

CHF FY24 eCivis Budget Helpful Tips

This is a simple guide on how to fill out an eCivis Budget if you are applying for the FY24 Consolidated Homeless Fund.

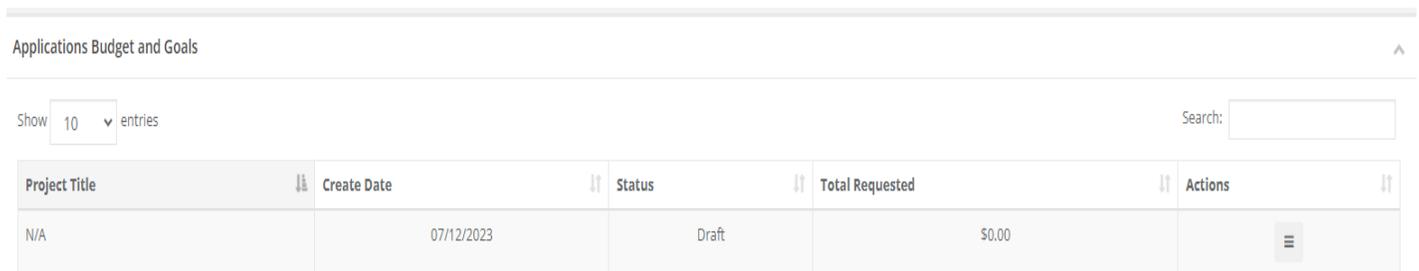
We encourage everyone to complete the excel document called “FY24 CHF Line-Item Budget and Budget Narrative” before entering information into the eCivis budget. You can access and download the excel budget by clicking on the following [link](#).

Important considerations:

- Please note that you will have to submit **BOTH** the excel document and the eCivis budget with your application.
- Please make sure your budgets are realistic and detailed.
- If your organization receives a CHF award for FY24, the budget in eCivis will be used to submit invoices/requests for reimbursements.
- Please only input the amount you are requesting from CHF funds. Do not include matching funds in the eCivis budget.

Step 1: Accessing the Budget Application

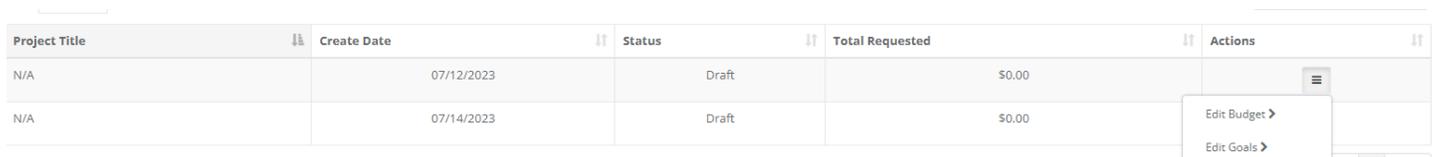
Once you complete an application you will have to scroll down to access the “Application budget.”



The screenshot shows the 'Applications Budget and Goals' interface. At the top, there is a header 'Applications Budget and Goals' with an upward arrow. Below the header, there is a 'Show' dropdown menu set to '10' entries and a 'Search:' input field. The main content is a table with the following columns: 'Project Title', 'Create Date', 'Status', 'Total Requested', and 'Actions'. The table contains one row with the following data: 'N/A', '07/12/2023', 'Draft', '\$0.00', and a small box with a hamburger menu icon in the 'Actions' column.

Project Title	Create Date	Status	Total Requested	Actions
N/A	07/12/2023	Draft	\$0.00	

To access the Budget template, go to the action's column on the far right of the screen. Click on the small box with the lines and a drop down will appear showing Edit Budget. Please note if no budget has been created you will get a message saying: “sorry, budget do not exist”, then a blanket budget template will open for your use.



The screenshot shows the 'Applications Budget and Goals' interface with a dropdown menu open in the 'Actions' column. The table has the same columns as the previous screenshot: 'Project Title', 'Create Date', 'Status', 'Total Requested', and 'Actions'. The table contains two rows: 'N/A', '07/12/2023', 'Draft', '\$0.00' and 'N/A', '07/14/2023', 'Draft', '\$0.00'. The dropdown menu in the 'Actions' column of the second row shows 'Edit Budget >' and 'Edit Goals >'.

Project Title	Create Date	Status	Total Requested	Actions
N/A	07/12/2023	Draft	\$0.00	
N/A	07/14/2023	Draft	\$0.00	

Step 2: Instructions before completing the Budget:

Please complete the following fields for each line item:

- Title
- Description
- Units
- Unit Cost

Extended cost and cost will be automatically calculated. Do not fill out the GL code. For expense categories 1-4 (program personnel, operations, program expenses, and client assistance), please keep the item type as “Direct

Cost.” For expense category 5 (indirect and admin) please select “indirect cost” if you are requesting indirect costs. Indirect costs will only be approved under category 5.

Please only input the amount you are requesting from CHF funds. Do not include matching funds in the eCivis budget.

