

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 <u>Budget Modification Form</u> located on the <u>IHCDA</u> <u>TANF Website</u>.

This is what the spreadsheet should look like:

24-25 TA	NF Short-Term	RRH/HP B	udget Modificatio	n Form			
		Subrecipient	<u>t</u>				
Award Number	Award Amount		Modification Request Date				
*Type "-" (minus sign)	before all numbers	s in Removed	l column to allow for a	curate calculation.			
<u>Instructions</u> on how to complete the budget mod	ification form can b	e found on th	e second tab of this sp	eadsheet, located at the bottom of the screen.			
A budget modification <u>example</u>	is located on the t	hird tab of thi	s 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)				Ş	-		
Last Month's Rent				\$	-		
				\$	-		
Utility Payments (up to 4 months including arrears)	+			>	-		
Utility Arrears (up to 4 months)				>	-		
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			*0 1				
Homeless Prevention - Financial Assistance	Original Budget	Added	*Removed	Kevised Budget			
Security Deposits (up to 2 months)				>	-		
Last Month's Rent				> c			
Utility Deposit	·			2 6	-		
Utility Arrans (up to 4 months)				2 6	-		
ounty Arrears (up to 4 months)	¢	c .	¢	<u>ү</u>			
		ş -	3 -	\$	-		
Panid Po Houring - Pontal Arristance	Original Rudget	Addad	*Domourad	Povised Budget			
Pantal Assistance (up to 4 months sont)	Unginal budget	Added	Removed	c nevised budget			
Pant Assossance (up to 4 months rent)				2 6	-		
Kent Arrears (up to 4 months)	0	0	6	2 0			
IOIA	- ș -	ş -	3 -	>	-		
Homoloss Brownstian Rontal Assistance	Original Rudget	Addad	*Domovod	Poviced Budget			
Pental Assistance (up to 4 months rent)	Original budget	Added	Kelhoved	¢			
Pent Arrears (up to 4 months)				2 6			
	¢	c	¢	2 C			
TOTAL		ş -	3 -	Ş	-		
Administration	Original Budget	Added	*Removed	Revised Budget			
Admin	ongina buuget	naaca	Removed	nersea baagee			
TOTA	s -	s -	s -	s	-		
	Ŧ	T	Ŧ	, T			
			Total Budget:	\$0.00			
Signature of Chief Executive Officer	Date App	roved					
IHCDA 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		
Signature of Chief Executive Officer		Date Approved
IHCDA Approval:		
	Date:	DMC change Initial
TANF Budget Mod	ification Form	Budget Mod Instructions Budget Mod Example
-0-		

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.



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



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.

TA	NF S	hor	t-Term RRH	/HP Budg	get N	Aodification Fo	orm		
			Example Ag	ency of Mai	rion C	ounty			
			S	ubrecipien	t				
TANFRR-024-01		\$	50,000.00				6/1	/24	
Award number		Aw	ard Amount	Modification Request Date					
*Type "-" (minus si	ign) be	efore	all numbers in	n Removed	d colu	ımn to allow for a	occurate calculat	ion.	
Instructions on how to complete the budge	modif	icatio	on from can be	found on th	ne sec	ond tab of this spr	eadsheet, located	d at the bottom of the scr	een
A budget modification exa	mple	is loc	ated on the thi	rd tab of th	is spre	eadsheet, located	at the bottom of	the screen	
Rapid Re-Housing - Financial Assistance		Orig	ginal 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 arrears)		\$	10,000.00				\$		10,000.00
Utility Arrears (up to 4 months)							\$		-
1	TOT. L	\$	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 arrers)		\$	10,000.00				\$		10,000.00
Utility Arrears (up to 4 months)		\$	5,000.00				\$		5,000.00
T	TOT. L	\$	15,000.00	-	\$	-	\$		15,000.00
Rapid Re-Housing - Rental Assistance		Orig	ginal Budget	Added		*Removed		Revised Budget	
Rental Assistance (up to 4 month's rent)		\$	8,000.00				\$		8,000.00
Rent Arrears (up to 4 months)		\$	3,000.00				\$		3,000.00
	TOT, L	\$	11,000.00	-	\$	-	\$		11,000.00
Homeless Prevention - Rental Assistance		Orig	ginal 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
T	TOT. L	\$	4,000.00	-	\$	-	\$		4,000.00
Administration	_	Orig	rinal Rudgot	Addod		*Pomovod		Povisod Pudgot	
Admin		c c	5 000 00	Added		Kenioveu	ć	neviseu buuget	5 000 00
Admin	TOT	ې د	5,000.00		ć		ې د		5,000.00
		?	3,000.00		3	-	4		3,000.00
						Total Budgot:		ŚĘ0 000 00	
						rotal buuget:		300,000.00	

