

How-To-Guide – BUDGET MODIFICATION

This How-To-Guide provides step-by-step instructions on how a TANF RRH/HP Subrecipient can complete a Budget Modification Form.

Step 1: Open the [Budget Modification Form](#) located on the [IHCDTA TANF Website](#).

This is what the spreadsheet should look like:

24-25 TANF Short-Term RRH/HP Budget Modification Form				
Subrecipient				
Award Number	Award Amount	Modification Request Date		
<i>*Type "-" (minus sign) before all numbers in Removed column to allow for accurate calculation.</i> Instructions on how to complete the budget modification form can be found on the second tab of this spreadsheet, located at the bottom of the screen. A budget modification example is located on the third tab of this spreadsheet, located at the bottom of the screen.				
Rapid Re-Housing - Financial Assistance	Original Budget	Added	*Removed	Revised Budget
Security Deposits (up to 2 months)				\$ -
Last Month's Rent				\$ -
Utility Deposit				\$ -
Utility Payments (up to 4 months including arrears)				\$ -
Utility Arrears (up to 4 months)				\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -
Homeless Prevention - Financial Assistance	Original Budget	Added	*Removed	Revised Budget
Security Deposits (up to 2 months)				\$ -
Last Month's Rent				\$ -
Utility Deposit				\$ -
Utility Payments (up to 4 months including arrears)				\$ -
Utility Arrears (up to 4 months)				\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -
Rapid Re-Housing - Rental Assistance	Original Budget	Added	*Removed	Revised Budget
Rental Assistance (up to 4 months rent)				\$ -
Rent Arrears (up to 4 months)				\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -
Homeless Prevention - Rental Assistance	Original Budget	Added	*Removed	Revised Budget
Rental Assistance (up to 4 months rent)				\$ -
Rent Arrears (up to 4 months)				\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -
Administration	Original Budget	Added	*Removed	Revised Budget
Admin				
TOTAL	\$ -	\$ -	\$ -	\$ -
Total Budget:				\$0.00
Signature of Chief Executive Officer		Date Approved		
IHCDTA Approval:				
Date: _____		DMS Change Initial: _____		

****Note:** Budget Modification Instructions and a Budget Modification Example are also available to view within the spreadsheet on the second and third tab.

Signature of Chief Executive Officer		Date Approved
IHCDA Approval:		
Date:	DMS Change Initial:	
TANF Budget Modification Form		Budget Mod Instructions
		Budget Mod Example

Step 2: Type your agency's name in the "Subrecipient" Line

TANF Short-Term RRH/HP Budget Modification Form		
Example Agency of Marion County		
Subrecipient		
Award number	Award Amount	Modification Request Date

Step 3: Type your award number in the "Award number" line. This # is located on your contract between your agency and IHCDA.

TANF Short-Term RRH/HP Budget Modification Form		
Example Agency of Marion County		
Subrecipient		
TANFRR-024-01		
Award number	Award Amount	Modification Request Date

Step 4: Type your award amount in the "Award Amount" line. This # is your agency's total TANF budget amount.

TANF Short-Term RRH/HP Budget Modification Form		
Example Agency of Marion County		
Subrecipient		
TANFRR-024-01	\$50,000.00	
Award number	Award Amount	Modification Request Date

Step 5: Type the date you are filling out the modification form in the “Modification Request Date” line.

TANF Short-Term RRH/HP Budget Modification Form

Example Agency of Marion County		
Subrecipient		
TANFRR-024-01	\$50,000.00	6/1/24
Award number	Award Amount	Modification Request Date

Step 6: Fill out the “Original Budget” Column in every section.

Your “Original Budget” numbers are the \$ amounts from your original, approved budget at the beginning of the program year.

TANF Short-Term RRH/HP Budget Modification Form

Example Agency of Marion County				
Subrecipient				
TANFRR-024-01	\$50,000.00	6/1/24		
Award number	Award Amount	Modification Request Date		
*Type "-" (minus sign) before all numbers in Removed column to allow for accurate calculation.				
Instructions on how to complete the budget modification form can be found on the second tab of this spreadsheet, located at the bottom of the screen				
A budget modification example is located on the third tab of this spreadsheet, located at the bottom of the screen				
Rapid Re-Housing - Financial Assistance	Original Budget	Added	*Removed	Revised Budget
Security Deposits (up to 2 months)	\$ 5,000.00			\$ 5,000.00
Last Month's rent				\$ -
Utility Deposit				\$ -
Utility Payments (up to 4 months including arrear)	\$ 10,000.00			\$ 10,000.00
Utility Arrear (up to 4 months)				\$ -
TOTAL	\$ 15,000.00	-	\$ -	\$ 15,000.00
Homeless Prevention - Financial Assistance	Original Budget	Added	*Removed	Revised Budget
Security Deposits (up to 2 months)				\$ -
Last Month's rent				\$ -
Utility Deposit				\$ -
Utility Payments (up to 4 months including arrear)	\$ 10,000.00			\$ 10,000.00
Utility Arrear (up to 4 months)	\$ 5,000.00			\$ 5,000.00
TOTAL	\$ 15,000.00	-	\$ -	\$ 15,000.00
Rapid Re-Housing - Rental Assistance	Original Budget	Added	*Removed	Revised Budget
Rental Assistance (up to 4 month's rent)	\$ 8,000.00			\$ 8,000.00
Rent Arrear (up to 4 months)	\$ 3,000.00			\$ 3,000.00
TOTAL	\$ 11,000.00	-	\$ -	\$ 11,000.00
Homeless Prevention - Rental Assistance	Original Budget	Added	*Removed	Revised Budget
Rental Assistance (up to 4 months rent)	\$2,000			\$ 2,000.00
Rent Arrear (up to 4 months)	\$ 2,000.00			\$ 2,000.00
TOTAL	\$ 4,000.00	-	\$ -	\$ 4,000.00
Administration	Original Budget	Added	*Removed	Revised Budget
Admin	\$ 5,000.00			\$ 5,000.00
TOTAL	\$ 5,000.00	-	\$ -	\$ 5,000.00
Total Budget:				\$50,000.00

