



Provider Guide to Managing Budgets

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Introduction to HHS Accelerator and Financials

The Health and Human Services (HHS) Accelerator System is the City's online system to simplify and speed the contract process for health and human services providers that deliver services directly to clients and communities. Through a collaborative process with providers, redundant paper-based requirements were removed, processes reengineered, and contract documents standardized – freeing up resources for mission-focused activities.

Agencies now release all Health and Human Services Request for Proposals (RFP) through the HHS Accelerator System. Prequalified providers approved for relevant Services are “Eligible to Propose” and can submit proposals after procurements are released.

The HHS Accelerator System also has the functionality to manage financials electronically. Providers can manage budgets, invoices and payments in the system. HHS Accelerator Financials enables a paperless process and facilitates increased accuracy in accounting.

The City of New York is phasing in the use of this module and participating organizations will receive notification when it is time to use HHS Accelerator Financials.

HHS Accelerator Financials standardizes financials for health and human services contracts across the eleven participating Agencies. The system provides:


- A standard budget template
- A common interface for City Agencies and Providers to conduct budget transactions
- Agencies use the same process to configure/modify/amend budgets, invoices and payments
- A more holistic picture of contract data and financials for HHS Accelerator Agencies.

Financials on the Provider Homepage

After logging in, the first page that you will encounter is the Provider Homepage.

Below the main tabs navigation icons are dashboards that give an overview of your Organization's HHS Accelerator Application status, Filing status, Procurements, Financials, Documents Shared with your Organization and NYC.ID Account Maintenance. From the homepage, your organizations can use the financial links on the dashboard to access key financial functions, or can use the main Financials tab at the top of the page.



When you log into the HHS Accelerator System, at first it will appear as if procurement and financial statistics are unavailable. In order to see the tasks and statistics, you must press the refresh  icon, located on the solid blue band.

NYC HHS Accelerator Organization Information Document Vault Applications Procurements Financials

Welcome: Participant Four, Training Provider 1

Provider Homepage

Financials

36 Budgets pending submission	119 Active Budgets
1 Budgets returned for revision	49 Budgets pending approval
0 Modifications and Updates pending submission	4 Modifications and Updates pending approval
0 Modifications and Updates returned for revision	47 Invoices pending approval
1 Invoices pending submission	84 Contracts pending registration
1 Invoices returned for revision	

Documents Shared with your Organization

Organizations have shared 1 or more documents with you. Select an organization below and press "Continue" to view those documents.

- Select an Organization - **Continue**

NYC.ID Account Management

[1](#) User account requests requiring action

[Update your NYC.ID Name or Email.](#)

[Update your NYC.ID Password.](#)

[Update your NYC.ID Security Questions.](#)

a.	Select the "Financials" tab to access the HHS Accelerator Financials.
b.	Budgets pending submission for your organization are listed.
c.	Budgets returned for revision that your organization needs to address.
d.	Modifications and Updates pending submission by your organization.
e.	Modifications and Updates returned for revision by the funding Agency.
f.	Invoices pending submission by your organization.
g.	Invoices returned for revisions by an Agency.
h.	Active budgets for your organization are listed.
i.	Budgets pending approval by the funding Agency.
j.	Modifications and Updates pending approval by the funding Agency.
k.	Invoices pending approval by the funding Agency.
l.	Contracts pending registration for your organization are listed.



Key financial functions are listed in two columns on the homepage. The left hand column highlights in red financial transactions your organization must take action on. The right column are key financial functions your organization can monitor.

View your Organization's Budgets

For listed contracts, your organization will use the HHS Accelerator System to submit a budget, request an assignment, request an advance, and modify the budget.

A budget needs to be created for each contract that your organization holds. Your organization will be notified by email that it is time to input the budget in the system which, once completed, you will submit to the Agency for review. The Agency will receive a notification that the budget was submitted and begin the approval process.

Your organization cannot begin invoicing until the contract is registered, the service period has started, and the budget has been approved by the Agency.

Accessing the Budget List

The Budget List allows you to view budgets, request an advance, initiate a budget modification and submit an invoice.

The Budget List, located in the Financials section of the HHS Accelerator System, is accessed by clicking the Financials tab, then clicking the Budget List tab. The Budget List displays your organization's Health and Human Services budgets that are managed in the system.

From the Budget List tab, your organization can submit, view, and modify a budget, as well as request an advance.

NYC
HHS Accelerator

Text Size: A A A

Organization Information Document Vault Applications Procurements **Financials**

Welcome: Nina Smith, Training Provider 3

Financials

Contract List **Budget List** Invoice List Payment List Amendment List

Budget List

Listed below are the Budgets for your organization. A default filter has been applied.

Filter Budgets Budgets:150

Procurement/Contract Title	Agency	Fiscal Year	CT#	Budget Value(\$)	Last Updated	Status	Action
Trainer Contract 24	HRA	2016	CT106920150000207	1,000,000.00	02/26/2016	Active	I need to...
Trainer Contract 25	HRA	2016	CT106920150000208	1,000,000.00	02/26/2016	Active	I need to...
Trainer Contract 08	HRA	2017	CT106920160000191	1,000,000.00	02/26/2016	Active	I need to...
Trainer Contract 07	HRA	2017	CT106920160000190	1,000,000.00	02/26/2016	Active	View Contract View Budget Submit Invoice Modify Budget Request Advance
Agency Contract 64	HRA	2017	CT106920160000151	1,000,000.00	02/26/2016	Active	I need to...
Agency Contract 63	HRA	2017	CT106920160000150	1,000,000.00	02/26/2016	Active	I need to...
Agency Contract 62	HRA	2017	CT106920160000149	1,000,000.00	02/26/2016	Active	I need to...

a.	Click on the Budget List tab to access the Budget List.
b.	Click on the Filter Budgets button to change which budgets are displayed.
c.	Number of budgets displayed based on applied filters.
d.	Each Procurement/Contract Title is listed.
e.	Contracting Agency is listed.
f.	Fiscal Year of budget is listed.
g.	Contract # is listed.
h.	Budget Value (\$) for the Fiscal Year for each budget.
i.	Date of Last Update of the budget information.
j.	This section displays the Status of the budget. Statuses include Pending Submission, Pending Approval, Returned for Revisions, Approved, Active, Closed, Suspended, and Cancelled.
k.	This section displays Actions that can be taken with the budget. Depending on the status of the budget, these include View Contract, View Budget, Submit Invoice, Modify Budget, and Request Advance.

Status of a Budget

All budgets with a status of Pending Submission, Pending Approval, Returned for Revision, Approved or Active, are visible on the Budget List. Budgets that are Suspended, Closed or Cancelled do not appear on the budget list by default, but your organization can access them by using the Filter Budgets feature in the system.

Note: The terms Contract Budget and Budget are used interchangeably. The following descriptions define the life cycle of budgets in the system.

Status Type	Status	Definition
Contract Budget Status	Pending Submission	A budget can be viewed or submitted.
	Pending Approval	Your organization has submitted the Contract Budget and is waiting for Approval from the Agency.
	Returned for Revision	The Agency has returned the Contract Budget to your organization to revise and resubmit.
	Approved	The Agency has approved the budget and the contract is pending registration with the NYC Comptroller's Office.
	Active	The contract is registered and you can view the budget, submit an invoice, modify the budget and request an advance.
	Cancelled	The Agency has cancelled the contract. No action necessary.
	Suspended	The Agency has suspended the contract. No action necessary.
	Closed	The Agency has closed the contract. No action necessary.

Filter Budgets

Filtering allows you to target your search and quickly modify budgets displayed in the Budget List.

After you click the “Filter Budgets” button, the filter menu displays a number of options for modifying displayed budgets. By default, all Active Budget Statuses are checked.

To adjust your filtered options, you must uncheck relevant boxes.

The screenshot shows the NYC HHS Accelerator interface. The top navigation bar includes links for Organization Information, Document Vault, Applications, Procurements, and Financials. The Financials section is active, showing tabs for Contract List, Budget List, Invoice List, Payment List, and Amendment List. The Budget List tab is selected, displaying a list of budgets with columns for Budget Value(\$), Last Updated, Status, and Action. A modal window titled "Filter Budgets" is open, allowing users to filter the budget list. The modal includes sections for Budget Type, Procurement/Contract Title, Agency, Program Name, CT#, Budget Value, Status, Fiscal Year, and Date of Last Update. The Status section is highlighted with a red circle 'b'. The Budget Type section is highlighted with a red circle 'a'. The Fiscal Year section is highlighted with a red circle 'c'.

Filter Budgets (Budgets: 150)

Budget Type:

- ☒ Amendment
- ☒ Contract
- ☒ Modification
- ☒ Update

Procurement/Contract Title: [Text Field]

Agency: [Dropdown: All NYC Agencies]

Program Name: [Dropdown]

CT#: [Text Field]

Budget Value from(\$): [Text Field] To: [Text Field]

Status:

- ☒ Pending Submission
- ☒ Pending Approval
- ☒ Returned for Revision
- ☒ Approved
- ☒ Active
- ☐ Closed
- ☐ Suspended
- ☐ Cancelled

Fiscal Year: [Dropdown]

Date of Last Update From: [Text Field] To: [Text Field]

Buttons: Set to Default Filters, Filter

Budget Value(\$)	Last Updated	Status	Action
00,000.00	02/26/2016	Active	I need to...
00,000.00	02/26/2016	Active	I need to...
00,000.00	02/26/2016	Active	I need to...
00,000.00	02/26/2016	Active	I need to...
00,000.00	02/26/2016	Active	I need to...
00,000.00	02/26/2016	Active	I need to...
00,000.00	02/26/2016	Active	I need to...
00,000.00	02/26/2016	Active	I need to...
00,000.00	02/26/2016	Active	I need to...
00,000.00	02/26/2016	Active	I need to...
00,000.00	02/26/2016	Active	I need to...
00,000.00	02/26/2016	Active	I need to...
00,000.00	02/26/2016	Active	I need to...
00,000.00	02/26/2016	Active	I need to...
00,000.00	02/26/2016	Active	I need to...

a.	Budget Types include Amendment, Modification, Update, and Contract.
b.	Status indicates the current status of the budget. Your organization can select Closed, Suspended or Cancelled budgets from this section.
c.	Fiscal Year allows your organization to view contracts that fall into a defined date range.

You may also filter by Agency, CT#, Budget Value (\$), and Date of Last Update.

Submit a Contract Budget

Your organization can create a budget following the steps below.

NYC HHS Accelerator

Organization Information | Document Vault | Applications | Procurements | Financials

Welcome: Nina Smith, Training Provider 3

Provider Homepage

Application
Your Current Organization Status: **Approved**
Your Business Application Status: **Draft**
Your organization has 0 pending Service Applications
Your organization has 0 approved Service Applications
! Your Business Application is expiring on 05/07/2017
! 1 or more Service Applications are expiring on 05/07/2017

Filings
Filings Status: **Exempt**

Procurements
4 RFPs you're eligible for will be released within 30 days
0 RFPs you're eligible for have due dates within 30 days
12 RFPs with draft or submitted proposals
3 RFPs with proposals determined eligible for award

Financials
11 Budgets pending submission
0 Budgets returned for revision
0 Modifications and Updates pending submission
0 Modifications and Updates returned for revision
0 Invoices pending submission
0 Invoices returned for revision
90 Active Budgets
48 Budgets pending approval
1 Modifications and Updates pending approval
37 Invoices pending approval
47 Contracts pending registration

Documents Shared with your Organization
Organizations have shared 1 or more documents with you. Select an organization below and press "Continue" to view those documents.
- Select an Organization - **Continue**

NYC.ID Account Management
1 User account requests requiring action
[Update your NYC.ID Name or Email.](#)
[Update your NYC.ID Password.](#)
[Update your NYC.ID Security Questions.](#)

1. Click on the **"Refresh"** icon in the financials section of the homepage.
2. Click on the number hyperlink for **"Budgets Pending Submission."**

NYC HHS Accelerator

Organization Information | Document Vault | Applications | Procurements | Financials

Welcome: Nina Smith, Training Provider 3

Financials

Contract List | **Budget List** | Invoice List | Payment List | Amendment List

Budget List

Listed below are the Budgets for your organization. A default filter has been applied.
Filter Budgets Budgets:11

Procurement/Contract Title	Agency	Fiscal Year	CT#	Budget Value(\$)	Last Updated	Status	Action
© Procurement DHS CT3	DHS	2018		1,000,000.00	12/06/2016	Pending Submission	I need to... View Budget
△ Agency Contract 74	HRA	2017	CT106920160000161	100,000.00	12/01/2016	Pending Submission	I need to... View Contract
△ Agency Contract 73	HRA	2017	CT106920160000160	100,000.00	12/01/2016	Pending Submission	I need to...
△ Agency Contract 72	HRA	2017	CT106920160000159	100,000.00	12/01/2016	Pending Submission	I need to...

