

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 [IHCD 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
Rapid Re-Housing - Financial Assistance			
Original Budget Amount	Added	Removed	Revised Budget Amount
			\$ -
Rapid Re-Housing - Rental Assistance			
Original Budget Amount	Added	Removed	Revised Budget Amount
			\$ -
Rapid Re-Housing - Financial Services			
Original Budget Amount	Added	Removed	Revised Budget Amount
			\$ -
Homeless Prevention - Financial Assistance			
Original Budget Amount	Added	Removed	Revised Budget Amount
			\$ -
Homeless Prevention - Rental Assistance			
Original Budget Amount	Added	Removed	Revised Budget Amount
			\$ -
Homeless Prevention - Financial Services			
Original Budget Amount	Added	Removed	Revised Budget Amount
			\$ -
Administration			
Original Budget Amount	Added	Removed	Revised Budget Amount
			\$ -
TOTAL BUDGET			\$ -
Signature of CEO/ED		Date Approved	
IHCD Approval:			
	Date Approved	DMS Change Initial	

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

24-25 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 IHCD.

24-25 TANF Short-Term RRH/HP Budget Modification Form			
Example Agency of Marion County			
Subrecipient			
TANFRRHP-023-45			
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.

24-25 TANF Short-Term RRH/HP Budget Modification Form			
Example Agency of Marion County			
Subrecipient			
TANFRRHP-023-45		\$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.

24-25 TANF Short-Term RRH/HP Budget Modification Form			
Example Agency of Marion County			
Subrecipient			
TANFRRHP-023-45		\$50,000.00	10/25/2024
Award Number		Award Amount	Modification Request Date

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

Your “Original Budget” numbers are the \$ amounts from your original, approved budget at the beginning of the program year. If you do not have funds in a specific line item, leave it blank.

24-25 TANF Short-Term RRH/HP Budget Modification Form			
Example Agency of Marion County			
Subrecipient			
TANFRRHP-023-45	\$50,000.00	10/25/2024	
Award Number	Award Amount	Modification Request Date	
Rapid Re-Housing - Financial Assistance			
Original Budget Amount	Added	Removed	Revised Budget Amount
\$ 5,000.00			\$ 5,000.00
Rapid Re-Housing - Rental Assistance			
Original Budget Amount	Added	Removed	Revised Budget Amount
\$ 10,000.00			\$ 10,000.00
Rapid Re-Housing - Financial Services			
Original Budget Amount	Added	Removed	Revised Budget Amount
\$ 20,000.00			\$ 20,000.00
Homeless Prevention - Financial Assistance			
Original Budget Amount	Added	Removed	Revised Budget Amount
			\$ -
Homeless Prevention - Rental Assistance			
Original Budget Amount	Added	Removed	Revised Budget Amount
\$ 10,000.00			\$ 10,000.00
Homeless Prevention - Financial Services			
Original Budget Amount	Added	Removed	Revised Budget Amount
			\$ -
Administration			
Original Budget Amount	Added	Removed	Revised Budget Amount
\$ 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 \$2,000 to Rapid Re-Housing Financial Services. To do this, I would type \$2,000 under the “Added” column within the Rapid Re-Housing – Financial Services section.

24-25 TANF Short-Term RRH/HP Budget Modification Form			
Example Agency of Marion County			
TANFRRHP-023-45	Subreceipt		10/25/2024
Award Number	\$50,000.00	Award Amount	Modification Request Date
Rapid Re-Housing - Financial Assistance			
Original Budget Amount	Added	Removed	Revised Budget Amount
\$ 5,000.00			\$ 5,000.00
Rapid Re-Housing - Rental Assistance			
Original Budget Amount	Added	Removed	Revised Budget Amount
\$ 10,000.00			\$ 10,000.00
Rapid Re-Housing - Financial Services			
Original Budget Amount	Added	Removed	Revised Budget Amount
\$ 20,000.00	\$ 2,000.00		\$ 22,000.00
Homeless Prevention - Financial Assistance			
Original Budget Amount	Added	Removed	Revised Budget Amount
			\$ -
Homeless Prevention - Rental Assistance			
Original Budget Amount	Added	Removed	Revised Budget Amount
\$ 10,000.00			\$ 10,000.00
Homeless Prevention - Financial Services			
Original Budget Amount	Added	Removed	Revised Budget Amount
			\$ -
Administration			
Original Budget Amount	Added	Removed	Revised Budget Amount
\$ 5,000.00			\$ 5,000.00
TOTAL BUDGET			\$ 52,000.00

Complete Step 7 for **every** program component you would like to add money to.

****Note:** You will see your “Total Budget” amount increase. This will be corrected once you complete Step 8.

Step 8: Fill out the “**Removed**” Column.

