

OMB Approval Number 2502-044
(exp. 06/30/2003)

Instructions for Completing the Service Coordinator Funding Request

Item	Discussion
Section 1: Project Information	
Items are self-explanatory. Please remember to submit a full set of information for EACH housing development included in your application.	
Section 2: Budget Information **	
(Please note: You may increase costs from year to year by no more than five percent (5%)).	
a. Personnel (Direct Labor)	<p>This section should show the labor costs for The Service Coordinators and/or aides.</p> <p>Use the hourly labor cost for salaried employees (use 2080 hours per year or the value your organization uses to perform this calculation).</p> <p>Indicate if an individual is employed by a contractor or sub-grantee.</p> <p>Do not show fringe or other indirect costs in this section.</p>
b. Fringe Benefits	Use the standard fringe rates used by your organization. You may use a single fringe rate (a percentage of the total direct labor) or list each of the individual fringe charges. Use the Total Direct Labor Cost as the base for the fringe calculation. If your organization calculates fringe benefits differently, use a different base and discuss how you calculate fringe as a comment.
c. Quality Assurance	Indicate the individuals you will use. Give the professional's title (e.g. MSW), the number of hours over the year you expect to use them, and their hourly rate. Remember that Quality Assurance is limited to program evaluation activities.
d. Construction of office space	List expenses associated with setting up a private office for the Service Coordinator. List each anticipated cost. You may incur These costs only during the first year of your program.
e. Office furniture and equipment	List start-up expenses related to furniture, computers, printers, and other office equipment. List the quantity and unit cost. These should be items you anticipate purchasing only in the first year of your program.
f. Administrative Costs (1) Direct Costs	
a. Training	Give fees and rates for appropriate training programs, to the extent known. Otherwise estimate and provide basis for the anticipated cost.
b. Travel	Provide mileage and cost estimates for use of private vehicles or public transportation; show the estimated cost of airfare required to attend training programs, and list necessary per diem rates in accordance with your organization's policies. Give travel destinations if known.
c. Supplies and Materials	List the supplies you propose to purchase. You can use an anticipated consumption rate to estimate the cost of office or other common supplies, (e. g. 1 box paper clips every 3 months). Include