

CONSTRUCTION BUDGET

	TOTAL ACTIVITY COST	CDBG AMOUNT	LEVERAGED FUNDS AMOUNT	LEVERAGED FUNDS SOURCE	LEVERAGED FUNDS STATUS
Administrative Expense			\$0	1	
				2	
				3	
Start-up Expense			\$0	1	
				2	
				3	
Architectural Fees			\$0	1	
				2	
				3	
Engineering Fees			\$0	1	
				2	
				3	
Inspection Fees			\$0	1	
				2	
				3	
Land Development			\$0	1	
				2	
				3	
Demolition/Disposal			\$0	1	
				2	
				3	
Construction/Rehabilitation			\$0	1	
				2	
				3	
Other (specify)					
SUBTOTAL	\$0	\$0	\$0		
←Contingency (expressed as %)	\$0	\$0	\$0		
TOTAL CONSTRUCTION COST	\$0	\$0	\$0		

PROGRAM BUDGET

	TOTAL ACTIVITY COST	CDBG AMOUNT	LEVERAGED FUNDS AMOUNT	LEVERAGED FUNDS SOURCE	LEVERAGED FUNDS STATUS
Personnel - Salary			\$0	1	
				2	
				3	
Personnel - Fringe			\$0	1	
				2	
				3	
Advertising			\$0	1	
				2	
				3	
Supplies			\$0	1	
				2	
				3	
Rent/Utilities			\$0	1	
				2	
				3	
Incidentals (copies, phone, etc.)			\$0	1	
				2	
				3	
Other (specify)			\$0	1	
				2	
				3	
TOTAL PROGRAM COST	\$0	\$0	\$0		

Budget Instructions

1. Select the appropriate budget worksheet; there is a sheet for completing a Construction activity and a separate sheet for completing a budget if the proposed activity is a program. If completing directly from the Excel file, there is a separate tab within the file for each budget.
2. If completing by hand or typewriter, insert budget amounts for each applicable line item, including total amount, amount for which CDBG funds are sought and amount to be funded with other funds. If completing directly from the Excel file, insert a total budget amount for each line item along with the amount for which CDBG funds are sought; the balance to be funded with other funds for each line item will then be automatically calculated.
3. For each line item, fill in the source of the leveraged funds if applicable. Each line item allows for up to three (3) different sources of leveraged funds. For each source of leveraged funds, the applicant must indicate the status of these funds. If completing by hand or typewriter, select one of the following status choices: Anticipated, Committed, In-Hand, Donated or Requested. If completing directly from the Excel file, the status of leveraged funds can be selected by clicking in the cell immediately to the right of the source of the funds. Upon clicking in the cell, a down arrow will appear; click on the arrow and a drop-down list of five (5) choices will appear; click on the arrow and a drop-down list of five (5) choices will appear, including Anticipated, Committed, In-Hand, Donated and Requested. For the purposes of the application, Anticipated shall mean that the applicant agency has some assurance that the funding will be received shortly; Committed shall mean that the applicant agency has received a commitment from the respective funding agency for the utilization of those funds for the intended purpose; In-Hand means that the applicant agency has access to the funding at time of submission of the application; Donated means that the applicant agency will be utilizing donated materials, services, time or labor; Requested means that the applicant agency has submitted a request (i.e., grant application) for the funding, but has not received any indication of the likelihood of receiving the funds. Select the appropriate status from the drop-down list that appears.
4. If completing by hand or typewriter, each budget column should be totaled for either the Construction budget or the Program Budget. If completing the Construction budget and the budget includes a contingency, that contingency should be expressed as a percentage of the budget subtotal and then added to the subtotal to arrive at a total. If completing directly from the the Excel file, the subtotal row will total automatically. To include a contingency amount on the Construction budget, insert the amount as a percentage in the far left column where indicated. The totals in each column will then be completed automatically.