Step 7: Fill out the “Added” Column.

The “Added” Column is for the new \$ amount(s) you would like added to certain line items.

- **Example:** I want to add \$1,000 to my Security Deposits line item under Rapid Re-Housing – Financial Assistance. To do this, I would type \$1,000 under the “Added” column within the Rapid Re-Housing – Financial Assistance component, and in the Security Deposits line.

TANF Short-Term RRH/HP Budget Modification Form				
Example Agency of Marion County				
Subrecipient				
TANFRR-024-01	\$50,000.00	6/1/24		
Award number	Award Amount	Modification Request Date		
*Amount entered does not equal the sum of the amounts listed in 'Revised Budget' column.				
*Type "-" (minus sign) before all numbers in Removed column to allow for accurate calculation.				
Instructions on how to complete the budget modification form can be found on the second tab of this spreadsheet, located at the bottom of the screen				
A budget modification example is located on the third tab of this spreadsheet, located at the bottom of the screen				
Rapid Re-Housing - Financial Assistance	Original Budget	Added	*Removed	Revised Budget
Security Deposits (up to 2 months)	\$ 5,000.00	\$1,000		\$ 6,000.00
Last Month's rent				\$ -
Utility Deposit				\$ -
Utility Payments (up to 4 months including arrear)	\$ 10,000.00			\$ 10,000.00
Utility Arrear (up to 4 months)				\$ -
TOTAL	\$ 15,000.00	\$ 1,000.00	\$ -	\$ 16,000.00
Homeless Prevention - Financial Assistance	Original Budget	Added	*Removed	Revised Budget
Security Deposits (up to 2 months)				\$ -
Last Month's rent				\$ -
Utility Deposit				\$ -
Utility Payments (up to 4 months including arrear)	\$ 10,000.00			\$ 10,000.00
Utility Arrear (up to 4 months)	\$ 5,000.00			\$ 5,000.00
TOTAL	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00
Rapid Re-Housing - Rental Assistance	Original Budget	Added	*Removed	Revised Budget
Rental Assistance (up to 4 month's rent)	\$ 8,000.00			\$ 8,000.00
Rent Arrear (up to 4 months)	\$ 3,000.00			\$ 3,000.00
TOTAL	\$ 11,000.00	\$ -	\$ -	\$ 11,000.00
Homeless Prevention - Rental Assistance	Original Budget	Added	*Removed	Revised Budget
Rental Assistance (up to 4 months rent)	\$2,000			\$ 2,000.00
Rent Arrear (up to 4 months)	\$ 2,000.00			\$ 2,000.00
TOTAL	\$ 4,000.00	\$ -	\$ -	\$ 4,000.00
Administration	Original Budget	Added	*Removed	Revised Budget
Admin	\$ 5,000.00			\$ 5,000.00
TOTAL	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
Total Budget:				\$51,000.00

Complete Step 7 for every line item that you would like to add money to.

****Note:** You will see a warning notice (“Amount entered does not equal the sum of the amounts listed in the ‘Revised Budget’ column”) at the top of the spreadsheet. This will disappear after you complete Step 7.

Step 8: Fill out the “Removed” Column.

Because you are adding money to a new line item in the previous step, you must remove money from another line item.

- **Example:** I added money to my Security Deposits line item under Rapid Re-Housing – Financial Assistance in the previous step. Now I must remove \$1,000 from another line item. I want to remove it from my Utility Payments line item under Rapid Re-Housing - Financial Assistance.

To do this, I will type “-1,000” under the “Removed” column within the Rapid Re-Housing – Financial Assistance component, and in the Utility Payments line.

You **MUST** include a subtraction symbol “-” **before your dollar amount** to indicate that it is being removed. If you do not include a subtraction symbol before your dollar amount, your budget will not be calculated correctly.

Complete Step 8 for every line item that you need to remove money from.

See next page for example photo

Typing “-1000” in “Utility Payments” line under “Removed” column.