3. To start a new budget select **"View Budget"** from the Action drop-down menu.

Contract Budget

[Return to Budget List](#)

Status: Pending Submission
[Print Budget](#)

Contract Information

Agency:	Department of Homeless Services (DHS)	CT#:	Not Registered
Procurement/Contract Title:	Procurement DHS CT3	Contract Start Date:	07/01/2017
Provider:	Training Provider 3	Contract End Date:	06/30/2020
Procurement E-PIN:	CT300000187	Contract Amount:	\$3,000,000.00
Award E-PIN:	CT300000187	Program Name:	Safe Haven

Fiscal Year Budget Information

Start Date	End Date	FY Budget	YTD Invoiced Amount	Remaining Amount	YTD Actual Paid Amount
07/01/2017	06/30/2018	\$1,000,000.00	\$0.00	\$1,000,000.00	\$0.00

View Related: [Contract](#) | [Invoices](#) | [Payments](#)

[Save](#)
[Submit](#)

Program Budget

4

\$1,000,000.00

Documents

Advances

Assignments

Comments

View Comments History

Save

Enter any comments:

Click the 'Save' button above to save your comments.

1000 characters left

Review the details in the Contract Information and Fiscal Year Budget sections.

- Next, click on the first blue header just below the Fiscal Year Budget information grid.

Fiscal Year Budget Information

Start Date	End Date	FY Budget	YTD Invoiced Amount	Remaining Amount	YTD Actual Paid Amount
07/01/2017	06/30/2018	\$1,000,000.00	\$0.00	\$1,000,000.00	\$0.00

View Related: [Contract](#) | [Invoices](#) | [Payments](#) Save Submit

Program Budget 6 \$1,000,000.00

Budget Summary [View Printer Friendly Version](#)

Line Item	FY Budget	YTD Invoiced Amount	Remaining Amount
+ Total City Funded Budget	\$0.00	\$0.00	\$0.00
Total Program Income (Excluded from City Funded Budget; Not Invoiced)	\$0.00	\$0.00	\$0.00
Total Program Budget (City Funded Budget + Program Income)	\$0.00	\$0.00	\$0.00

Service Site Information

Please enter an address for each site where your organization proposes to deliver services.

5 + Add Site

Site Name	Address 1	Address 2	City	State	Zip Code	Action
No sites have been entered...						

Documents ◀

Advances ◀

Assignments ◀

Each tab on the budget is accessible and may be completed at any time. All tabs may not display for your budget. Agencies choose which tabs are used for your budget and may provide instructions on which tabs to fill out.

Budget information is entered in each tab. The Budget Summary summarizes the total of all direct and indirect costs. Tabs for all budget sections are visible at the top of the budget summary section.

- Click **"Add Site"** and add the site location where services are delivered.
- Next, click on the **"Personnel Services"** tab.

To view details on how the budget is broken down, view each individual tab.



The Service Site Information requested on the bottom of the Budget Summary Tab is a required field. If there are multiple locations for the contract, enter the address for the primary location. If services are not geographically based, use the address of the administrative office.

Program Budget \$1,000,000.00

Budget Summary **Personnel Services** Operations & Support Utilities Professional Services Rent
Contracted Services Rate Milestone Unallocated Funds Indirect Rate Program Income

Personnel Services - Detail Summary View Detail View

City Salary & Fringe: \$0.00 Total Positions: 0
City Salary: \$0.00 Total City FTEs: 0.00
City Fringe: \$0.00 (0.00%)

7

Salaried Positions	Internal ID	Annual Salary	Annual Hours	FY Budget	% City Funded
- Salaried Positions Total		\$0.00	0.00	\$0.00	0.00%

8 + Add Edit Save Cancel Export Page 1 of 0

Hourly Positions	Internal ID	Rate	Annual Hours	FY Budget	% City Funded
+ Hourly Positions Total			0.00	\$0.00	0.00%

Fringe Benefits	Rate	FY Budget
+ Fringe Total	0.00%	\$0.00

Program Income

Source	Description	FY Income Budget	YTD Invoiced Income	Remaining Amount
+		\$0.00	\$0.00	\$0.00

The default for the Personnel Services is \$0.00 in all fields. The **“Detail View”** tab is where allocations are made.

City Salary indicates the total cost of all employees (Salaried Positions and Hourly Positions.)

City Fringe indicates total cost of fringe associated with employees.

- Click on the **“+”** symbol next to the Salaried Positions Total row to expand the grid.
- Add a new row by clicking **“+Add”** in the footer of the grid.

Program Budget \$1,000,000.00

Budget Summary **Personnel Services** Operations & Support Utilities Professional Services Rent
Contracted Services Rate Milestone Unallocated Funds Indirect Rate Program Income

Personnel Services - Detail Summary View Detail View

City Salary & Fringe: \$0.00 Total Positions: 0
City Salary: \$0.00 Total City FTEs: 0.00
City Fringe: \$0.00 (0.00%)

Salaried Positions	Internal ID	Annual Salary	Annual Hours	FY Budget	% City Funded
- Salaried Positions Total		\$0.00	0.00	\$0.00	0.00%
1					

9 Delete + Add Edit Save Cancel Export Page 1 of 0

- Next, click on the **“Salaried Positions”** drop-down menu.

Program Budget \$1,000,000.00 ▼

Budget Summary | **Personnel Services** | Operations & Support | Utilities | Professional Services | Rent
 Contracted Services | Rate | Milestone | Unallocated Funds | Indirect Rate | Program Income

Personnel Services - Detail

Summary View | Detail View

City Salary & Fringe:	\$0.00	Total Positions:	0
City Salary:	\$0.00	Total City FTEs:	0.00
City Fringe:	\$0.00 (0.00%)		

	Salaried Positions	Internal ID	Annual Salary	Annual Hours	FY Budget	% City Funded
-	Salaried Positions Total		\$0.00	0.00	\$0.00	0.00%
1	▼					
	Account Manager					
	Accountant (606)					
	Accountant/Bookkeeper (703)					
	Actor					
	Administrative Assistant (612)					
	Administrator					
	After School Program Director					
	Art Specialist/Arts Partner					
	Assessment/Intake (SED Only) (251)					
	Assistant Bookkeeper					
	Assistant Cook/Meal Preparer					
	Assistant Coordinator					
	Assistant Corporation Counsel/Senior Counsel					
	Assistant Director					
	Assistant Executive Director (602)					
	Assistant Manager					
	Assistant Mental Hygiene Director (702)					
	Assistant Principal (SED Only) (515)					
	Assistant Program Director (502)					

Account Manager
 Accountant (606)
 Accountant/Bookkeeper (703)
 Actor
 Administrative Assistant (612)
 Administrator
 After School Program Director
 Art Specialist/Arts Partner
 Assessment/Intake (SED Only) (251)
 Assistant Bookkeeper
 Assistant Cook/Meal Preparer
 Assistant Coordinator
 Assistant Corporation Counsel/Senior Counsel
 Assistant Director
 Assistant Executive Director (602)
 Assistant Manager
 Assistant Mental Hygiene Director (702)
 Assistant Principal (SED Only) (515)
 Assistant Program Director (502)

10

FY Budget	% City Funded
\$0.00	0.00%

FY Budget
\$0.00

Program Income	Remaining Amount
\$0.00	\$0.00

10. Select the “**Position Title**” that best corresponds to the Salaried Position that your organization is adding to the budget.

11. Enter an **“Internal ID”** for the position. This field is optional and can be up to seven characters.

12. For **“Annual Salary,”** enter the total salary earned from your organization.

13. For **“Annual Hours,”** enter the total hours the employee works for your organization.

Fulltime (40 hours per week) is calculated on the federal standard of 2,087 hours.

14. For **“FY Budget,”** enter the City funded amount.

15. Click **“Save.”**

% City Funded will auto-populate once “Save” is clicked.

Repeat steps to enter all Salaried Positions funded by the fiscal year budget.

16. Click on the **“+”** symbol next to the Hourly Positions Total row to expand the grid.

17. Add a new row by clicking **“+Add”** in the footer of the grid.

Program Budget \$1,000,000.00

Budget Summary **Personnel Services** Operations & Support Utilities Professional Services Rent

Contracted Services Rate Milestone Unallocated Funds Indirect Rate Program Income

Personnel Services - Detail Summary View Detail View

City Salary & Fringe: \$0.00 Total Positions: 0

City Salary: \$0.00 Total City FTEs: 0.00

City Fringe: \$0.00

Salaried Positions	Internal ID	Annual Salary	Annual Hours	FY Budget	% City Funded
Salaried Positions Total					
1 Social Worker/ Social Worker		50000.00	2087.00	50000	

Delete + Add Save Cancel Export Page 1 of 0

Hourly Positions	Internal ID	Rate	Annual Hours	FY Budget	% City Funded
Hourly Positions Total					
Fringe Benefits			Rate	FY Budget	
Fringe Total			0.00%	\$0.00	

Program Income

Source	Description	FY Income Budget	YTD Invoiced Income	Remaining Amount
		\$0.00	\$0.00	\$0.00

Hourly Positions	Internal ID	Rate	Annual Hours	FY Budget	% City Funded
Hourly Positions Total					

+ Add + Edit Save Cancel Export Page 1 of 0

	Hourly Positions	Internal ID	Rate	Annual Hours	FY Budget	% City Funded
-	Hourly Positions Total			0.00	\$0.00	0.00%
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Buttons: Delete, Save, Cancel, Export. Page 1 of 0

18. Select the “**Position Title**” that best corresponds to the Hourly Position your organization is adding to the budget.
19. Enter an “**Internal ID**” for the position. This field is optional and can be up to seven characters.
20. For “**Rate**,” enter the hourly rate earned from your organization.
21. For “**Annual Hours**,” enter the total hours the employee works for your organization.
22. For “**FY Budget**” enter the City funded amount.
23. Click “**Save**.”

% City Funded will auto-populate once “Save” is clicked.

Repeat steps to enter all Hourly Positions funded by the fiscal year budget.

	Salaried Positions	Internal ID	Annual Salary	Annual Hours	FY Budget	% City Funded
-	Salaried Positions Total		\$210,000.00	8348.00	\$195,000.00	92.86%
1	Assistant Director		\$60,000.00	2087.00	\$45,000.00	75.00%
2	Social Worker/ Social Worker Mast		\$50,000.00	2087.00	\$50,000.00	100.00%
3	Social Worker/ Social Worker Mast		\$50,000.00	2087.00	\$50,000.00	100.00%
4	Social Worker/ Social Worker Mast		\$50,000.00	2087.00	\$50,000.00	100.00%

24. Click the “+” symbol next to the Fringe Total row to expand the grid.

	Hourly Positions	Internal ID	Rate	Annual Hours	FY Budget	% City Funded
+	Hourly Positions Total			0.00	\$0.00	0.00%

25. To enter Fringe Benefits, double click and enter a value in the “FY Budget” column.

	Fringe Benefits	Rate	FY Budget
-	Fringe Total	0.00%	\$0.00
	FICA		500.00
	Life Insurance		\$0.00
	Health Insurance		\$0.00
	Unemployment Insurance		\$0.00
	Long Term Disability		\$0.00
	Short Term Disability		\$0.00
	Workers Comp		\$0.00
	Welfare Fund		\$0.00
	MTA - NYC Commuter Taxes		\$0.00
	Tuition Reimbursement		\$0.00
	Retirement		\$0.00
	Employee Assistance Program		\$0.00
	FSA		\$0.00
	Other		\$0.00

26. Click “Save.”

The total Fringe Rate will calculate at the top of the grid.