Step 3: Complete each category

1. Program Personnel. Add each of the program personnel, if you need more lines, please click on the blue Add Row (as many as you need). Please note, you will need to fill out the Units and Unit Cost for EACH Line item. The total EXT Cost and Direct Cost fields prepopulate for you.

Personnel unit field can either be 1 unit or hourly rates. The unit cost is the cost per units (see example below). Please make sure the total annual salary & fringe benefits are calculated in the unit cost field. Units X Unit Cost= extended cost AND cost. For example, if you propose to hire a Case manager to work 1,000 hours (Units) on the project at \$30 an hour (unit cost), the total cost for that staff member will be \$30,000. (1,000 x \$30 = \$30,000).

		EXT COST	DIRECT COST	IND COST	COST SHARE
Program Personnel Totals:		\$15,290.77	\$15,290.77	\$0.00	\$0.00

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
Smith, Salle	Community Program Manager	1.00	\$3,735.53	\$3,735.53	\$3,735.53		Direct Cost
Jones, David	Community Programs & Special Projects lead	127.44	\$58.50	\$7,455.24	\$7,455.24		Direct Cost
DeSantas, John	Operations Manager	1.00	4100.	\$4,100.00	\$4,100.00		Direct Cost

[Add Row](#)

2. Operations Expenses:

Please list all operation expenses in section 2. You can add rows by clicking on the blue ADD ROW. Please note, you will need to fill out the Units and Unit Cost for EACH Line item. The total EXT Cost and Direct Cost fields prepopulate for you. Unit field can either be: 1 unit or number of months. The unit cost is the cost per unit (see example below). Units X Unit Cost= extended cost AND cost.

2. Operations Expenses

		Ext Cost	Direct Cost	Ind Cost	Cost Share
Operations Expenses Totals:		\$13,661.19	\$13,661.19	\$0.00	\$0.00

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
Rent	Rent	1.00	\$3,879.49	\$3,879.00	\$3,879.00		Direct Cost
Equipment/Furnishi	Equipment/Furnishi	1.00	\$275.01	\$275.01	\$275.01		Direct Cost
Office Expenses	Office Expenses	1.00	\$285.13	\$285.13	\$285.13		Direct Cost
Software	Software	1.00	\$2,222.00	\$2,222.00	\$2,222.00		Direct Cost
IT	IT	1.00	\$2,750.01	\$2,750.01	\$2,750.01		Direct Cost
Legal	Legal	1.00	\$3,300.00	\$3,300.00	\$3,300.00		Direct Cost
Postage	Postage	1.00	\$750.00	\$750.00	\$750.00		Direct Cost
Printing	Printing	1.00	\$200.04	\$200.04	\$200.04		Direct Cost

[Add Row](#)

3. Program Expenses:

Please list all program expenses in section 3. You can add rows by clicking on the blue ADD ROW. Please note, you will need to fill out the Units and Unit Cost for EACH Line item. The total EXT Cost and Direct Cost fields prepopulate for you. Unit field can either be 1 unit or the number of months (Units X Unit Cost= extended cost AND cost). For example, if you provide 500 meals (units) throughout the duration of the project each costing \$7 (unit costs), your total costs for food/meals is \$3,500 (500 meals X \$7 each= \$3,500).

3. Program Expenses

	Ext Cost	Direct Cost	Ind Cost	Cost Share
Program Expenses Totals:	\$8,295.95	\$8,295.95	\$0.00	\$0.00

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
HMIS Programmatic Expenses	HMIS Programmatic Expenses	1.00	\$500.00	\$500.00	\$500.00		Direct Cost
Equipment and Furnishings	Equipment and Furnishings	1.00	\$200.00	\$200.00	\$200.00		Direct Cost
Food	Food	12.00	\$150.00	\$1,800.00	\$1,800.00		Direct Cost
Supplies (necessary for the operation of the program/shelter)	Supplies (necessary for the operation of the program/shelter)	1.00	\$1,000.00	\$1,000.00	\$1,000.00		Direct Cost
Staff Travel	Staff Travel	1.00	\$295.95	\$295.95	\$295.95		Direct Cost
Program Contractual Services/Consultant	Program Contractual Services/Consultant	2.00	\$2,000.00	\$4,000.00	\$4,000.00		Direct Cost
Other Program	Other Program	1.00	\$500.00	\$500.00	\$500.00		Direct Cost

[Add Row](#)

4. Client Assistance/Expenses:

Please list all client assistance/expenses in section 4. You can add rows by clicking on the blue ADD ROW. Please note, you will need to fill out the Units and Unit Cost for EACH Line item. The total EXT Cost and Direct Cost fields prepopulate for you. Unit field can either be 1 unit or the number of months (Units X Unit Cost= extended cost AND cost). For example, if you propose to help 12 clients (units) by providing them with security deposits at \$1,200 each (unit cost), your total costs for that line item will be \$14,400 (extended cost and cost). 12 (units) X \$1,200 (unit cost) = \$14,400 (extended cost and cost).

