choice Neighborhoods Implementation Grants is estimated to average 1.25 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 information is necessary to provide details on the funds requested by applicants/grantees. The form displays the budgeted amounts, broken down by budget line item, with each use explained in Part II. The requested information will be reviewed by HUD for budget verification and to ensure that the budgeted amounts equal the grant amount awarded. Responses to the collection are required by the appropriation under which the Choice Neighborhoods Implementation grant was funded. The information collected does not lend itself to confidentiality. HUD may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number.

Part I: Summary

Grantee Name: _____		CN Grant Number: _____	
Site Name: _____		Budget Revision Number: _____	

Line No.	Summary by Budget Line Item	Revised Overall Choice Neighborhoods Budget for All Project Phases	Previous Authorized Amount of Funds in LOCCS	Requested Changes to LOCCS Authorized Amount in this Revision	HUD-Approved Total Authorized Amount of Funds in LOCCS
1	1405 Supportive Services	\$ -	\$ -	\$ -	\$ -
2	1408 Management Improvements	\$ -	\$ -	\$ -	\$ -
3	1409 Evaluation	\$ -	\$ -	\$ -	\$ -
4	1410 Administration	\$ -	\$ -	\$ -	\$ -
5	1430 Fees and Costs	\$ -	\$ -	\$ -	\$ -
6	1440 Site Acquisition	\$ -	\$ -	\$ -	\$ -
7	1450 Site Improvement	\$ -	\$ -	\$ -	\$ -
8	1460 Dwelling Structures	\$ -	\$ -	\$ -	\$ -
9	1465 Dwelling Equipment-Nonexpendable	\$ -	\$ -	\$ -	\$ -
10	1470 Nondwelling Structures	\$ -	\$ -	\$ -	\$ -
11	1475 Nondwelling Equipment	\$ -	\$ -	\$ -	\$ -
12	1480 Critical Community Improvements	\$ -	\$ -	\$ -	\$ -
13	1485 Demolition	\$ -	\$ -	\$ -	\$ -
14	1495 Relocation Costs - Residents	\$ -	\$ -	\$ -	\$ -
15	1496 Relocation Costs - Non-Residents	\$ -	\$ -	\$ -	\$ -
16	Total Funds Authorization		\$ -	\$ -	\$ -
17	U2000 Funds held in Reserve		\$ -		\$ -
18	Amount of Grant	\$ -			\$ -

Signature of Grantee Executive Officer

I/We, the undersigned, certify under penalty of perjury that the information provided on this form is true, accurate and correct.
WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012, 1014; 31 U.S.C. §3729, 3802).

X

Date

Signature of Authorized HUD Official

X

Date

Choice Neighborhoods Budget: **Part II: Supporting Pages for Revision to
Overall Budget, Expenditure Allocation and/or Authorized Spending Amount**

	0	Budget Revision Number	Grant Number
	0		

Budget Line Item Number	Description of Proposed/Approved Action Use of Additional Authorized Funds	Current Overall HOPE VI Budget (All phases)	Requested Change in Overall HOPE VI Budget (All phases)	Requested Change in Disbursed Funds (Realignment)	Current Authorized Amount (Current Spread)	Requested Change in Amount Authorized for Expenditure (Change in Spread)	Total Funds to be Authorized for Expenditure (New Spread)
1	2	3	4	5	6	7	8

1405	SUPPORTIVE SERVICES						
							\$ -
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							\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Percentage of BLI Budget	#DIV/0!					

1408	MANAGEMENT IMPROVEMENTS						
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

1409	EVALUATION						
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		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

1410	ADMINISTRATION						
							\$ -

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Budget Line Item Number	Description of Proposed/Approved Action Use of Additional Authorized Funds	Current Overall HOPE VI Budget (All phases)	Requested Change in Overall HOPE VI Budget (All phases)	Requested Change in Disbursed Funds (Realignment)	Current Authorized Amount (Current Spread)	Requested Change in Amount Authorized for Expenditure (Change in Spread)	Total Funds to be Authorized for Expenditure (New Spread)
1	2	3	4	5	6	7	8

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							\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	
Percentage of BLI Budget		#DIV/0!					

1430	FEES AND COSTS						
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1440	SITE ACQUISITION						
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1450	SITE IMPROVEMENTS						
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							\$ -
							\$ -

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Overall Budget, Expenditure Allocation and/or Authorized Spending Amount**

Budget Line Item Number	Description of Proposed/Approved Action Use of Additional Authorized Funds	Current Overall HOPE VI Budget (All phases)	Requested Change in Overall HOPE VI Budget (All phases)	Requested Change in Disbursed Funds (Realignment)	Current Authorized Amount (Current Spread)	Requested Change in Amount Authorized for Expenditure (Change in Spread)	Total Funds to be Authorized for Expenditure (New Spread)
1	2	3	4	5	6	7	8

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1460	DWELLING STRUCTURES						
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1465	DWELLING EQUIPMENT - NONEXPENDABLE						
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1470	NONDWELLING STRUCTURES						
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1	2	3	4	5	6	7	8
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1475	NONDWELLING EQUIPMENT						
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1480	CRITICAL COMMUNITY IMPROVEMENTS						
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1485	DEMOLITION						
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1	2	3	4	5	6	7	8

1495	RELOCATION COSTS - RESIDENTS						
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1496	RELOCATION COSTS - NON RESIDENTS						
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Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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