27. Click “Export” at the bottom of any grid with saved information to export all rows to a CSV file.

If the funding City Agency has configured the budget to have the Program Income tab, a Program Income grid will appear at the bottom of all other budget tabs. Program Income amounts entered into these grids will be condensed in the Program Income tab. Edits cannot be made in the Program Income tab.

Fringe Benefits		Rate	FY Budget
+	Fringe Total	0.26%	\$500.00

Program Income

	Source	Description	FY Income Budget	YTD Invoiced Income	Remaining Amount
-			\$0.00	\$0.00	\$0.00

28 **+** 29 **+Add** Save Cancel Page 1 of 0

28. Click the “+” symbol associated with the Program Income grid to expand the grid.

29. Add a new row by clicking “+Add” in the footer of the grid.

Fringe Benefits		Rate	FY Budget
+	Fringe Total	0.26%	\$500.00

Program Income

	Source	Description	FY Income Budget	YTD Invoiced Income	Remaining Amount
-			\$0.00	\$0.00	\$0.00
+					

30 **Source** Cancel Page 1 of 0

Program Fees/Earned Revenue
 Provider Contribution
 Client Contribution
 In-Kind Contribution
 Private Match
 Grant Funds
 Other

30. Select the “**Source**” that best corresponds to the Program Income your organization is expecting to generate.

Fringe Benefits		Rate	FY Budget
+ Fringe Total		0.26%	\$500.00

Program Income				
Source	Description	FY Income Budget	YTD Invoiced Income	Remaining Amount
-		\$35,000.00	\$0.00	\$35,000.00
Grant Funds		35000.00	\$0.00	\$35,000.00

31 32 33

31. Enter a **“Description”** for the program income. This field is optional and can be up to thirty characters.

32. For **“FY Income Budget”** enter the amount your organization is expecting to generate.

33. Click **“Save.”**

34. Once all Positions, Fringe and Program Income are entered in the Detail View, click **“Summary View.”**

The Summary View tab consolidates positions of the same title entered in the Detail View tab.

35. Expand grids to view Position Titles, # Positions, and FY Budget which were entered on **“Detail View”** tab.

*To make changes, return to the **“Detail View”** tab and update as needed.*

36. Click **“Export”** at the bottom of each grid to export all rows to a CSV file.

*Upon budget approval by the funding City Agency, the **“Detail View”** tab will lock and future actions will take place in the **“Summary View”** tab.*

Program Budget \$1,000,000.00

Budget Summary **Personnel Services** Operations & Support Utilities Professional Services Rent

Contracted Services Rate Milestone Unallocated Funds Indirect Rate Program Income

Personnel Services - Summary

City Salary & Fringe: \$195,500.00 Total Positions: 4

City Salary: \$195,000.00

City Fringe: \$500.00 (0.26%)

YTD Invoiced Amount: \$0.00

Salaried Positions

	# Positions	FY Budget	YTD Invoiced Amount	Remaining Amount
- Salaried Positions Total	4	\$195,000.00	\$0.00	\$195,000.00
Assistant Director	1	\$45,000.00	\$0.00	\$45,000.00
Social Worker/ Social Worker Masters Level (3	\$150,000.00	\$0.00	\$150,000.00

Hourly Positions

	# Positions	FY Budget	YTD Invoiced Amount	Remaining Amount
+ Hourly Positions Total	0	\$0.00	\$0.00	\$0.00

Fringe Benefits

	Rate	FY Budget	YTD Invoiced Amount	Remaining Amount
Fringe Total	0.26%	\$500.00	\$0.00	\$500.00

Program Income

Source	Description	FY Income Budget	YTD Invoiced Income	Remaining Amount
-		\$35,000.00	\$0.00	\$35,000.00
Grant Funds		\$35,000.00	\$0.00	\$35,000.00

34 35 36

Program Budget

\$1,000,000.00

Budget Summary

Personnel Services

Operations & Support

Utilities

Professional Services

Rent

Contracted Services

Rate

Milestone

Unallocated Funds

Indirect Rate

Program Income

Personnel Services - Summary

Summary View

Detail View

City Salary & Fringe:

\$195,500.00

Total Positions:

4

City Salary:

\$195,000.00

City Fringe:

\$500.00 (0.26%)

YTD Invoiced Amount:

\$0.00

Salaried Positions	# Positions	FY Budget	YTD Invoiced Amount	Remaining Amount
+ Salaried Positions Total	4	\$195,000.00	\$0.00	\$195,000.00

Hourly Positions	# Positions	FY Budget	YTD Invoiced Amount	Remaining Amount
+ Hourly Positions Total	0	\$0.00	\$0.00	\$0.00

Fringe Benefits	Rate	FY Budget	YTD Invoiced Amount	Remaining Amount
Fringe Total	0.26%	\$500.00	\$0.00	\$500.00

Program Income

Source	Description	FY Income Budget	YTD Invoiced Income	Remaining Amount
+		\$35,000.00	\$0.00	\$35,000.00

Tab Comments

View Comments History

Save

Enter any comments:

Click the 'Save' button above to save your comments.

3000 characters left

There are two types of comments your organization can submit with the budget. Tab Level Comments and General Overall Comments.

Each Budget tab has a Tab Level comment field.

37. To leave a Personnel Services tab level comment, click **"Tab Comments."**

Program Budget

\$1,000,000.00

Budget Summary

Personnel Services

Operations & Support

Utilities

Professional Services

Rent

Contracted Services

Rate

Milestone

Unallocated Funds

Indirect Rate

Program Income

Personnel Services - Summary

Summary View

Detail View

City Salary & Fringe:

\$195,500.00

Total Positions:

4

City Salary:

\$195,000.00

City Fringe:

\$500.00 (0.26%)

YTD Invoiced Amount:

\$0.00

Salaried Positions	# Positions	FY Budget	YTD Invoiced Amount	Remaining Amount
+ Salaried Positions Total	4	\$195,000.00	\$0.00	\$195,000.00

Hourly Positions	# Positions	FY Budget	YTD Invoiced Amount	Remaining Amount
+ Hourly Positions Total	0	\$0.00	\$0.00	\$0.00

Fringe Benefits	Rate	FY Budget	YTD Invoiced Amount	Remaining Amount
Fringe Total	0.26%	\$500.00	\$0.00	\$500.00

Program Income

Source	Description	FY Income Budget	YTD Invoiced Income	Remaining Amount
+		\$35,000.00	\$0.00	\$35,000.00

Tab Comments

View Comments History

38

Save

Enter any comments:

Click the 'Save' button above to save your comments.

Please refer to additional documents attached.

2953 characters left

38. Enter text in the “**Tab Comments**” box and click “**Save.**”

Page 20 of 60

Program Budget \$1,000,000.00

Budget Summary | **Personnel Services** | Operations & Support | Utilities | Professional Services | Rent

Contracted Services | Rate | Milestone | Unallocated Funds | Indirect Rate | Program Income

Personnel Services - Summary

Summary View | Detail View

City Salary & Fringe:	\$195,500.00	Total Positions:	4
City Salary:	\$195,000.00		
City Fringe:	\$500.00 (0.26%)		
YTD Invoiced Amount:	\$0.00		

Salaried Positions	# Positions	FY Budget	YTD Invoiced Amount	Remaining Amount
+ Salaried Positions Total	4	\$195,000.00	\$0.00	\$195,000.00

Hourly Positions	# Positions	FY Budget	YTD Invoiced Amount	Remaining Amount
+ Hourly Positions Total	0	\$0.00	\$0.00	\$0.00

Fringe Benefits	Rate	FY Budget	YTD Invoiced Amount	Remaining Amount
Fringe Total	0.26%	\$500.00	\$0.00	\$500.00

Program Income

Source	Description	FY Income Budget	YTD Invoiced Income	Remaining Amount
+		\$35,000.00	\$0.00	\$35,000.00

Tab Comments | View Comments History | Save

Enter any comments:
Click the 'Save' button above to save your comments.
Please refer to additional documents attached.

2953 characters left

Documents 39

Advances

39. Next click on the **"Documents"** header to open the documents section.

Documents 40

Add Document from Vault | Upload New Document

Document Name	Document Type	Attached By	Attachment Date	Actions
Budget Instructions	Agency Document - Agency Document	DHS CFO	12/06/2016	I need to...

For this example, you will upload a document. The Documents feature allows providers to attach and submit supplementary information with the budget.

40. Click on the **"Upload New Document"** button.

41. Select the **“Document Type.”**
42. Click the **“Choose File”** button and select the document from your computer.
43. Enter the **“Document Name.”**
44. Click **“Next.”**

45. Enter required document information, if applicable, and confirm existing information. Click **“Next.”**

46. Select where in the Document Vault to save a copy of this file. Click **“Upload Document.”**

Documents

Document uploaded successfully

Add Document from Vault
Upload New Document

Document Name	Document Type	Attached By	Attachment Date	Actions
Fringe Justification	Fringe Benefits Justification	Nina Smith	12/08/2016	I need to...
Budget Instructions	Agency Document - Agency Document	DHS CFO	12/06/2016	I need to...

A green message bar will appear that the document uploaded successfully.

Program Budget
47
\$1,000,000.00

Budget Summary
Personnel Services
Operations & Support
Utilities
Professional Services
Rent

Contracted Services
Rate
Milestone
Unallocated Funds
Indirect Rate
Program Income

Personnel Services - Detail

Summary View
Detail View

City Salary & Fringe:	\$195,500.00	Total Positions:	4
City Salary:	\$195,000.00	Total City FTEs:	3.75
City Fringe:	\$500.00 (0.26%)		

	Salaried Positions	Internal ID	Annual Salary	Annual Hours	FY Budget	% City Funded
+	Salaried Positions Total		\$210,000.00	8,348.00	\$195,000.00	92.86%

	Hourly Positions	Internal ID	Rate	Annual Hours	FY Budget	% City Funded
+	Hourly Positions Total			0.00	\$0.00	0.00%

	Fringe Benefits	Rate	FY Budget
+	Fringe Total	0.26%	\$500.00

Program Income

	Source	Description	FY Income Budget	YTD Invoiced Income	Remaining Amount
+			\$35,000.00	\$0.00	\$35,000.00

47. Next, click on “Operations & Support.”

Operations & Support and Equipment includes supplies that are not lasting or permanent in nature, such as office, program and/or maintenance supplies. It also includes rental, lease, repair and maintenance of office/programmatic equipment utilized in program operation, as well as, other operating costs that cannot be classified in any other category.

