**[CoC] Homeless System Analysis**

Provider Instructions for Project Budget Data Request

[date]

[CoC] is completing an in-depth analysis of homeless projects in [city]. This analysis will use data from a variety of sources to better understand system and project type performance in relation to the investments currently being made to address homelessness. The goal of the analysis is to inform the community about the extent to which homeless projects in [city] are helping to end the homelessness of individuals and families served.

Most performance data will come from the Homeless Management Information System (HMIS). In order to analyze cost effectiveness of system components, budget information for individual projects must also be collected. In this context, we use the term “budget” to refer to the project’s total operating budget for the most recently completed budgeting period. In other words, if someone wanted to recreate your project(s), how much would they need annually to operate the project? The budget data needed is at a very high level and includes only the total planned budget by revenue source (HUD, ESG, Other Public Funds, Private Funds); we do not need budget down to individual line items.

The attached Excel spreadsheet is designed to collect budget information about all of your agency’s projects included in the Housing Inventory Count (HIC). Information is requested for each project listed on the spreadsheet, for your most recently completed budgeting period.

Once collected, budget information will be combined with usage and exit data from HMIS to determine the cost of supporting clients in shelters, transitional housing, rapid rehousing, and permanent supportive housing, and to compare the relative cost and outcomes among the various project types. For projects not entering data into HMIS, budget information will be presented as part of the overall cost of your community's homeless system.

The spreadsheet has five tabs: One tab (green) is for project information, while four tabs (blue) are for budget information. Cells in each tab are colored yellow or grey; you may only enter information into yellow cells. Grey cells are auto-completed with information from the HIC and cannot be edited. If any of the information in the grey cells is wrong, please note the mistake and correct information in the column labeled “Notes, Corrections, etc.”

The project’s total budget should be equal to the sum of all revenue sources. The “Total Budget” cell will be red until the sum of the sources is equal to the total you entered. If total budget cell remains red after you have entered all revenue sources, please correct the project budget information before proceeding!

After you complete the worksheet, please save it with your agency’s name in the title as follows: “Budget\_ExcelTemplate\_[AgencyName]”. The Excel worksheet should then be sent to [Contact person (email)] who will review the data.

**Project Information Tab**

Begin on the green tab titled “Project Information”. Choose your organization’s name from the yellow drop-down menu. Rows will automatically populate with information on projects operated by your organization (note that the Excel file may “think” for up to 15 seconds, especially if you are a provider with more than one or two projects). The provider name, project name(s), and associated project type(s) will appear in grey cells in columns C, D, and E, respectively. This list comes from your community's most recent HIC. If homeless projects you operate are missing from this list please note this two ways: (1) make a comment in the budget template; and (2) include a note in your transmittal email listing the project names, type, and capacity.

Project Sub Type: Project type (shelter, transitional, etc.) is in the sheet in Column E, but you need to select the appropriate sub-type (i.e. scattered site, congregate, etc.) from the drop-down menu. When you click in the cell, a drop-down menu appears to aid in the selection of the project sub-type. Additional information on the project can be entered in the notes column – if you are unclear as to the sub-type of a project, please provide detailed notes on the project in the notes column.

**Budget Information Tabs (ES, TH, RRH, PSH)**

After completing the Project Information tab, continue to the blue “Budget Information” tabs. These tabs should have some information already in them based on entries in the previous page, and it is here that you enter capacity and budget information by project type. Tabs only pre-populate based on the project types you operate (e.g., if you do not operate Transitional Housing projects the Budget Information TH tab will be blank).

Further, budgets need to be project specific. Therefore, if you operate two separate shelter projects, they will show as two rows in the Budget Information ES tab, and you will complete the budget information separately for each of the projects. (Please note that Safe Haven projects are included on the Budget Information ES tab and Other Permanent Housing projects are included on the Budget Information PSH tab).

Capacity from the HIC is prepopulated in the grey cells following project type. If the project has a pre-populated capacity that you believe is not accurate, please make note of this in the notes column by indicating what the capacity should be. Please remember that the capacity should reflect what it was in January of [year].

The total annual project budget covers all costs including overhead and administration attributable to a specific project. The specific budget components requested are:

*Total Project Budget*. Please enter the total annual project budget amount, inclusive of all project costs and all private and public funding sources. If the sum of the budget parts entered does not equal the total budget entered, the total budget cell will be red indicating that an error has been made.

*HUD CoC Grant.* Please enter the amount of HUD funding budgeted from the CoC in the most recent award year, inclusive of administrative costs allowed by HUD. Note that this amount does not include other HUD funding (ESG, HOME, CDBG, HOPWA, HCV (Section 8), etc.) or any match.

*ESG Grant.* Please enter the total amount of HUD funding budgeted from the Emergency Solutions Grant (ESG), if any. Note that this amount should not include other HUD funding (CoC, HOME, CDBG, HOPWA, HCV (Section 8), etc.) or any match.

*Other Public Funds*. Please enter the total public dollars budgeted from all other sources, exclusive of CoC and ESG awards for the project. This column should include any local funding (general funds, local bond monies, behavioral health funds, etc.), state funding (State HOME, etc.) or federal funding (PATH, entitlement HOME, etc.) that is specifically allocated to the project. If your project has dedicated Veteran’s beds, please include any VA or other Veterans funding.

*Private Funds*. Please enter the total amount of private dollars from any source budgeted for the project. This should include donations, foundation dollars, and any other grants from private sources. If your organization also receives in kind donations, only include the value of these donations if they are included in your annual operating budget.

*Notes, Corrections, etc*. Use this column to enter any changes to grey cells or anything else that Focus Strategies should know about the project budget.

*Housing vs Services Budgets for Rapid Rehousing and Permanent Supportive Housing.* These project types include housing/rental assistance and services which may be provided by different agencies. In order to represent all costs for homeless projects, services and housing budgets must be collected for each project. Your agency may not be able to report budget figures for both aspects of operating the project (services or housing/rental assistance). Please indicate which component(s) your budget represents and, if applicable, which agency(s) can provide the remaining budget information.