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 S	hor	t-Term RR	Н/НР В	H/HP Budget Modification Form						
			Example	gency of Marion County							
			Subrecij	Subreci <mark>n</mark> ient							
TANFRR-024-01		\$	50,000.00		6/1/24						
Award number		Aw	ard Amount			Modification Request Date					
A*	mount e	ntere	ed does not (equal the	sum	of the amounts listed in	n 'Revised Budget' column.				
*Type "-" (minus	s sign) be	efore	all number	s in Rem	oved	column to allow for a	ccurate calculation.				
Instructions on how to complete the budg	ge modif	icatio	on from can b	oe found	n the	e second tab of this spr	eadsheet, located at the botto	m of the screen			
A budget modification e	xample	is loc	ated on the	third tab	f this	s spreadsheet, located	at the bottom of the screen				
Rapid Re-Housing - Financial Assistance		Orig	ginal Budget	Adde	d	*Removed	Revised E	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		_		\$	10,000.00			
Utility Arrears (up to 4 months)							\$	-			
	TOTAL	\$	15,000.00	\$ 1,000	0.00	\$ -	\$	16,000.00			
Homeless Prevention - Financial Assistance		Orig	ginal Budget	Adde	d	*Removed	Revised I	Budget			
Security Deposits (up to 2 months)							\$	-			
Last Month's rent					_		\$	-			
Utility Deposit					_		\$	-			
Utility Payments (up to 4 months including arrers)		\$	10,000.00				\$	10,000.00			
Utility Arrears (up to 4 months)		\$	5,000.00		_		\$	5,000.00			
	TOTAL	\$	15,000.00	\$	-	ş -	\$	15,000.00			
Rapid Re-Housing - Rental Assistance		Orig	ginal Budget	Adde	d	*Removed	Revised E	Budget			
Rental Assistance (up to 4 month's rent)		\$	8,000.00				\$	8,000.00			
Rent Arrears (up to 4 months)		\$	3,000.00		_		\$	3,000.00			
	TOTAL	\$	11,000.00	\$	-	ş -	\$	11,000.00			
Homeless Prevention - Rental Assistance		Orig	ginal Budget	Adde	d	*Removed	Revised I	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	Ş	4,000.00	\$	-	ş -	\$	4,000.00			
Administration		Orig	ginal Budget	Adde	d	*Removed	Revised I	Budget			
Admin		\$	5,000.00				\$	5,000.00			
	TOTAL	\$	5,000.00	\$	-	\$-	\$	5,000.00			
						Total Budget:	\$51,00	0.00			

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	Sho	rt-Term RR	H/HP Budg	et	Modification o	rm			
		Example A	Agency of Mar	ion	County				
			Subrecipient						
TANFRR-024-01		\$50,000.00				6/1/24			
Award number	A	ward Amount			Modification Request Date				
*Type "-" (minus sign)	befor	e all numbers	s in Removed	со	lumn to allow f <mark>o</mark> r ad	ccurate calculation.			
Instructions on how to complete the budge mod	lificati	ion from can b	e found on th	e se	cond tab of this spre	adsheet, located at the bottom of the screen			
A budget modification examp	e is lo	cated on the t	third tab of thi	s sp	readsheet, located a	t the bottom of the screen			
Rapid Re-Housing - Financial Assistance	Or	iginal 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)						-			
τοτ	AL \$	15,000.00	\$ 1,000.00	\$	(1,000.00)	15,000.00			
Homeless Prevention - Financial Assistance	Or	iginal Budget	Added		*Removed	Revised Budget			
Security Deposits (up to 2 months)						-			
Last Month's rent						-			
Utility Deposit						-			
Utility Payments (up to 4 months including arrers)	\$	10,000.00				10,000.00			
Utility Arrears (up to 4 months)	\$	5,000.00				5,000.00			
τοτ	AL \$	15,000.00	\$-	\$	-	15,000.00			
Rapid Re-Housing - Rental Assistance	Or	iginal Budget	Added		*Removed	Revised Budget			
Rental Assistance (up to 4 month's rent)	\$	8,000.00				8,000.00			
Rent Arrears (up to 4 months)	\$	3,000.00				3,000.00			
τοτλ	AL \$	11,000.00	\$ -	\$	-	11,000.00			
Homeless Prevention - Rental Assistance	Or	iginal 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			
τοτ	AL \$	4,000.00	\$ -	\$	-	4,000.00			
						-			
Administration	Or	iginal Budget	Added		*Removed	Revised Budget			
Admin	\$	5,000.00				5,000.00			
τοτλ	۱L \$	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 S	hor	t-Term RR	H/	HP Budg	et N	Aodification Fo	rm			
		Example A	٩ge	ncy of Mari	on C	ounty				
			5 u	ion cinient						
TANFRR-024-01	\$	50,000.00)—	6/1/24				
Award number	Аи	vard Amount					Mo	dification Request Date		
*Type "-" (minus sign) be	efore	e all numbers	in .	Removed	colu	imn to allow for a	curate	calculation.		
Instructions on how to complete the budge modif	icatio	on from can b	e fo	ound on the	e sec	ond tab of this spre	adshe	et, located at the bottom of the screen		
A budget modification example	is loc	cated on the t	hir	d tab of thi	s spr	eadsheet, located a	t the b	ottom of the screen		
Rapid Re-Housing - Financial Assistance	Ori	ginal 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	Ori	ginal Budget		Added		*Removed		Revised Budget		
Security Deposits (up to 2 months)							\$		-	
Last Month's rent							\$		-	
Utility Deposit							\$		-	
Utility Payments (up to 4 months including arrers)	\$	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	Ori	ginal Budget		Added		*Removed		Revised Budget		
Rental Assistance (up to 4 month's 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	Orig	ginal Budget		Added		*Removed		Revised Budget		
Rental Assistance (up to 4 months rent)		\$2,000					Ś		2,000.00	
Rent Arrears (up to 4 months)	Ś	2.000.00					Ś		2.000.00	
TOTAL	Ś	4.000.00	Ś	-	Ś	-	Ś		4.000.00	
		.,							.,	
						**				
Administration	Orig	ginal Budget		Added		Removed	ć	Revised Budget	E 000 00	
Aumin	Ş ¢	5,000.00			ć		\$ 6		5,000.00	
IOIAL	ş	5,000.00	Ş	-	ş	-	ş		5,000.00	
						Total Budget:	_	\$50.000.00		
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Step 11: Save your Budget Modification Form and send it via email to the **TANF Analyst**.