Program Budget

\$1,000,000.00

Budget Summary

Personnel Services

Operations & Support

Utilities

Professional Services

Rent

Contracted Services

Rate

Milestone

Unallocated Funds

Indirect Rate

Program Income

OTPS - Operations and Support

Total Operations, Support and Equipment:

\$0.00

Total YTD Invoiced Amount:

\$0.00

48

	Operations and Support	FY Budget	YTD Invoiced Amount	Remaining Amount
+	Operations and Support	\$0.00	\$0.00	\$0.00

	Equipment	Units	FY Budget	YTD Invoiced Amount	Remaining Amount
+	Equipment (durable) From Schedule		\$0.00	\$0.00	\$0.00

48. Click on the “+” symbol next to the Operations and Support Total row to expand the grid.

OTPS - Operations and Support

Total Operations, Support and Equipment: \$600.00

Total YTD Invoiced Amount: \$0.00

Operations and Support	FY Budget	YTD Invoiced Amount	Remaining Amount
Operations and Support	\$600.00	\$0.00	\$600.00
Office Supplies	\$400.00	\$0.00	\$400.00
Facilities Repairs & Maintenance	\$0.00	\$0.00	\$0.00
Safety and Health	\$0.00	\$0.00	\$0.00
Waste & Recycling Removal	\$100.00	\$0.00	\$100.00
Staff Transportation	\$0.00	\$0.00	\$0.00
Staff Training	\$0.00	\$0.00	\$0.00
Postage	\$0.00	\$0.00	\$0.00
Recruitment and Advertising (Client)	\$0.00	\$0.00	\$0.00
Liability, Property, and Other Insurance	\$0.00	\$0.00	\$0.00
Vehicle Insurance	\$0.00	\$0.00	\$0.00
Vehicle Operations and Maintenance	500.00	\$0.00	\$0.00
Real Estate Tax	\$0.00	\$0.00	\$0.00
Bank Charges	\$0.00	\$0.00	\$0.00
Printing	\$0.00	\$0.00	\$0.00
Client Transportation	\$0.00	\$0.00	\$0.00
Client Supplies & Activities	\$0.00	\$0.00	\$0.00
Client Stipends	\$100.00	\$0.00	\$100.00
Incentive Payments/Bonus	\$0.00	\$0.00	\$0.00
Prepared Meals	\$0.00	\$0.00	\$0.00
Raw Food	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00

49. Double click and enter a value in the **"FY Budget"** box and click **"Enter"** to save.

Repeat steps to budget for additional Operations and Support items.

If the budget was configured to include Program Income, a Program Income grid will be displayed on the Operations and Support tab. For instructions on completing this grid, see the Personnel Services tab section.

Program Budget

50

\$1,000,000.00

Budget Summary	Personnel Services	Operations & Support	Utilities	Professional Services	Rent
Contracted Services	Rate	Milestone	Unallocated Funds	Indirect Rate	Program Income

OTPS - Operations and Support

Total Operations, Support and Equipment: \$14,000.00

Total YTD Invoiced Amount: \$0.00

Operations and Support	FY Budget	YTD Invoiced Amount	Remaining Amount
Operations and Support	\$14,000.00	\$0.00	\$14,000.00
Office Supplies	\$0.00	\$0.00	\$0.00
Facilities Repairs & Maintenance	\$5,000.00	\$0.00	\$5,000.00
Safety and Health	\$0.00	\$0.00	\$0.00
Waste & Recycling Removal	\$0.00	\$0.00	\$0.00
Staff Transportation	\$0.00	\$0.00	\$0.00
Staff Training	\$1,000.00	\$0.00	\$1,000.00
Postage	\$500.00	\$0.00	\$500.00

The Total Operations, Support and Equipment will appear in the top section of the tab.

50. Next, click **"Utilities."**

Utilities relate to costs such as electricity, water, gas and telecommunications.

51. Click on the “+” symbol next to the Utilities row to expand the grid.

52. Double click and (if applicable) enter a value in the “FY Budget” field, and then click “Save.”

If the budget was configured to include Program Income, a Program Income grid will be displayed on the Utilities tab. For instructions on completing this grid, see the Personnel Services tab section.

For demonstration purposes, the screens going forward will have the content filled in. In the real world, when you double click, the box will turn yellow.

53. Next, click the “Professional Services” tab.

Program Budget \$1,000,000.00 ▼

Budget Summary | Personnel Services | Operations & Support | **Utilities** | Professional Services | Rent | Contracted Services

Rate | Milestone | Unallocated Funds | Indirect Rate | Program Income

OTPS - Utilities

	Utilities	FY Budget	YTD Invoiced Amount	Remaining Amount
51	Operations and Support	\$2,000.00	\$0.00	\$2,000.00
	Telephone - Land lines	\$0.00	\$0.00	\$0.00
	Electric	2000.00 52	\$0.00	\$2,000.00
	Water/Sewer	\$0.00	\$0.00	\$0.00
	Oil - Heating	\$0.00	\$0.00	\$0.00
	Gas - Heating	\$0.00	\$0.00	\$0.00
	Security Systems	\$0.00	\$0.00	\$0.00
	Internet Connectivity	\$0.00	\$0.00	\$0.00
	Mobile Phones	\$0.00	\$0.00	\$0.00
	Bundled Communications	\$0.00	\$0.00	\$0.00

Edit Save Cancel

Program Budget 54 \$1,000,000.00

Budget Summary Personnel Services Operations & Support Utilities **Professional Services** Rent

Contracted Services Rate Milestone Unallocated Funds Indirect Rate Program Income

OTPS - Professional Services

OTPS Professional Services	FY Budget	YTD Invoiced Amount	Remaining Amount
Professional Services	\$0.00	\$0.00	\$0.00
Accounting Costs	\$0.00	\$0.00	\$0.00
Legal Costs	\$0.00	\$0.00	\$0.00
Audit Expense	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00

Edit Save Cancel

Professional Services costs are associated with independent entities with professional or technical skills, such as accounting or legal services, that support vendor operations.

If the budget was configured to include Program Income, a Program Income grid will be displayed on the Professional Services tab. For instructions on completing this grid, see the Personnel Services tab section.

54. Next, click “Rent.”

Program Budget \$1,000,000.00

Budget Summary Personnel Services Operations & Support Utilities Professional Services **Rent** Contracted Services

Rate Milestone Unallocated Funds Indirect Rate Program Income

OTPS - Rent

Locations	Management Company Name	Property Owner	Public School Space	% Charged to Contract	FY Budget	YTD Invoiced Amount	Remaining Amount
+ Rent					\$0.00	\$0.00	\$0.00

Tab Comments View Comments History

Comment History:

Type	Detail	User	Date/Time
No Records Found...			

Documents Advances Assignments

Rent and Occupancy includes all rent paid by a program for all sites utilized by that program. It also includes all related charges associated with the use of the site, such as minor repairs and maintenance costs.

55. Click on the “+” symbol next to the Rent row to expand the grid.

Program Budget \$1,000,000.00

Budget Summary | Personnel Services | Operations & Support | Utilities | Professional Services | **Rent** | Contracted Services

Rate | Milestone | Unallocated Funds | Indirect Rate | Program Income

OTPS - Rent

	Locations	Management Company Name	Property Owner	Public School Space	% Charged to Contract	FY Budget	YTD Invoiced Amount	Remaining Amount
-	Rent					\$0.00	\$0.00	\$0.00

Delete + Add **56** Save Cancel Page 1 of 0

Tab Comments | View Comments History

Comment History:

Type	Detail	User	Date/Time
No Records Found...			

56. Click **“+Add.”**

57. Enter Rent information.

58. Click **“Save.”**

Program Budget **59** \$1,000.00

Budget Summary | Personnel Services | Operations & Support | Utilities | Professional Services | **Rent** | Contracted Services

Rate | Milestone | Unallocated Funds | Indirect Rate | Program Income

OTPS - Rent

	Locations	Management Company Name	Property Owner	Public School Space	% Charged to Contract	FY Budget	YTD Invoiced Amount	Remaining Amount
-	Rent					\$0.00	\$0.00	\$0.00
	1234 John Stree	ABC Managemen	Jane Doe	Yes	100.00	100000.00		

Delete + Add Edit **58** Save **57** Page 1 of 0

If the budget was configured to include Program Income, a Program Income grid will be displayed on the Rent tab. For instructions on completing this grid, see the Personnel Services tab section.

59. Next, click the **“Contracted Services”** tab.

Program Budget \$1,000,000.00

Budget Summary | **60** | Personnel Services | Operations & Support | Utilities | Professional Services | Rent

Contracted Services | Rate | Milestone | Unallocated Funds | Indirect Rate | Program Income

OTPS - Contracted Services

Total Contracted Services: \$8,000.00

YTD Invoiced Amount: \$0.00

OTPS Contracted Services	Description of Service	FY Budget	YTD Invoiced Amount	Remaining Amount
– Consultants		\$3,000.00	\$0.00	\$3,000.00
Dr. Russell	Psychiatric Services	\$3,000.00	\$0.00	\$3,000.00

Delete + Add Edit Save Cancel Page 1 of 1

OTPS Contracted Services	Description of Service	FY Budget	YTD Invoiced Amount	Remaining Amount
– Sub-Contractors		\$0.00	\$0.00	\$0.00

Delete + Add Edit Save Cancel Page 1 of 0

OTPS Contracted Services	Description of Service	FY Budget	YTD Invoiced Amount	Remaining Amount
– Vendors		\$5,000.00	\$0.00	\$5,000.00
Security Services	Provide Security	\$5,000.00	\$0.00	\$5,000.00

Delete + Add Edit Save Cancel Page 1 of 1

Contracted Services costs are associated with independent entities with professional or technical skills retained to perform specific tasks or complete projects related to the program that cannot be accomplished by regular staff. Also, independent (usually non-profit) entities retained to perform program services.

If the budget was configured to include Program Income, a Program Income grid will be displayed on the Contracted Services tab. For instructions on completing this grid, see the Personnel Services tab section.

60. Next, click on the **“Rate”** tab.

Rate based costs indicate the unit rate and number of units of service associated with the program.

61. Click on the **“+”** symbol next to the Rate row to expand the grid and enter the rate information.

Program Budget \$1,000,000.00

Budget Summary | **62** | Personnel Services | Operations & Support | Utilities | Professional Services | Rent | Contracted Services

Rate | Milestone | Unallocated Funds | Indirect Rate | Program Income

Rate

Rate	#Units	YTD Units	Remaining # Units	FY Budget	YTD Invoiced Amount	Remaining Amount
– Unit Description				\$25,000.00	\$0.00	\$25,000.00
# of Children Served	100	0	100	\$25,000.00	\$0.00	\$25,000.00

Delete + Add Edit Save Cancel Page 1 of 1

If the budget was configured to include Program Income, a Program Income grid will be displayed on the Rate tab. For instructions on completing this grid, see the Personnel Services tab section.

62. Next, click on the **“Milestone”** tab.

Milestone costs are typically an achievement set forth in the Request for Proposals (RFP). When a milestone is complete, and an invoice is submitted, the Agency will make a payment.

If the budget was configured to include Program Income, a Program Income grid will be displayed on the Milestone tab. For instructions on completing this grid, see the Personnel Services tab section.

63. Click on the **“Unallocated Funds”** tab.

Unallocated Funds are not frequently used, and usually at the request of the Agency. This tab would be used to budget funds that cannot be allocated elsewhere on the budget.

64. Click on the **“Indirect Rate”** tab.

Program Budget \$1,000,000.00

Budget Summary | Personnel Services | Operations & Support | Utilities | Professional Services | Rent | Contracted Services

Rate | **Milestone** | Unallocated Funds | Indirect Rate | Program Income

Milestone	FY Budget	YTD Invoiced Amount	Remaining Amount
Milestone	\$75,000.00	\$0.00	\$75,000.00
Housing Placement	\$75,000.00	\$0.00	\$75,000.00

Delete + Add Edit Save Cancel Page 1 of 1

Program Budget \$1,000,000.00

Budget Summary | Personnel Services | Operations & Support | Utilities | Professional Services | Rent | Contracted Services

Rate | Milestone | **Unallocated Funds** | Indirect Rate | Program Income

Unallocated Funds	FY Budget
Unallocated Funds Total	\$0.00
Unallocated Funds	\$0.00

Edit Save Cancel

Program Budget \$1,000,000.00

65

Budget Summary | Personnel Services | Operations & Support | Utilities | Professional S | Rent

Contracted Services | Rate | Milestone | Unallocated Funds | **Indirect Rate** | Program Income

Indirect Rate

Indirect Rate - City-Funded: 4.77%

	Total Indirect Costs	FY Budget	YTD Invoiced Amount	Remaining Amount
–	Indirect Costs Total	\$20,000.00	\$0.00	\$20,000.00
+	Indirect Costs	\$20,000.00	\$0.00	\$20,000.00

[Edit](#) [Save](#) [Cancel](#)

Program Income

Indirect Rate - Program: 4.40%

(City-Funded Budget + Program Income)

	Source	Description	FY Income Budget	YTD Invoiced Income	Remaining Amount
+			\$0.00	\$0.00	\$0.00

Indirect Rate costs are related to administrative overhead incurred by a provider operating several programs. Please review Agency fiscal manuals for guidance on maximum allowable indirect rates.

