

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 **IHCDA TANF Website**.

This is what the spreadsheet should look like:

2	4-25 TANF Sh	ort-Tern	n RRH/HP I	Budget	Modificat	ion Form	
		_	Subrecipeir	nt		_	
Award Number			Award Amary	- +	_	Madifi	action Request Data
Award Number			Award Amou	n		Modifi	cation nequest Date
		Rapid Re-Ho	ousing - Finan	cial Assist	ance		
Original Budget Amo	ount /	dded	Rem	oved		Revised Bu	dget Amount
					\$		-
		Rapid Re-	Housing - Ren	tal Assita	nce		
Original Budget Amo	ount /	\dded	Rem	oved		Revised Bu	dget Amount
					\$		-
		Rapid Re-H	lousing - Fina	ncial Servi	ices		
Original Budget Amo	ount /	\dded	Rem	oved		Revised Bu	dget Amount
					\$		-
Original Devices Arres	H	omeless Pr	evention - Fin	ancial Ass	sitance	De de l D	dates Arranges
Original Budget Amo	ount /	dded	Kem	oved	¢	Revised Bu	dget Amount
					¢		-
		lomoloco D	Provention P	antal Acci	tanaa		
Original Budget Am	ount /	Idded	Rem	oved	lance	Revised Bu	driet Amount
Onginar budger Am		uueu	Ren	oveu	\$	nevised bu	ugerAnount
					Ψ		_
	н	omeless P	revention - Fir	nancial Se	rvices		
Original Budget Amo	ount /	dded	Rem	oved	1	Revised Bu	dget Amount
					\$		-
					1		
			Administrati	on			
Original Budget Amo	ount /	\dded	Rem	oved		Revised Bu	dget Amount
					\$		-
			TOTAL	BUDGET	\$		-
			_			_	
Signature of CEO/ED				Date App	roved		
INCUA Approval:	ata Annecus d	_	DMCChar	ro Initial	_		
D	ate Approved		DHS Chan	ge initial			



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

24-25 TANF Short-Term BRH/HP Budget Modification Form							
Example Agency of Marion County							
	Subrecipeint						
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.

24-25 TANF Short-Term RRH/HP Budget Modification Form					
Example Agency of Marion County					
	Subrecipeint				
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						
	Subrecipeint					
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							
	Subrecipeint						
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 specifc line item, leave it blank.

