

**Emergency Solutions Grants Program  
Rapid Re-housing Financial Assistance 8/23/2012  
Request for Proposals  
FINANCIAL SUMMARY, POS-BUDGET SUPPORT and  
BUDGET JUSTIFICATION INSTRUCTIONS**

**GENERAL INSTRUCTIONS:**

A Proposal/Resultant Contract budget is an itemized list of anticipated expenditures for a given budget period. It is a plan of action expressed in terms of anticipated costs for personnel (salary and wages), fringe benefits and payroll taxes, accounting, legal, independent audit, other contractual services, rapid re-housing and financial assistance, and/or other types of costs. Costs associated with each of the budget categories shall only reflect the costs necessary to satisfy the requirements of a contract executed as a result of this RFP.

The budget, as approved and executed, is the official financial plan to carry out the purposes of the Resultant Contract. Depending on the type of legal entity, each Contractor is subject to different cost principles contained in Federal Regulations or Circulars of the Office of Management and Budget (OMB) and the Office of Policy and Management Cost Standards. Payment will only be made if the Contractor performs the activities under the contract and also fully complies with the applicable cost principles.

**SPECIFIC INSTRUCTIONS:**

The following instructions will coincide to: Financial Summary, POS-Budget Support, and Budget Justification for Budget Year One (September 24, 2012 – June 30, 2013), Budget Year Two (July 1, 2013 – June 30, 2014), and the Total Anticipated Contract Period (September 24, 2012 – June 30, 2014).

**1. FINANCIAL SUMMARY**

The Budget Periods for the Resultant Contract are noted above. The total from each POS-Budget Support worksheet, including breakout of start-up costs and on-going costs, is compiled in the Financial Summary worksheet. Each Budget Year Total will auto-populate. (Please note that worksheets are formatted and linked.) Proposals should include one Budget workbook – Year 1, one Budget workbook - Year Two, one Financial Summary – Total, and applicable budget justification.

**2. POS-BUDGET SUPPORT**

**Section 1 (Administration Costs) – Line Items 1a – 1g**

Allowable costs include properly documented salaries and wages, fringe benefits and payroll taxes, overhead, accounting, legal, independent audit, and other contractual services essential to the administration of the Emergency Solutions Grants Program Rapid Re-housing Financial Assistance. Compensation for personal services is defined as all amounts paid, current or accrued by the organization for services of employees rendered during the period of performance. Administration costs shall not exceed **7.5%** of the total funding request per budget period and the total anticipated contract period.

- a. Enter position, estimated annual salary, # of person(s), % of time funded in this contract and total costs.
- b. Enter the basis upon which allowable fringe benefits and payroll taxes are calculated (for example, gross salaries/wages, per employee, a fixed percentage of salaries/wages, etc.).
- c. Enter fringe benefit and payroll tax rates for each identified category of benefit, as appropriate.
- d. Identify and enter details for any service you will purchase as a part of the Resultant Contract. Include contractual services not included in other categories, that is, accounting, legal, and independent audit services.
- e. "Total" columns will auto-populate.

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**Section 2** (Rapid Re-Housing – Program Staff) – **Line items 2a – 2c**

Allowable costs include properly documented salaries and wages, fringe benefits and payroll taxes, and other contractual services. Compensation for personal services is defined as all amounts paid, current or accrued by the organization for services of employees rendered during the period of performance. Allowable costs include fringe benefits properly authorized by the respondent's organization, consistently applied to all employees of the organization.

- a. Enter position, estimated annual salary, # of person(s), % of time funded in this contract and total costs.
- b. Enter the basis upon which allowable fringe benefits and payroll taxes are calculated (for example, gross salaries/wages, per employee, a fixed percentage of salaries/wages, etc.).
- c. Enter fringe benefit and payroll tax rates for each identified category of benefit, as appropriate.
- d. Identify and enter details for any service you will purchase as a part of the Resultant Contract. Include contractual services not included in other categories, that is, accounting, legal, and independent audit services.
- e. "Total" columns will auto-populate.

**Section 3** (Rapid Re-Housing – Financial Assistance) – **Line item 3a – 3g**

Provide an estimate of how financial assistance will be utilized for eligible program participants. The contractor, based upon need, will have budget flexibility (subject to Department approval) to reallocate funds within this category.

- a. Utility Arrears
- b. Utility Deposits & Payments
- c. Rental Application Fees
- d. Security Deposits, First / Last Month's Rent
- e. Moving Costs
- f. Short-Term / Medium-Term Rental Assistance
- g. Inspection Costs
- h. "Total" columns will auto-populate

### **3. BUDGET JUSTIFICATION**

The Budget justification sections provide supporting information on the relevance of the line-item figures supplied in the Financial Summary and POS-Budget Support. Do not use this section to provide great line-item detail, but provide additional information that identifies the purpose and explains the necessity of the line item cost for each section.

#### **SPECIFIC INSTRUCTIONS**

**Section 1 – Administration Costs** – For each line item, describe how the projected administration costs are derived. If personnel time is allocated among more than one funding source, describe the allocation methodology, and identify the funding amount and source of funding for each budget year. Total administration costs shall not exceed 7.5 percent of the total funding request per budget year and the total anticipated contract period. Supply a narrative statement that describes the relevance of the position(s) identified in the budget to the Resultant Contract.

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**Section 2 – Rapid Re-Housing – Program Staff** – Supply a narrative statement that describes the relevance of the position(s) identified in the budget to the Resultant Contract. If personnel time is allocated among more than one funding source, describe the allocation methodology, and identify the funding amount and source of funding for each budget year and the documentation available to support the allocation.

**Section 3 - Rapid Re-Housing -- Financial Assistance** – Supply a narrative that describes how Respondent identified potential eligible costs.