Typically, an overhead rate must be substantiated by an organization's Audited Financial Statement.

If the budget was configured to include Program Income, a Program Income grid will be displayed on the Indirect Rate tab. For instructions on completing this grid, see the Personnel Services tab section.

65. Next, click on the **"Program Income"** tab.

66 Budget \$1,000,000.00 ▼

Budget Summary	Personnel Services	Operations & Support	Utilities	Professional Services	Rent
Contracted Services	Rate	Milestone	Unallocated Funds	Indirect Rate	Program Income

Program Income

Please note that all changes to Program Income must be made in the grids located in the corresponding budget category tab

	Source	Budget Category	Description	FY Income Budget	YTD Invoiced Income	Remaining Amount
—				\$55,000.00	\$0.00	\$55,000.00
	In-Kind Contribution	Professional Services	Legal Services	\$20,000.00	\$0.00	\$20,000.00
+	Grant Funds	Personnel Services		\$35,000.00	\$0.00	\$35,000.00

Export Page 1 of 1

In the budget, enter the Program Income expected to be earned. The sum of program income entered in all budget tabs will be reflected in the Program Income tab. Changes to program income must be made in the grids located in corresponding budget category tabs.

66. Next, click on the **“Budget Summary”** tab.

Program Budget \$1,000,000.00 ▼

Budget Summary | Personnel Services | Operations & Support | Utilities | Professional Services | Rent |
Contracted Services | Rate | Milestone | Unallocated Funds | Indirect Rate | Program Income

Budget Summary [View Printer Friendly Version](#)

Line Item	FY Budget	YTD Invoiced Amount	Remaining Amount
+ Total City Funded Budget	\$1,000,000.00	\$0.00	\$1,000,000.00
Total Program Income (Excluded from City Funded Budget; Not Invoiced)	\$0.00	\$0.00	\$0.00
Total Program Budget (City Funded Budget + Program Income)	\$1,000,000.00	\$0.00	\$1,000,000.00

Service Site Information
Please enter an address for each site where your organization proposes to deliver services.

[+ Add Site](#)

Site Name	Address 1	Address 2	City	State	Zip Code	Action
Site Location	1234 John Street		New York	NY	10001	I need to... ▼

Documents | **Advances** | **Assignments**

Comments | [View Comments History](#) | [Save](#)

Enter any comments:
Click the 'Save' button above to save your comments.

1000 characters left

From the Budget Summary tab, the overall budget is displayed.

A budget cannot be submitted until the Total City Funded Budget **FY Budget** amount equals the total budget amount in the blue bar.

67. To review additional details about the budget breakdown, click on the “+” symbol next to the Total City Funded Budget row to expand the grid.

If you want to write a general comment to the Agency, you can complete the comment box below and click “Save.”

Fiscal Year Budget Information

Start Date	End Date	FY Budget	YTD Invoiced Amount	Remaining Amount	YTD Actual Paid Amount
07/01/2017	06/30/2018	\$1,000,000.00	\$0.00	\$1,000,000.00	

View Related: [Contract](#) | [Invoices](#) | [Payments](#) 68 [Save](#) [Submit](#)

Program Budget \$1,000,000.00

Budget Summary [View Printer Friendly Version](#)

Line Item	FY Budget	YTD Invoiced Amount	Remaining Amount
- Total City Funded Budget	\$1,000,000.00	\$0.00	\$1,000,000.00
Total Direct Costs	\$980,000.00	\$0.00	\$980,000.00
- Total Salary and Fringe	\$415,000.00	\$0.00	\$415,000.00
Total Salary	\$395,000.00	\$0.00	\$395,000.00
Total Fringe	\$20,000.00	\$0.00	\$20,000.00
- Total OTPS	\$365,000.00	\$0.00	\$365,000.00
Operations, Support and Equipment	\$45,000.00	\$0.00	\$45,000.00
Utilities	\$14,000.00	\$0.00	\$14,000.00
Professional Services	\$198,000.00	\$0.00	\$198,000.00
Rent & Occupancy	\$100,000.00	\$0.00	\$100,000.00
Contracted Services	\$8,000.00	\$0.00	\$8,000.00
Total Rate Based	\$125,000.00	\$0.00	\$125,000.00
Total Milestone Based	\$75,000.00	\$0.00	\$75,000.00
Unallocated Funds	\$0.00	\$0.00	\$0.00
Total Indirect Costs			
Indirect Rate 2.04 %			
Total Indirect Costs	\$20,000.00	\$0.00	\$20,000.00
Total Program Income (Excluded from City Funded Budget; Not Invoiced)	\$0.00	\$0.00	\$0.00
Total Program Budget (City Funded Budget + Program Income)	\$1,000,000.00	\$0.00	\$1,000,000.00

68. After reviewing the budget, click **“Submit.”**

Confirm Submission

Submit Contract Budget

Are you sure you want to submit this Contract Budget?

* Indicates a required field

☒ I agree to submit this Budget to the Agency for review.

69 70 * User Name: 71 * Password:

[No, do NOT submit this Budget](#) [Yes, submit this Budget](#)

69. Select the box to indicate that you agree to submit the Budget to the Agency for review.

70. Enter your **“User Name”** and **“Password”** as your signature.

71. Click **“Yes, submit this Budget.”**

Contract Budget

[Return to Budget List](#)

Contract Budget has been successfully submitted and will be reviewed by the Agency.

Status: Pending Approval
[Print Budget](#)

Contract Information

Agency:	Department of Homeless Services (DHS)	CT#:	Not Registered
Procurement/Contract Title:	Procurement DHS CT3	Contract Start Date:	07/01/2017
Provider:	Training Provider 3	Contract End Date:	06/30/2020
Procurement E-PIN:	CT300000187	Contract Amount:	\$3,000,000.00
Award E-PIN:	CT300000187	Program Name:	Safe Haven

Fiscal Year Budget Information

Start Date	End Date	FY Budget	YTD Invoiced Amount	Remaining Amount	YTD Actual Paid Amount
07/01/2017	06/30/2018	\$1,000,000.00	\$0.00	\$1,000,000.00	\$0.00

View Related: [Contract](#) | [Invoices](#) | [Payments](#)

A green message bar will confirm that your budget was successfully submitted and will be reviewed by the Agency.

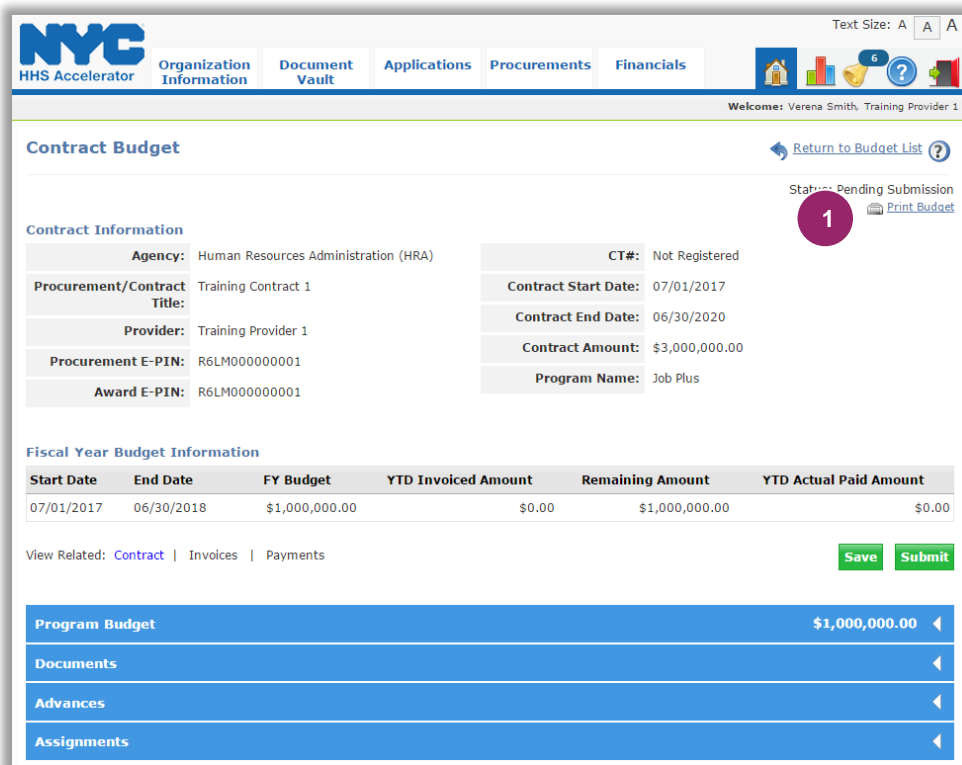
Once your budget has been submitted, the Budget Status will change to Pending Approval.

The issuing Agency will approve the budget or return it for revision. System users will receive notifications and alerts, in the system and in your email inbox, if actions are required by your organization.

When a budget is in Pending Approval status, you will not be able to make changes to the budget. If an Agency requires that you edit the budget they will return the budget for revisions. See page 32 for details.

Print a Budget

You have the ability to print a budget in any status. To print a budget, navigate to the budget you would like to print and follow the steps below.



Contract Budget [Return to Budget List](#)

Status: Pending Submission [Print Budget](#)

Contract Information

Agency: Human Resources Administration (HRA)	CT#: Not Registered
Procurement/Contract Title: Training Contract 1	Contract Start Date: 07/01/2017
Provider: Training Provider 1	Contract End Date: 06/30/2020
Procurement E-PIN: R6LM000000001	Contract Amount: \$3,000,000.00
Award E-PIN: R6LM000000001	Program Name: Job Plus

Fiscal Year Budget Information

Start Date	End Date	FY Budget	YTD Invoiced Amount	Remaining Amount	YTD Actual Paid Amount
07/01/2017	06/30/2018	\$1,000,000.00	\$0.00	\$1,000,000.00	\$0.00

View Related: [Contract](#) | [Invoices](#) | [Payments](#) [Save](#) [Submit](#)

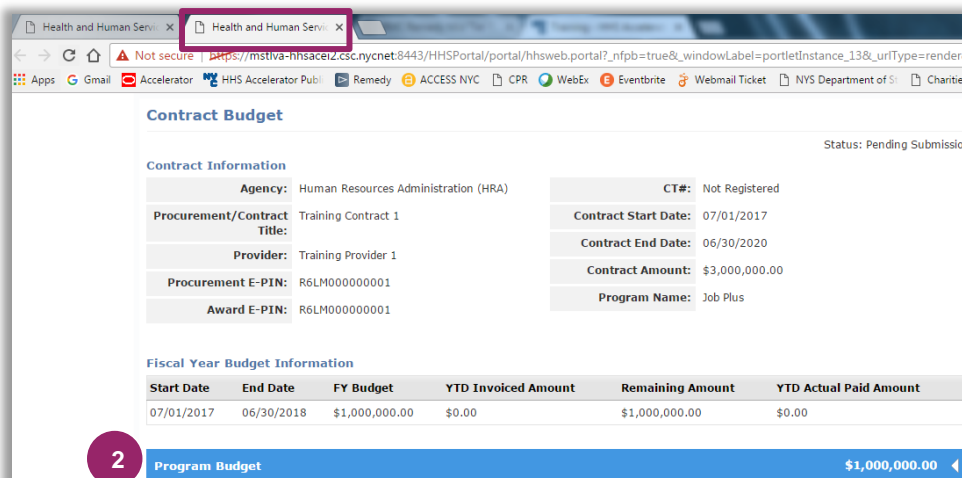
Program Budget \$1,000,000.00

Documents

Advances

Assignments

1. Click **“Print Budget”** on the top right of the screen.



Contract Budget [Return to Budget List](#)

Status: Pending Submission

Contract Information

Agency: Human Resources Administration (HRA)	CT#: Not Registered
Procurement/Contract Title: Training Contract 1	Contract Start Date: 07/01/2017
Provider: Training Provider 1	Contract End Date: 06/30/2020
Procurement E-PIN: R6LM000000001	Contract Amount: \$3,000,000.00
Award E-PIN: R6LM000000001	Program Name: Job Plus

Fiscal Year Budget Information

Start Date	End Date	FY Budget	YTD Invoiced Amount	Remaining Amount	YTD Actual Paid Amount
07/01/2017	06/30/2018	\$1,000,000.00	\$0.00	\$1,000,000.00	\$0.00

Program Budget \$1,000,000.00

2. A new tab will open in your browser. Next, click on the first blue header just below the Fiscal Year Budget information grid to expand the display.

