Budget Modification Guidelines - Partner

Affordable Housing Trust Fund (AHTF)

1. Budget Modifications are not processed for this grant – Only Set-Up Revisions.

Continuum of Care (CoC)

1. Shifting Funds Outside of a Component/Activity to Another Component/Activity (in budget)
   EXAMPLE: *Operating (in budget) to Supportive Services (in budget).*

   Calculate the amount to be moved:

   a. **Less than 10%**

      i. The Revision must be <u>less</u> than 10% of Component/Activity that funds are being shifted from and also <u>less</u> than 10% of the Component/Activity that the funds are being shifted to.
      EXAMPLE: *Operating Award is $6,253.00 and Supportive Services Award is $2,354.00; the max you should shift from Operating to Services is $235.40.*
      ii. Requires a Modification/Waiver Request and BMF for KHC Approval

   b. **More than 10%**

      i. The Revision is <u>more</u> than 10% of the Component/Activity that funds are being shifted from and/or <u>more</u> than 10% of the Component/Activity that funds are being shifted to.
      EXAMPLE: *Operating Award is $6,253.00 and Supportive Services Award is $2,354.00; you can shift from Operating to Services more than $235.40.*
      ii. Requires a Modification/Waiver Request and BMF for KHC Approval
         a. A Modification Waiver Request must be submitted to KHC prior to 120-days of grant expiring in order to be considered for a budget modification; those grants within 120-days of expiring cannot be accepted.
      iii. KHC will obtain Approval from HUD;
      iv. HUD and KHC will execute Grant Agreement Modifications as necessary.

2. Shifting Funds Inside of a Component/Activity to different Uses
   a. Shifting Funds within a Component/Activity to the Same Uses Currently Budgeted
      EXAMPLE: *Operating Maintenance/Repair (in Budget) to Operating Building Security (in Budget).*
      i. Does not require KHC Approval or Notification

   b. Shifting Funds within a Component/Activity to a Use not Currently Budgeted
      EXAMPLE: *Operating Maintenance/Repair (in Budget) to Operating Furniture (not in current Budget).*
      i. Only limitation is:
         1. The NOFA may have further restricted Supportive Services and what activities an agency can budget for. Contact Technical Assistance at HCA Help Desk to confirm eligibility of request.

ii. Requires a Modification/Waiver Request and BMF for KHC Approval

3. Shifting Funds Outside of a Component/Activity to Another Component/Activity (not in current budget)
   EXAMPLE: *Operating (in budget) to Supportive Services (not in current budget).*
   i. Requires a Modification/Waiver Request and BMF for KHC Approval
      1. A Modification Waiver Request must be submitted to KHC prior to 120-days of grant expiring in order to be considered for a budget modification; those grants within 120-days of expiring cannot be accepted.
   ii. KHC will obtain Approval from HUD
   iii. HUD and KHC will execute Grant Agreement Modifications as necessary.

Emergency Solutions Grant (ESG)

1. Shifting Funds Outside of a Component to Another Component (All Components Except Rapid Rehousing and Admin).
   EXAMPLE: *Homelessness Prevention to HMIS.*
   a. Requires a Modification/Waiver Request and BMF for KHC Approval

2. Shifting Funds Outside of Rapid Rehousing Component to Another Component.
   EXAMPLE: *Rapid Rehousing to Homelessness Prevention.*
   - Only limitation is:
     o Funding Agreement requires a certain percentage of Total Award be allocated to Rapid Rehousing. If Agency allocated additional funds above the required percentage, a BMF could be done for the amount exceeding the required percentage.
       ▪ Exceeding requires a Grant Agreement Modification with KHC, and

   a. Requires a Modification/Waiver Request and BMF for KHC Approval

3. Shifting Funds Outside of Admin Component to Another Component.
   EXAMPLE: *Admin to Emergency Shelter.*
   - Only limitation is:
     o Funding Agreement limits maximum allowed Admin at 3.75% of Total Award. If Agency has not already allocated the maximum allowed, a BMF could be done for the amount up to the maximum allowed.
   a. Requires a Modification/Waiver Request and BMF for KHC Approval

4. Shifting Funds Inside of a Component to different Uses *(All Components Except Emergency Shelter)*
   EXAMPLE: *Homelessness Prevention Short-Term Rental to Homelessness Prevention Housing Search and Placement.*
   a. Does not require KHC Approval or Notification

5. Shifting Funds Inside of a Component to different Uses *(Applicable to Emergency Shelter Component Only)*
   EXAMPLE: Emergency Shelter Operations to Emergency Shelter Services or Emergency Shelter Renovations.
   a. Requires a Modification/Waiver Request and BMF for KHC Approval

HOME

1. Budget Modifications are not processed for this grant – Only Set-Up Revisions.

Housing Opportunities for Persons with AIDS (HOPWA)

Formula (HW)

1. Shifting Funds Outside of a Component/Activity to Another Component/Activity
   EXAMPLE: Supportive Services to STRMU.
   a. Requires a Modification/Waiver Request and BMF for KHC Approval

Competitive (HS)

1. Shifting Funds Outside of a Component/Activity to Another Component/Activity
   a. Not Allowed

Weatherization Assistance Program (WAP)

1. Shifting Funds Outside of a Component/Activity to Another Component/Activity
   EXAMPLE: T&TA to Financial Audit.
   a. Requires a Modification/Waiver Request and BMF for KHC Approval
   b. Only limitations are:
      i. BMF limited to two per quarter per funding source
      ii. Can shift funds out of Admin and T&TA but cannot shift funds in to Admin or T&TA

2. Shifting Funds Inside of a Component/Activity to different Uses
   EXAMPLE: Program Operations Regular WX Materials to Program Operations Program Support.
   a. Requires a Modification/Waiver Request and BMF for KHC Approval
   b. Only Activities with Uses are:
      i. Program Operations
         1. Regular WX Materials
         2. Program Support
         3. Regular WX Labor
      ii. Health & Safety
         1. H&S Materials
         2. H&S Labor