4. Client Assistance/Expenses							
				Ext Cost	Direct Cost	Ind Cost	Cost Share
Client Assistance/Expenses Totals:				\$2,100.00	\$2,100.00	\$0.00	\$0.00
Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
Rental Assistance	Rental Assistance	5.00	\$100.00	\$500.00	\$500.00		Direct Cost
Security Deposits	Security Deposits	1.00	\$300.00	\$300.00	\$300.00		Direct Cost
Landlord Mitigation Expenses	Landlord Mitigation Expenses	1.00	\$1,000.00	\$1,000.00	\$1,000.00		Direct Cost
Bus Passes	Bus Passes	12.00	\$20.00	\$240.00	\$240.00		Direct Cost
Client IDs	Client IDs	1.00	\$30.00	\$30.00	\$30.00		Direct Cost
Birth Certificates	Birth Certificates	2.00	\$15.00	\$30.00	\$30.00		Direct Cost
Other Client Assistance Costs (Please Specify)	Other Client Assistance Costs (Please Specify)	0.00	\$0.00	\$0.00	\$0.00		Direct Cost
Add Row							

5. Indirect/Administrative Expenses:

Please list all indirect/administrative expense in section 5. You can add rows by clicking on the blue ADD ROW. Please note, you will need to fill out the Units and Unit Cost for EACH Line item. The total EXT Cost and Direct Cost fields prepopulate for you. Unit field can either be 1 unit, number of months, or hours (see example below). If you are requesting indirect costs, you will have to change the “item type” from “Direct Cost” to “Indirect cost.”

5. Indirect/Administrative Expenses							
				Ext Cost	Direct Cost	Ind Cost	Cost Share
Indirect/Administrative Expenses Totals:				\$6,812.41	\$6,812.41	\$0.00	\$0.00
Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
Smith, Karen	Finance Manager	23.50	\$162.23	\$3,812.41	\$3,812.41		Direct Cost
Audit Expenses	Audit Expenses	1.00	\$3,000.00	\$3,000.00	\$3,000.00		Direct Cost
Other Administrative Expenses (Please Specify)	Other Administrative Expenses (Please Specify)	0.00	\$0.00	\$0.00	\$0.00		Direct Cost
Add Row							

Step 4: Saving your budget

When all 5 budget categories have been completed, go to the top of the page. Your total budget dollars have been prepopulated. **Please SEE THE ACTIONS: click on the BLUE DISK SAVE.**

Budget Stage: Pre-Award

Actions



Budget Summary

\$30,869.55	Total Direct Costs	\$0.00	Match / Cost Share
\$0.00	Total Indirect Costs	\$0.00	Program Income
\$30,869.55	Total Amount (Direct + Indirect)		

Once you have saved your budget, click on “return to application”:

Program: Consolidated Homeless Fund (Updated)
Project name: N/A

[Return to Application](#)

Step 5: Submitting an application

Once your profile, application, and budget are complete. You can click “Submit application.” Once you submit an application the status of your application will change from “draft” to “under review.”

You can check the status of your application(s) by clicking on the “My Applications” field to the left side of the main page.

The screenshot shows the eCivis user interface. On the left is a dark sidebar with navigation links: "My Applications", "My Awards", and "My Profile". The main content area has a top navigation bar with the eCivis logo and a user profile for "Katje Benoit" with a "Log out" link. Below the navigation bar, there are two sections: "Recently Viewed Programs" and "My Applications". The "Recently Viewed Programs" section is currently empty, displaying "No applications have been recently viewed". The "My Applications" section contains a table with one application entry:

Program Solicitation	Due Date	Status	Actions
Urban Forestry - Test Katje's Grant Program Rhode Island- DEMO, Environmental Management, Department of	10/01/2022	Under Review	[Menu Icon]

Next steps: What happens after an award is made

- **Accepting award:** If you receive a CHF FY24 award, you might be asked to modify your budget before finalizing the award. The Department of Housing has the right to request specific changes to your budget before approving your final award budget. Once the budget is approved, the Department of Housing will issue a contract with details on program requirements.
- **Budget Amendment:** Once an award has been finalized, awardees cannot change total category amounts or the bottom-line amount without prior approval from the Department of Housing staff through the eCivis portal.
 - A budget amendment is required IF the awardee is requesting to go over the budgeted amount for any category.
 - Budget categories include Personnel, Operational, Program, Client Assistance, and Administrative expenses.
 - For example, if your approved budget is for \$50,000 for Personnel you CANNOT exceed that amount without requesting a budget amendment.
 - A budget amendment is also required IF the awardee is requesting to change any aspect of their scope of work.
 - An awardee will have to submit a written justification to the Department of Housing which will need to be approved in advance before any changes are made to the program and budget.
 - Generally, you will NOT be required to submit a budget amendment IF you make modest changes within line items under each category. However, the Department of Housing reserves the right to require changes to be approved in advance to changes made within line items.
 - Examples of line items include Specific staff members, Utilities, HMIS license, Client rental assistance, audit, etc.