What is displayed on the screen is what will print.

Program Budget

\$1,000,000.00

Budget Summary

Line Item	FY Budget	YTD Invoiced Amount	Remaining Amount
- Total City Funded Budget	\$1,000,000.00	\$0.00	\$1,000,000.00
Total Direct Costs	\$980,000.00	\$0.00	\$980,000.00
- Total Salary and Fringe	\$215,000.00	\$0.00	\$215,000.00
Total Salary	\$195,000.00	\$0.00	\$195,000.00
Total Fringe	\$20,000.00	\$0.00	\$20,000.00
- Total OTPS	\$490,000.00	\$0.00	\$490,000.00
Operations, Support and Equipment	\$45,000.00	\$0.00	\$45,000.00
Utilities	\$139,000.00	\$0.00	\$139,000.00
Professional Services	\$198,000.00	\$0.00	\$198,000.00
Rent & Occupancy	\$100,000.00	\$0.00	\$100,000.00
Contracted Services	\$8,000.00	\$0.00	\$8,000.00
Total Rate Based	\$125,000.00	\$0.00	\$125,000.00
Total Milestone Based	\$150,000.00	\$0.00	\$150,000.00
Unallocated Funds	\$0.00	\$0.00	\$0.00
Total Indirect Costs			
Indirect Rate 2.04 %			
Total Indirect Costs	\$20,000.00	\$0.00	\$20,000.00
Total Program Income (Excluded from City Funded Budget; Not Invoiced)	\$0.00	\$0.00	\$0.00
Total Program Budget (City Funded Budget + Program Income)	\$1,000,000.00	\$0.00	\$1,000,000.00

Personnel Services

City Salary & Fringe:	\$215,000.00
City Salary:	\$195,000.00
City Fringe:	\$20,000.00 (10.26%)
YTD Invoiced Amount:	\$0.00
Total Positions:	4

Salaried Positions	# Positions	FY Budget	YTD Invoiced Amount	Remaining Amount
- Salaried Employees Total		\$195,000.00	\$0.00	\$195,000.00
Assistant Director	1	\$45,000.00	\$0.00	\$45,000.00
Social Worker/ Social Worker Masters Level (3	\$150,000.00	\$0.00	\$150,000.00

The entire budget will appear on the page. Select the keyboard command "Ctrl+P" to print the budget.

You have the option of collapsing sections of the budget that you don't want to print. Click the (-) next to the Bolded Text

Revise a Budget

If your budget is returned for revisions, your organization must make the appropriate revisions and resubmit the budget.

1. Click on the **“Refresh”** icon in the Financials section of the homepage.

2. Click on the number hyperlink for **“Budgets Returned for Revision.”**

Provider Homepage

Application
Your Current Organization Status: **Approved**
Your Business Application Status: **Draft**
Your organization has **0** pending Service Applications
Your organization has **0** approved Service Applications
! Your Business Application is expiring on 05/07/2017
! 1 or more Service Applications are expiring on 05/07/2017

Filings
Filings Status: **Exempt**

Procurements
4 RFPs you're eligible for will be released within 30 days
0 RFPs you're eligible for have due dates within 30 days
12 RFPs with draft or submitted proposals
3 RFPs with proposals determined eligible for award

Financials
10 Budgets pending submission
1 Budgets returned for revision
0 Modifications and Updates pending submission
0 Modifications and Updates returned for revision
0 Invoices pending submission
0 Invoices returned for revision
90 Active Budgets
48 Budgets pending approval
1 Modifications and Updates pending approval
37 Invoices pending approval
46 Contracts pending registration

Documents Shared with your Organization
Organizations have shared 1 or more documents with you. Select an organization below and press "Continue" to view those documents.
- Select an Organization - **Continue**

NYC.ID Account Management
1 User account requests requiring action
[Update your NYC.ID Name or Email.](#)
[Update your NYC.ID Password.](#)
[Update your NYC.ID Security Questions.](#)

3. Select **“View Budget”** from the Action drop down menu for the budget you would like to view.

Financials
Contract List **Budget List** Invoice List Payment List Amendment List

Budget List
Listed below are the Budgets for your organization. A default filter has been applied.
Filter Budgets Budgets:1

Procurement/Contract Title	Agency	Fiscal Year	CT#	Budget Value(\$)	Last Updated	Status	Action
© Procurement DHS	DHS	2018	CT107120300000187	1,000,000.00	12/08/2016	Returned for Revision	I need to... View Budget View Contract

Budgets: 1

Contract Budget [Return to Budget List](#) [Print Budget](#)

Status: Returned for Revision

Contract Information

Agency:	Department of Homeless Services (DHS)	CT#:	CT107120300000187
Procurement/Contract Title:	Procurement DHS CT3	Contract Start Date:	07/01/2017
Provider:	Training Provider 3	Contract End Date:	06/30/2020
Procurement E-PIN:	CT300000187	Contract Amount:	\$3,000,000.00
Award E-PIN:	CT300000187	Program Name:	Safe Haven

Fiscal Year Budget Information

Start Date	End Date	FY Budget	YTD Invoiced Amount	Remaining Amount	YTD Actual Paid Amount
07/01/2017	06/30/2018	\$1,000,000.00	\$0.00	\$1,000,000.00	\$0.00

View Related: [Contract](#) | [Invoices](#) | [Payments](#) [Save](#) [Submit](#)

Program Budget \$1,000,000.00

Documents

Advances

Assignments

Comments [View Comments History](#) [Save](#)

Enter any comments:
Click the 'Save' button above to save your comments.

- Click **“View Comments History”** to see why the Agency returned the budget for revisions.

Fiscal Year Budget Information

Start Date	End Date	FY Budget	YTD Invoiced Amount	Remaining Amount	YTD Actual Paid Amount
07/01/2017	06/30/2018	\$1,000,000.00	\$0.00	\$1,000,000.00	\$0.00

View Related: [Contract](#) | [Invoices](#) | [Payments](#) [Save](#) [Submit](#)

Program Budget \$1,000,000.00

Documents

Advances

Assignments

Comments [View Comments History](#)

Comment History:

Type	Detail	User	Date/Time
Status Change	Status Changed from 'Pending Approval' to 'Returned for Revision'	DHS FINANCEMANAGER	03/14/2017 14:05 EDT
Agency Comments	Assistant Director title should be moved to Hourly Positions table, please use title Administrative Assistant.	DHS FINANCEMANAGER	03/14/2017 14:05 EDT
Status Change	Status Changed from 'Pending Submission' To 'Pending Approval'	Verena Smith	03/14/2017 12:16 EDT

- Review the Agency comments on the budget.

In this example, Agency comments request revisions for “Personnel Services” and part-time employees. Review comments thoroughly and then proceed to edit budget details in the appropriate tab(s).

- Click on the first blue bar to expand the **“Budget Summary”** section.

Program Budget \$1,000,000.00

Budget Summary | Personnel Services | Operations & Support | Utilities | Professional Services | Rent

Contracted Services | Rate | Milestone | Unallocated Funds | Indirect Rate | Program Income

Budget Summary [View Printer Friendly Version](#)

Line Item	FY Budget	YTD Invoiced Amount	Remaining Amount
+ Total City Funded Budget	\$1,000,000.00	\$0.00	\$1,000,000.00
Total Program Income (Excluded from City Funded Budget; Not Invoiced)	\$55,000.00	\$0.00	\$55,000.00
Total Program Budget (City Funded Budget + Program Income)	\$1,055,000.00	\$0.00	\$1,055,000.00

7. Then, click on the **“Personnel Services”** tab.

Program Budget \$1,000,000.00

Budget Summary | **Personnel Services** | Operations & Support | Utilities | Professional Services | Rent

Contracted Services | Rate | Milestone | Unallocated Funds | Indirect Rate | Program Income

Personnel Services - Detail

Summary View | **Detail View**

City Salary & Fringe:	\$195,500.00	Total Positions:	4
City Salary:	\$195,000.00	Total City FTEs:	3.75
City Fringe:	\$500.00 (0.26%)		

	Salaried Positions	Internal ID	Annual Salary	Annual Hours	FY Budget	% City Funded
+ Salaried Positions Total			\$210,000.00	8,348.00	\$195,000.00	92.86%

	Hourly Positions	Internal ID	Rate	Annual Hours	FY Budget	% City Funded
+ Hourly Positions Total				0.00	\$0.00	0.00%

	Fringe Benefits	Rate	FY Budget
+ Fringe Total		0.26%	\$500.00

Program Income

	Source	Description	FY Income Budget	YTD Invoiced Income	Remaining Amount
+ Program Income Total			\$35,000.00	\$0.00	\$35,000.00

Tab Comments | **View Comments History**

Comment History:

Type	Detail	User	Date/Time
Agency	Assistant Director title should be moved to Hourly Positions table, please use title	DHS	01/19/2018 08:53
Comments	Administrative Assistant.	FINANCEMANAGER	EST

By default, you will land on the **“Detail View”** tab.

Revisions can only be entered in the **“Detail View”** tab. The **“Summary View”** tab consolidates positions of the same title from the **“Detail View”** tab.

8. Click on the **“+”** symbol next to Salaried Positions Total.

Program Budget \$1,000,000.00

Budget Summary **Personnel Services** Operations & Support Utilities Professional Services Rent

Contracted Services Rate Milestone Unallocated Funds Indirect Rate Program Income

Personnel Services - Detail

Summary View Detail View

City Salary & Fringe:	\$195,500.00	Total Positions:	4
City Salary:	\$195,000.00	Total City FTEs:	3.75
City Fringe:	\$500.00 (0.26%)		

	Salaried Positions	Internal ID	Annual Salary	Annual Hours	FY Budget	% City Funded
-	Salaried Positions Total		\$210,000.00	8,348.00	\$195,000.00	92.86%
1	Assistant Director		\$60,000.00	2,087.00	\$45,000.00	75.00%
2	Social Worker/ Social Worker Mas		\$50,000.00	2,087.00	\$50,000.00	100.00%
3	Social Worker/ Social Worker Mas		\$50,000.00	2,087.00	\$50,000.00	100.00%
4	Social Worker/ Social Worker Mas		\$50,000.00	2,087.00	\$50,000.00	100.00%

9 Delete + Add Edit Save Cancel Export Page 1 of 1

	Hourly Positions	Internal ID	Rate	Annual Hours	FY Budget	% City Funded
+	Hourly Positions Total			0.00	\$0.00	0.00%

	Fringe Benefits	Rate	FY Budget
+	Fringe Total	0.26%	\$500.00

Program Income

	Source	Description	FY Income Budget	YTD Invoiced Income	Remaining Amount
+			\$35,000.00	\$0.00	\$35,000.00

9. Click on the existing row of the Salaried Position to activate it and click **“Delete.”**

Delete X

Are you sure you want to delete this row ?