24-25 TAN	IF Short-Term	RRH/HP Budget	Modification Form		
	Example A	Subreein eint	ty		
TANERRUR 000 45	\$50,000,00		10/05/0004		
Award Number		ward Amount	Madifia	10/20/2024	
Award Number	^	ward Amount	Modific	ation nequest Date	
	Rapid Re-Hou	using - Financial Assist	ance		
Original Budget Amount	Added	Removed	Revised Bud	lget Amount	
\$ 5.000.00			\$	5.000.00	
			Ŧ	-,	
	Rapid Re-H	ousing - Rental Assita	nce		
Original Budget Amount	Added	Removed	Revised Bud	lget Amount	
\$ 10,000.00			\$	10,000.00	
	Rapid Re-Ho	ousing - Financial Serv	ices		
Original Budget Amount	Added	Removed	Revised Budget Amount		
\$ 20,000.00			\$	20,000.00	
Homeless Prevention - Financial Assitance					
Original Budget Amount	Added	Removed	Revised Bud	lget Amount	
			\$	-	
	Homeless Pre	evention - Rental Assi	tance		
Original Budget Amount	Added	Removed	Revised Buc	lget Amount	
\$ 10,000.00			\$	10,000.00	
	Homeless Pre	vention - Financial Se	rvices		
Original Budget Amount	Added	Removed	Revised Budget Amount		
			\$	-	
	1	Administration			
Original Budget Amount	Added	Removed	Revised Bud	lget Amount	
\$ 5,000.00			\$	5,000.00	
			¢	50 000 00	
		TOTAL BUDGET	φ	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 T	ANE Short Torm D		Madification Form					
24-23	Example Agency of Marion County							
	Example Ag	ubrecipeint	ity					
	¢	50 000 00	10/25/2024					
Award Number	φ Δια	ard mount	Modification Request Date					
Award Number		ard mount	Modification nequest Date					
	Rapid Re-Hou	ing - Financial Assist	tance					
Original Budget Amount	Added	Removed	Revised Budget Amount					
\$ 5,000.00		1	\$ 5,000.00					
	Rapid Re-Ho	using - Rental Assita	nce					
Original Budget Amount	Added	Removed	Revised Budget Amount					
\$ 10,000.00			\$ 10,000.00					
	Rapid Re Ho	sing - Financial Serv	ices					
Original Budget Amount	Added	Removed	Revised Budget Amount					
\$ 20,000.00	\$ 2,000.00		\$ 22,000.00					
	Homeless Prev	ention - Financial Ass	sitance					
Original Budget Amount	Added	Removed	Revised Budget Amount					
			\$ -					
	Homeless Pre	ention - Rental Assi	tance					
Original Budget Amount	Added	Removed	Revised Budget Amount					
\$ 10,000.00			\$ 10,000.00					
	Homeless Pre	ention - Financial Se	rvices					
Original Budget Amount	Added	Removed	Revised Budget Amount					
			\$ -					
	/ ·	Iministration						
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 T	ANF S	hort-Term	RRH/H	P Budget M	Iodification Form		
			Example/	Agency of I	Marion Count	у		
				Subrecip	eint		_	
	TANFRRHP-023-45			\$50,000.	00	10/25/2024		
	Award Number		ŀ	Award Amo	ount	Modification Request Date	_	
			Rapid Re-Ho	sing - Fin	ancial Assista	i ce		
	Original Budget Amount		Added	Re	emoved	Revised Budget Amount		
\$	5,000.00					\$ 5,000.0	00	
							_	
			Rapid Re-H	using - R	ental Assitzn			
	Original Budget Amount		Added	Re	emoved	Revised Budget Amount	_	
\$	10,000.00			\$	(2,000.00)	\$ 8,000.0	00	
_							_	
			Rapid Re-H	using - Fi	nancial Servio	s	_	
	Original Budget Amount		Added	Re	emoved	Revised Budget Amount		
\$	20,000.00	\$	2,000.00			\$ 22,000.0	00	
							_	
		ł	Homeless Pre	ention - I	Financial Assi	ince		
	Original Budget Amount		Added	Removed		Revised Budget Amount		
						\$ -		
			Homeless Pr	vention	Rental Assita	alice		
	Original Budget Amount		Added	Re	emoved	Revised Budget Amount		
\$	10,000.00					\$ 10,000.0)0	
			Homeless Pre	vention -	Financial Ser	ces		
Original Budget Amount			Added	Re	emoved	Revised Budget Amount		
						\$ -		
				dministr	ation			
Original Budget Amount			Added	Re	emoved	Revised Budget Amount		
\$	5,000.00					\$ 5,000.0	00	
				TOTA	L BUDGET	\$ 50,000.0	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						
		Subrecipeint				
TANFRRHP-023-45		\$50,000.00	10/25/2024			
Award Number	A	ward Amount	Modification Request Date			
Rapid Re-Housing - Financial Assist			nce			
Original Budget Amount	Added	Removed	Revised Budget Amount			
\$ 5,000.00			\$ 5,000.00			
	Rapid Re-Ho	ousing - Rental Assitar				
Original Budget Amount	Added	Removed	Revised Budget Amount			
\$ 10,000.00		\$ (2,000.00)	\$ 8,000.00			
	Rapid Re-Ho	using - Financial Servi	es			
Original Budget Amount	Added	Removed	Revised Budget Amount			
\$ 20,000.00	\$ 2,000.00		\$ 22,000.00			
	U D	The second second				
Original Rudget Amount	Homeless Prevention - Financial Ass		ance			
Original Budget Amount	Added	Removed	e Revised Budget Amount			
			э			
	Hamalaca Dra	wantion Pontal Accit				
Original Budget Amount	Added	Removed	Revised Budget Amount			
\$ 10,000,00	Added	nemoveu	\$ 10,000,00			
φ 10,000.00			φ <u>10,000.00</u>			
	Homeless Drey	vention - Financial Se	licas			
Original Budget Amount	Added	Removed	Revised Budget Amount			
onginarbadgerrinbant	nadoa		\$ -			
			*			
	A	dministration				
Original Budget Amount	Added	Removed	Revised Budget Amount			
\$ 5,000.00			\$ 5.000.00			
-,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			÷ 0,000,000			
		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 T/	ANF Short-Term	RRH/HP Budget N	1odification Form	
		Example P	Subsceineint	y	
	TANFRRHP-023-45		\$50,000.00	10/25/2024	
	Award Number	A	ward Amount	Modification Request Date	
		Rapid Re-Hou	ising - Financial Assista	ance	
+	Original Budget Amount	Added	Removed	Revised Budget Amount	
\$	5,000.00			\$ 5,000.00	
		Dentil De H	Dent I Arethe		
	Original Budget Amount	Kapid Ke-He	ousing - Kental Assitan	Ce Pavised Budget Amount	
¢	10 000 00	Added	¢ (2,000,00)	t e evised budget Amount	
φ	10,000.00		φ (2,000.00)	\$ 8,000.00	
		Rapid Re-Ho	using - Financial Servi	ces	
	Original Budget Amount	Added	Removed	Revised Budget Amount	
\$	20.000.00	\$ 2.000.00		\$ 22,000.00	
		Homeless Pres	vention - Financial Ass	itance	
	Original Budget Amount	Added	Removed	Revised Budget Amount	
				\$-	
		Homeless Pre	evention - Rental Assit	ance	
	Original Budget Amount	Added	Removed	Revised Budget Amount	
\$	10,000.00			\$ 10,000.00	
	Original Durdent Amount	Homeless Pre	vention - Financial Ser	Vices	
	Original Budget Amount	Added	Removed	Revised Budget Amount	
				ъ -	
			Administration		
Original Budget Amount		Added	Removed	Revised Budget Amount	
\$	5.000.00	radou	nonoved	\$ 5.000.00	
Ψ	0,000.00			+ 0,000,00	
			TOTAL BUDGET	\$ 50.000.00	
				+	

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