

**4. Project Budget**

Proposed Activities	SHP Request	Applicant Cash	Total Budget (Col. 1 + Col. 2)
1. Real Property Leasing			
2. Supportive Services	*		
3. Operations	**		
4. HMIS	*		
5. SHP Request (subtotal lines 1 through 4)			
6. Administrative Costs (up to 5% of line 5)	***		
7. Total SHP Request (total lines 5 and 6)			

\* By law, SHP funds can be no more than 80% of the **total** supportive services and HMIS budget.

\*\* By law, SHP can pay no more than 75% of the **total** operations budget.

\*\*\* Applicants may request up to 5% of each project award for administrative costs, such as accounting for the use of the grant funds, preparing HUD reports, obtaining audits, and other costs associated with administering the grant. *State and local government applicants* and project sponsors *must* work together to determine the plan for distributing administrative funds between applicant and project sponsor (if different).

**NOTE:** The total SHP Request on line 7 cannot exceed the dollar amount on the Priority Chart for the project.

**Section B. Supportive Services Chart – Renewal Projects**

Supportive Service Expense	Year 1	Year 2	Year 3	Total
1. Service Category: Quantity:				
2. Service Category: Quantity:				
3. Total Supportive Services Budget				
4. SHP REQUEST				
5. Selectee's Match (Line 3 minus Line 4)				

**Section C. Operating Costs Chart – Renewal Projects**

Operating Expense	Year 1	Year 2	Year 3	Total
1. Maintenance/Repair				
2. Staff (position, salary, % time, fringe benefits)				
3. Utilities				
4. Equipment (lease/buy)				
5. Supplies (quantity)				
6. Insurance				
7. Furnishings (quantity)				
8. Other Operating Costs* (amounts/ quantities)				
9. Total Operating Budget				
10. SHP REQUEST				
11. Selectee's Match (Line 9 minus line 10)				

\*If not specified, the costs will be removed from the budget.