10

Yes No

10. Click **“Yes”** to the pop-up asking **“Are you sure you want to delete this row?”**

Program Budget \$1,000,000.00

Budget Summary **Personnel Services** Operations & Support Utilities Professional Services Rent

Contracted Services Rate Milestone Unallocated Funds Indirect Rate Program Income

Personnel Services - Detail

Summary View Detail View

City Salary & Fringe: \$150,500.00 Total Positions: 3

City Salary: \$150,000.00 Total City FTEs: 3.00

City Fringe: \$500.00 (0.33%)

	Salaried Positions	Internal ID	Annual Salary	Annual Hours	FY Budget	% City Funded
-	Salaried Positions Total		\$150,000.00	6,261.00	\$150,000.00	100.00%
1	Social Worker/ Social Worker Mas		\$50,000.00	2,087.00	\$50,000.00	100.00%
2	Social Worker/ Social Worker Mas		\$50,000.00	2,087.00	\$50,000.00	100.00%
3	Social Worker/ Social Worker Mas		\$50,000.00	2,087.00	\$50,000.00	100.00%

Delete + Add Edit Save Cancel Export Page 1 of 1

	Hourly Positions	Internal ID	Rate	Annual Hours	FY Budget	% City Funded
+	Hourly Positions Total			0.00	\$0.00	0.00%

	Fringe Benefits	Rate	FY Budget
+	Fringe Total	0.33%	\$500.00

Program Income

	Source	Description	FY Income Budget	YTD Invoiced Income	Remaining Amount
+			\$35,000.00	\$0.00	\$35,000.00

11. Click on the “+” symbol next to the Hourly Positions Total row.

	Hourly Positions	Internal ID	Rate	Annual Hours	FY Budget	% City Funded
-	Hourly Positions Total			0.00	\$0.00	0.00%

+ Add Edit Save Cancel Export Page 1 of 0

12. Click “+Add” to add a row.

	Hourly Positions	Internal ID	Rate	Annual Hours	FY Budget	% City Funded
-	Hourly Positions Total			0.00	\$0.00	0.00%
1	Administrative Assistant (612)		30.00	1500.00	45000.00	

Delete + Add Edit Save Cancel Export Page 1 of 0

13. Select the “Position Title,” enter the “Internal ID,” “Rate,” “Annual Hours” and the “FY Budget.” Internal ID is an optional field.

Note: Fulltime is calculated on the federal standard of 2,087 hours.

14. Click “Save.”

Repeat steps to add the other 4 hourly employees to the budget.

Fiscal Year Budget Information

Start Date	End Date	FY Budget	YTD Invoiced Amount	Remaining Amount	YTD Actual Paid Amount	Unrecouped Advance	Amount
07/01/2017	06/30/2018	\$1,000,000.00	\$0.00	\$1,000,000.00	\$0.00		15

View Related: [Contract](#) | [Invoices](#) | [Payments](#) Save Submit

Program Budget \$1,000,000.00

Budget Summary **Personnel Services** Operations & Support Utilities Professional Services Rent

Contracted Services Rate Milestone Unallocated Funds Indirect Rate Program Income

Personnel Services - Detail Summary View Detail View

City Salary & Fringe:	\$195,500.00	Total Positions:	4
City Salary:	\$195,000.00	Total City FTEs:	3.72
City Fringe:	\$500.00 (0.26%)		

	Salaried Positions	Internal ID	Annual Salary	Annual Hours	FY Budget	% City Funded
–	Salaried Positions Total		\$150,000.00	6,261.00	\$150,000.00	100.00%
+	1 Social Worker/ Social Worker Mas		\$50,000.00	2,087.00	\$50,000.00	100.00%
	2 Social Worker/ Social Worker Mas		\$50,000.00	2,087.00	\$50,000.00	100.00%
	3 Social Worker/ Social Worker Mas		\$50,000.00	2,087.00	\$50,000.00	100.00%

Delete + Add Edit Save Cancel Export Page 1 of 1

	Hourly Positions	Internal ID	Rate	Annual Hours	FY Budget	% City Funded
–	Hourly Positions Total			1,500.00	\$45,000.00	100.00%
+	1 Administrative Assistant (612)		\$30.00	1,500.00	\$45,000.00	100.00%

Delete + Add Edit Save Cancel Export Page 1 of 1

15. Once all revisions have been completed, click **“Submit.”**

Confirm Submission

Submit Contract Budget

Are you sure you want to submit this Contract Budget?

* Indicates a required field

☒ I agree to submit this Budget to the Agency for review.

16 **17** **18**

User Name: **Password:**

No, do NOT submit this Budget Yes, submit this Budget

16. Select the box to indicate that you agree to submit the Budget to the Agency for review.

17. Enter your **“User Name”** and **“Password”** as your signature.

18. Click **“Yes, submit this Budget”** at the bottom of the screen.

Contract Budget

[Return to Budget List](#)

Contract Budget has been successfully submitted and will be reviewed by the Agency.

Status: Pending Approval
[Print Budget](#)

Contract Information

Agency:	Department of Homeless Services (DHS)	CT#:	CT107120300000187
Procurement/Contract Title:	Procurement DHS CT3	Contract Start Date:	07/01/2017
Provider:	Training Provider 3	Contract End Date:	06/30/2020
Procurement E-PIN:	CT300000187	Contract Amount:	\$3,000,000.00
Award E-PIN:	CT300000187	Program Name:	Safe Haven

Fiscal Year Budget Information

Start Date	End Date	FY Budget	YTD Invoiced Amount	Remaining Amount	YTD Actual Paid Amount
07/01/2017	06/30/2018	\$1,000,000.00	\$0.00	\$1,000,000.00	\$0.00

View Related: [Contract](#) | [Invoices](#) | [Payments](#)

A green message bar will confirm that your budget was successfully submitted and will be reviewed by the Agency.

Once the budget is approved by the Agency, and the contract has started, your organization can start submitting invoices.

Request an Advance

If the funding Agency allows for advances in its policy, your organization can make the request from the Budget List. An advance comes to your organization as a lump sum. The advance does not come from a specific line item of a budget.

When the advance is approved, the Agency will establish the process for recouping funds. Your organization will submit invoices normally and a portion of the advance will be taken when each subsequent invoice payment is made in accordance with the Agency's policy.

Your organization can request an advance by following these steps:

The screenshot shows the NYC HHS Accelerator Provider Homepage. The top navigation bar includes links for Organization Information, Document Vault, Applications, Procurements, and Financials. The main content area is divided into several sections:

- Application:** Displays the user's current organization status as 'Approved', business application status as 'Draft', and pending/approved service applications. It also shows expiration dates for the business application and service applications.
- Filings:** Shows the filing status as 'Exempt'.
- Procurements:** Displays the number of RFIs eligible for release and due dates within 30 days, as well as the number of RFIs with draft or submitted proposals and proposals determined eligible for award.
- Financials:** This section is highlighted with a red circle labeled '1' next to a 'Refresh' icon. It contains a table of budget and invoice statuses. A red circle labeled '2' points to the 'Active Budgets' link, which has a count of 91.
- Documents Shared with your Organization:** Shows a list of organizations that have shared documents with the user, with a 'Continue' button.
- NYC.ID Account Management:** Provides links for updating the user's account information, including name, email, password, and security questions.

1. Click on the **“Refresh”** icon in the Financials section of the homepage.
2. Click on the number hyperlink for **“Active Budgets.”**

The screenshot shows the 'Financials' section of the NYC HHS Accelerator interface. The 'Budget List' tab is selected. A table lists various budgets with columns for Procurement/Contract Title, Agency, Fiscal Year, CT#, Budget Value(\$), Last Updated, Status, and Action. The 'Action' column for the first row is open, showing a dropdown menu with options: 'I need to...', 'I need to...', 'View Contract', 'View Budget', 'Submit Invoice', 'Modify Budget', and 'Request Advance'. A red circle with the number '3' highlights the 'Request Advance' option.

Procurement/Contract Title	Agency	Fiscal Year	CT#	Budget Value(\$)	Last Updated	Status	Action
© Procurement DHS CT3	DHS	2018	CT107120300000187	1,000,000.00	12/08/2016	Active	I need to... I need to... View Contract View Budget Submit Invoice Modify Budget Request Advance
© Trainer Contract 29	HRA	2017	CT106920160000212	1,000,000.00	03/03/2016	Active	I need to...
© Trainer Contract 31	HRA	2017	CT106920160000214	1,000,000.00	03/03/2016	Active	I need to...
© Trainer Contract 11	HRA	2017	CT106920160000194	1,000,000.00	03/03/2016	Active	I need to...
© Trainer Contract 30	HRA	2017	CT106920160000213	1,000,000.00	03/03/2016	Active	I need to...
© Agency Contract 65	HRA	2017	CT106920160000152	1,000,000.00	03/05/2016	Active	I need to...

3. Select **“Request Advance”** from the Action drop down menu for the budget you would like an advance from.

The screenshot shows the 'Request Advance' modal form. It contains the following fields and values:

- CT#: CT107120300000187
- Provider: Training Provider 3
- FiscalYear: FY18
- Advance Request Date: 12/08/2016
- * Advance Amount Requested(\$): 25,000.00
- * Advance Description: Start Up Funds

At the bottom, there are 'Cancel' and 'Request Advance' buttons. Red circles with numbers '4' and '5' highlight the 'Advance Amount Requested(\$)' and 'Advance Description' fields respectively.

4. Enter the **“Advance Amount Requested (\$).”**
5. Enter **“Advance Description.”**

The advance request description can be up to 50 characters.

Request Advance

Request Advance

To request an advance please enter the advance amount and description and click the 'Request Advance' button to send the request.

* Indicates a required field

CT#:	CT107120300000187
Provider:	Training Provider 3
FiscalYear:	FY18
Advance Request Date:	12/08/2016
* Advance Amount Requested(\$):	25,000.00
* Advance Description:	Start Up Funds

Cancel

Request Advance

6. Click “**Request Advance.**”

NYC

HHS Accelerator

Organization Information

Document Vault

Applications

Procurements

Financials

Text Size: A A A

171

Welcome: Nina Smith, Training Provider 3

Financials

Contract List

Budget List

Invoice List

Payment List

Amendment List

Budget List

✓ ! Advance request submitted.

Listed below are the Budgets for your organization. A default filter has been applied.

Filter Budgets Budgets:91

1 2 3 4 5 Next

Procurement/Contract Title	Agency	Fiscal Year	CT#	Budget Value(\$)	Last Updated	Status	Action
Procurement DHS CT3	DHS	2018	CT107120300000187	1,000,000.00	12/08/2016	Active	I need to...
Trainer Contract 29	HRA	2017	CT106920160000212	1,000,000.00	03/03/2016	Active	I need to...
Trainer Contract 31	HRA	2017	CT106920160000214	1,000,000.00	03/03/2016	Active	I need to...
Trainer Contract 11	HRA	2017	CT106920160000194	1,000,000.00	03/03/2016	Active	I need to...

A green message bar will confirm that the Advance Request was submitted.

The Agency will review the request. Your organization will receive a notification with the Agency’s decision.

If the Advance is approved, it will appear on the budget.

Once an advance is approved it will appear on your budget.

In the example below, if you click on the blue bar labeled advances, you will be able to view the advance.

Contract Budget

[Return to Budget List](#)

Status: Active

[Print Budget](#)

Contract Information

Agency:	Department of Homeless Services (DHS)	CT#:	CT107120300000187
Procurement/Contract Title:	Procurement DHS CT3	Contract Start Date:	07/01/2017
Provider:	Training Provider 3	Contract End Date:	06/30/2020
Procurement E-PIN:	CT300000187	Contract Amount:	\$3,000,000.00
Award E-PIN:	CT300000187	Program Name:	Safe Haven

Fiscal Year Budget Information

Start Date	End Date	FY Budget	YTD Invoiced Amount	Remaining Amount	YTD Actual Paid Amount
07/01/2017	06/30/2018	\$1,000,000.00	\$0.00	\$1,000,000.00	\$0.00

View Related: [Contract](#) | [Invoices](#) | [Payments](#)

Program Budget

\$1,000,000.00

Documents

Advances

	Advances	Advance Request Date	Status	Amount	YTD Recoupment Amount	YTD Recoupment %
+	Overall			\$25,000.00	\$0.00	0.00%

Assignments

Budget Modification

During the course of the contract year, a budget may need to be adjusted. This is done either by a budget modification or a budget amendment.