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

- **Example:** I added \$2,000 to my Rapid Re-Housing – Financial Services in the previous step. Now I must remove \$2,000 from another program component. I want to remove it from Rapid Re-Housing Rental Assistance.

To do this, I will type “-2,000” under the “**Removed**” column within the Rapid Re-Housing – Rental Assistance section.

24-25 TANF Short-Term RRH/HP Budget Modification Form				
Example Agency of Marion County				
TANFRRHP-023-45		Subrecipient		10/25/2024
Award Number		Award Amount		Modification Request Date
Rapid Re-Housing - Financial Assistance				
Original Budget Amount	Added	Removed	Revised Budget Amount	
\$ 5,000.00			\$ 5,000.00	
Rapid Re-Housing - Rental Assistance				
Original Budget Amount	Added	Removed	Revised Budget Amount	
\$ 10,000.00		\$ (2,000.00)	\$ 8,000.00	
Rapid Re-Housing - Financial Services				
Original Budget Amount	Added	Removed	Revised Budget Amount	
\$ 20,000.00	\$ 2,000.00		\$ 22,000.00	
Homeless Prevention - Financial Assistance				
Original Budget Amount	Added	Removed	Revised Budget Amount	
			\$ -	
Homeless Prevention - Rental Assistance				
Original Budget Amount	Added	Removed	Revised Budget Amount	
\$ 10,000.00			\$ 10,000.00	
Homeless Prevention - Financial Services				
Original Budget Amount	Added	Removed	Revised Budget Amount	
			\$ -	
Administration				
Original Budget Amount	Added	Removed	Revised Budget Amount	
\$ 5,000.00			\$ 5,000.00	
TOTAL BUDGET			\$ 50,000.00	

****Note:** 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** program component that you need to remove money from.

Step 9: Check your Revised Budget

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

24-25 TANF Short-Term RRH/HP Budget Modification Form				
Example Agency of Marion County				
Subrecipient				
TANFRRHP-023-45		\$50,000.00		10/25/2024
Award Number		Award Amount		Modification Request Date
Rapid Re-Housing - Financial Assistance				
Original Budget Amount	Added	Removed	Revised Budget Amount	
\$ 5,000.00			\$ 5,000.00	
Rapid Re-Housing - Rental Assistance				
Original Budget Amount	Added	Removed	Revised Budget Amount	
\$ 10,000.00		\$ (2,000.00)	\$ 8,000.00	
Rapid Re-Housing - Financial Services				
Original Budget Amount	Added	Removed	Revised Budget Amount	
\$ 20,000.00	\$ 2,000.00		\$ 22,000.00	
Homeless Prevention - Financial Assistance				
Original Budget Amount	Added	Removed	Revised Budget Amount	
			\$ -	
Homeless Prevention - Rental Assistance				
Original Budget Amount	Added	Removed	Revised Budget Amount	
\$ 10,000.00			\$ 10,000.00	
Homeless Prevention - Financial Services				
Original Budget Amount	Added	Removed	Revised Budget Amount	
			\$ -	
Administration				
Original Budget Amount	Added	Removed	Revised Budget Amount	
\$ 5,000.00			\$ 5,000.00	
TOTAL BUDGET			\$ 50,000.00	

Step 10: Check your Total Budget

Your revised budget total should still equal your Original Award Amount. If these two \$ amounts do not match, check to make sure you have entered the correct \$ amounts in all of your columns.

24-25 TANF Short-Term RRH/HP Budget Modification Form			
Example Agency of Marion County			
Subrecipient			
TANFRRHP-023-45	\$50,000.00		10/25/2024
Award Number	Award Amount		Modification Request Date
Rapid Re-Housing - Financial Assistance			
Original Budget Amount	Added	Removed	Revised Budget Amount
\$ 5,000.00			\$ 5,000.00
Rapid Re-Housing - Rental Assistance			
Original Budget Amount	Added	Removed	Revised Budget Amount
\$ 10,000.00		\$ (2,000.00)	\$ 8,000.00
Rapid Re-Housing - Financial Services			
Original Budget Amount	Added	Removed	Revised Budget Amount
\$ 20,000.00	\$ 2,000.00		\$ 22,000.00
Homeless Prevention - Financial Assistance			
Original Budget Amount	Added	Removed	Revised Budget Amount
			\$ -
Homeless Prevention - Rental Assistance			
Original Budget Amount	Added	Removed	Revised Budget Amount
\$ 10,000.00			\$ 10,000.00
Homeless Prevention - Financial Services			
Original Budget Amount	Added	Removed	Revised Budget Amount
			\$ -
Administration			
Original Budget Amount	Added	Removed	Revised Budget Amount
\$ 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**.