TANF Short-Term RRH/HP Budget Modification Form				
Example Agency of Marion County				
Subrecipient				
TANFRR-024-01	\$50,000.00	6/1/24		
Award number	Award Amount	Modification Request Date		
*Type "-" (minus sign) before all numbers in Removed column to allow for accurate calculation.				
Instructions on how to complete the budge modification from can be found on the second tab of this spreadsheet, located at the bottom of the screen				
A budget modification example is located on the third tab of this spreadsheet, located at the bottom of the screen				
Rapid Re-Housing - Financial Assistance	Original Budget	Added	*Removed	Revised Budget
Security Deposits (up to 2 months)	\$ 5,000.00	\$1,000		6,000.00
Last Month's rent				-
Utility Deposit				-
Utility Payments (up to 4 months including arrear)	\$ 10,000.00		\$ (1,000.00)	9,000.00
Utility Arrear (up to 4 months)				-
TOTAL	\$ 15,000.00	\$ 1,000.00	\$ (1,000.00)	15,000.00
Homeless Prevention - Financial Assistance	Original Budget	Added	*Removed	Revised Budget
Security Deposits (up to 2 months)				-
Last Month's rent				-
Utility Deposit				-
Utility Payments (up to 4 months including arrear)	\$ 10,000.00			10,000.00
Utility Arrear (up to 4 months)	\$ 5,000.00			5,000.00
TOTAL	\$ 15,000.00	\$ -	\$ -	15,000.00
Rapid Re-Housing - Rental Assistance	Original Budget	Added	*Removed	Revised Budget
Rental Assistance (up to 4 month's rent)	\$ 8,000.00			8,000.00
Rent Arrear (up to 4 months)	\$ 3,000.00			3,000.00
TOTAL	\$ 11,000.00	\$ -	\$ -	11,000.00
Homeless Prevention - Rental Assistance	Original Budget	Added	*Removed	Revised Budget
Rental Assistance (up to 4 months rent)	\$2,000			2,000.00
Rent Arrear (up to 4 months)	\$ 2,000.00			2,000.00
TOTAL	\$ 4,000.00	\$ -	\$ -	4,000.00
Administration	Original Budget	Added	*Removed	Revised Budget
Admin	\$ 5,000.00			5,000.00
TOTAL	\$ 5,000.00	\$ -	\$ -	5,000.00
Total Budget:				\$50,000.00

Step 9: Check your Revised Budget

Your revised budget will auto-calculate in the “Revised Budget” column.

Step 10: Check your Total Budget

Your revised budget total should still equal your Original Award Amount:

TANF Short-Term RRH/HP Budget Modification Form					
Example Agency of Marion County					
Subrecipient					
TANFRR-024-01	\$50,000.00	6/1/24			
Award number	Award Amount	Modification Request Date			
*Type "-" (minus sign) before all numbers in Removed column to allow for accurate calculation.					
Instructions on how to complete the budget modification form can be found on the second tab of this spreadsheet, located at the bottom of the screen					
A budget modification example is located on the third tab of this spreadsheet, located at the bottom of the screen					
Rapid Re-Housing - Financial Assistance		Original Budget	Added	*Removed	Revised Budget
Security Deposits (up to 2 months)	\$ 5,000.00	\$1,000			6,000.00
Last Month's rent					-
Utility Deposit					-
Utility Payments (up to 4 months including arrears)	\$ 10,000.00		\$ (1,000.00)		9,000.00
Utility Arrears (up to 4 months)					-
TOTAL	\$ 15,000.00	\$ 1,000.00	\$ (1,000.00)		\$ 15,000.00
Homeless Prevention - Financial Assistance		Original Budget	Added	*Removed	Revised Budget
Security Deposits (up to 2 months)					-
Last Month's rent					-
Utility Deposit					-
Utility Payments (up to 4 months including arrears)	\$ 10,000.00				10,000.00
Utility Arrears (up to 4 months)	\$ 5,000.00				5,000.00
TOTAL	\$ 15,000.00	\$ -	\$ -		\$ 15,000.00
Rapid Re-Housing - Rental Assistance		Original Budget	Added	*Removed	Revised Budget
Rental Assistance (up to 4 months' rent)	\$ 8,000.00				8,000.00
Rent Arrears (up to 4 months)	\$ 3,000.00				3,000.00
TOTAL	\$ 11,000.00	\$ -	\$ -		\$ 11,000.00
Homeless Prevention - Rental Assistance		Original Budget	Added	*Removed	Revised Budget
Rental Assistance (up to 4 months rent)	\$2,000				2,000.00
Rent Arrears (up to 4 months)	\$ 2,000.00				2,000.00
TOTAL	\$ 4,000.00	\$ -	\$ -		\$ 4,000.00
Administration		Original Budget	Added	*Removed	Revised Budget
Admin	\$ 5,000.00				5,000.00
TOTAL	\$ 5,000.00	\$ -	\$ -		\$ 5,000.00
Total Budget:					\$50,000.00

Step 11: Save your Budget Modification Form and send it via email to the **TANF Analyst**.