Budget Change	Description
Budget Modification	A budget modification does not change the value of the contract. If your organization increases the budget in one area, a proportional decrease would need to occur on another line item in the budget.
Budget Amendment	A contract value can increase or decrease at the discretion of the awarding Agency. The Agency initiates the contract value change in the system. The Agency would make an Amendment to a contract, and your organization would then need to adjust the budget accordingly to match the new contract value.

Making a Budget Modification

A budget modification is initiated by the provider. Budget modifications are submitted to the Agency when your organization wants to adjust the allocation of expenses on the budget without changing the overall budget value. Once a budget modification is submitted, the funding Agency will receive an alert that a modification has been requested. The Agency will review the budget modification and make a decision.

Starting in Fiscal Year 2019, all budgets managed in HHS Accelerator can be modified up to 10% of the sub-budget value using the auto-approval process. Modifications that are below the 10% threshold, and do not add new line items to the budget, will automatically go through the levels of review and can be viewed on the Budget List screen once they are Approved. Auto-approved adjustments are cumulative so, a modification below the available threshold can utilize the auto-approval process but, a modification that exceeds the available threshold would go through the regular review process.

Providers are still expected to follow all Agency policies and procedure regarding documentation requirements, pre-approval for certain requests, and adherence to all city, state, and federal regulations related to program design and delivery. Failure to follow these guidelines will result in Agencies having providers revert the changes, which may cause payment delays, as well as the potential loss of ability to use auto-approval in the future.

A budget modification cannot be initiated if there are outstanding invoices, outstanding payments, or negative amendments currently in progress on the contract.

1

NYC HHS Accelerator Organization Information Document Vault Applications Procurements **Financials**

Welcome: Verena Smith, Training Provider 1

Provider Homepage

Application
Your Current Organization Status: **Not Applied**
Your Business Application Status: **Draft**
Your organization has 0 pending Service Applications
Your organization has 0 approved Service Applications

Filings
Filings Status: **Awaiting Application Approval**
Fiscal Period of Last Approved Filing: N/A
Last CHAR500 approved on: N/A
Next CHAR500 due date: N/A
Registration Type: N/A
Last CHAR500 uploaded on: N/A

Procurements
0 RFPs you're eligible for will be released within 30 days
0 RFPs you're eligible for have due dates within 30 days
0 RFPs with draft or submitted proposals
0 RFPs with proposals determined eligible for award

Financials
3 Budgets pending submission
0 Budgets returned for revision
0 Modifications and Updates pending submission
0 Modifications and Updates returned for revision
0 Invoices pending submission
0 Invoices returned for revision
1 Active Budgets
0 Budgets pending approval
0 Modifications and Updates pending approval
0 Invoices pending approval
0 Contracts pending registration

Documents Shared with your Organization
No organizations have shared documents with you at this time. This section will become active once an organization has granted you access to 1 or more documents.
If you'd like to grant Providers or NYC Agencies view-only access to your documents, you can do so from your [Document Vault](#).

NYC.ID Account Management
0 User account requests requiring action
[Update your NYC.ID Name or Email.](#)
[Update your NYC.ID Password.](#)
[Update your NYC.ID Security Questions.](#)

1. Click the **"Financials"** tab.

2

NYC HHS Accelerator Organization Information Document Vault Applications Procurements **Financials**

Welcome: Verena Smith, Training Provider 1

Financials

Contract List Budget List Invoice List Payment List Amendment List

Listed below are the contracts for your organization. A default filter has been applied.

Filter Contracts Contracts: 4 Total Value of Active Contracts: \$12000000

Procurement/Contract Title	Agency	CT#	Contract Value(\$)	Last Updated	Status	Action
Training Contract 1	HRA		3,000,000.00	03/10/2017	Registered	I need to...
Training Contract 4	HRA		3,000,000.00	03/10/2017	Registered	I need to...
Training Contract 3	HRA		3,000,000.00	03/10/2017	Registered	I need to...
Training Contract 2	HRA		3,000,000.00	03/10/2017	Registered	I need to...

Contracts: 4

2. Click the **"Budget List"** tab.

NYC HHS Accelerator

Organization Information | Document Vault | Applications | Procurements | **Financials**

Welcome: Verena Smith, Training Provider 1

Financials

Contract List | **Budget List** | Invoice List | Payment List | Amendment List

Budget List

Listed below are the Budgets for your organization. A default filter has been applied.

Filter Budgets ▾ Budgets: 4

Procurement/Contract Title	Agency	Fiscal Year	CT#	Budget Value(\$)	Last Updated	Status	Action
© Training Contract 3	HRA	2018		1,000,000.00	03/10/2017	Pending Submission	I need to... ▾
© Training Contract 2	HRA	2018		1,000,000.00	03/10/2017	Pending Submission	I need to... ▾
© Training Contract 4	HRA	2018		1,000,000.00	03/10/2017	Pending Submission	I need to... ▾
© Training Contract 1	HRA	2018		1,000,000.00	03/14/2017	Active	I need to... ▾

Budgets: 4

I need to... ▾
I need to...
View Contract
View Budget
Submit Invoice
Modify Budget
Request Advance

3. Select **“Modify Budget”** from the Action drop-down list.

Confirm Budget Modification

Proceeding will begin the process of modifying the Budget. Click on the Create Budget Modification button to continue.

Cancel Create Budget Modification

4. Click **“Create Budget Modification.”**

A budget modification cannot be initiated if there are outstanding invoices, outstanding payments, or negative amendments currently in progress on the contract.

Contract Budget - Modification [Return to Budget List](#) [?](#)

Status: Pending Submission

Contract Information

Agency:	Human Resources Administration (HRA)	CT#:	Not Registered
Procurement/Contract Title:	Training Contract 1	Contract Start Date:	07/01/2017
Provider:	Training Provider 1	Contract End Date:	06/30/2020
Procurement E-PIN:	R6LM000000001	Contract Amount:	\$3,000,000.00
Award E-PIN:	R6LM000000001	Program Name:	Job Plus

Fiscal Year Budget Information

Start Date	End Date	FY Budget	YTD Invoiced Amount	Remaining Amount	YTD Actual Paid Amount
07/01/2017	06/30/2018	\$1,000,000.00	\$0.00	\$1,000,000.00	\$0.00

[Save](#) [Submit](#)

Program Budget **5** \$1,000,000.00 [◀](#)

Documents [◀](#)

Advances [◀](#)

Assignments [◀](#)

- Click on the first blue bar to expand the **“Budget Summary”** section.

Program Budget \$1,000,000.00 [▼](#)

Budget Summary [Personnel Services](#) [Operations & Support](#) [Utilities](#) [Professional Services](#) [Rent](#)

[Contracted Services](#) [Rate](#) [Milestone](#) [Unallocated Funds](#) [Indirect Rate](#) [Program Income](#)

Budget Summary

Line Item	Approved FY Budget	Remaining Amount	Modification Amount	Proposed Budget
+ Total City Funded Budget	\$1,000,000.00	\$1,000,000.00	\$0.00	\$1,000,000.00
Total Program Income (Excluded from City Funded Budget; Not Invoiced)	\$0.00	\$0.00	\$0.00	\$0.00
Total Program Budget (City Funded Budget + Program Income)	\$1,000,000.00	\$1,000,000.00	\$0.00	\$1,000,000.00

Service Site Information

Please enter an address for each site where your organization proposes to deliver services.

[+ Add Site](#)

Site Name	Address 1	Address 2	City	State	Zip Code	Action
Program Office	123 William Street		Brooklyn	NY	11201	I need to... ▼

- Click on the **“+”** symbol next to the Total City Funded Budget row.

Program Budget
7
\$1,000,000.00 ▼

Budget Summary
Personnel Services
Operations & Support
Utilities
Professional Services
Rent

Contracted Services
Rate
Milestone
Unallocated Funds
Indirect Rate
Program Income

Budget Summary

Line Item	Approved FY Budget	Remaining Amount	Modification Amount	Proposed Budget
- Total City Funded Budget	\$1,000,000.00	\$1,000,000.00	\$0.00	\$1,000,000.00
Total Direct Costs	\$980,000.00	\$980,000.00	\$0.00	\$980,000.00
- Total Salary and Fringe	\$215,000.00	\$215,000.00	\$0.00	\$215,000.00
Total Salary	\$195,000.00	\$195,000.00	\$0.00	\$195,000.00
Total Fringe	\$20,000.00	\$20,000.00	\$0.00	\$20,000.00
- Total OTPS	\$490,000.00	\$490,000.00	\$0.00	\$490,000.00
Operations, Support and Equipment	\$45,000.00	\$45,000.00	\$0.00	\$45,000.00
Utilities	\$139,000.00	\$139,000.00	\$0.00	\$139,000.00
Professional Services	\$198,000.00	\$198,000.00	\$0.00	\$198,000.00
Rent & Occupancy	\$100,000.00	\$100,000.00	\$0.00	\$100,000.00
Contracted Services	\$8,000.00	\$8,000.00	\$0.00	\$8,000.00
Total Rate Based	\$125,000.00	\$125,000.00	\$0.00	\$125,000.00
Total Milestone Based	\$150,000.00	\$150,000.00	\$0.00	\$150,000.00
Unallocated Funds	\$0.00	\$0.00	\$0.00	\$0.00
Total Indirect Costs	\$20,000.00	\$20,000.00	\$0.00	\$20,000.00
Indirect Rate 2.04 %				
Total Indirect Costs	\$20,000.00	\$20,000.00	\$0.00	\$20,000.00
Total Program Income (Excluded from City Funded Budget; Not Invoiced)	\$0.00	\$0.00	\$0.00	\$0.00
Total Program Budget (City Funded Budget + Program Income)	\$1,000,000.00	\$1,000,000.00	\$0.00	\$1,000,000.00

Service Site Information

Please enter an address for each site where your organization proposes to deliver services.

+ Add Site

Site Name	Address 1	Address 2	City	State	Zip Code	Action
Program Office	123 William Street		Brooklyn	NY	11201	I need to... ▼

The Budget Summary lists how funds are currently allocated. To modify the budget, reallocate funding among the budget areas as needed. The sum of the changes may not change the overall value of the contract budget.

7. Click the **“Personnel Services”** tab.

Program Budget \$1,000,000.00 ▼

Budget Summary | **Personnel Services** | Operations & Support | Utilities | Professional Services | Rent
 Contracted Services | Rate | Milestone | Unallocated Funds | Indirect Rate | Program Income

Personnel Services - Summary

Summary View | Detail View

Modification City Salary & Fringe: \$0.00
 Modification City Salary: \$0.00
 Modification City Fringe: \$0.00 (0.00%)
 YTD Invoiced Amount: \$0.00

	Salaried Positions	Approved FY Budget	Remaining Amount	Modification # Positions	Modification Amount	Proposed Budget
+	Salaried Positions Total	\$150,000.00	\$150,000.00		\$0.00	\$150,000.00

	Hourly Positions	Approved FY Budget	Remaining Amount	Modification # Positions	Modification Amount	Proposed Budget
+	Hourly Positions Total	\$45,000.00	\$45,000.00		\$0.00	\$45,000.00

	Fringe Benefits	Approved FY Budget	Remaining Amount	Rate	Modification Amount	Proposed Budget
	Fringe Total	\$20,000.00	\$20,000.00	0.00%	\$0.00	\$20,000.00

Edit Save Cancel

Program Income

	Source	Description	Approved FY Budget	Remaining Amount	Modification Amount	Proposed Budget
+			\$35,000.00	\$35,000.00	\$0.00	\$35,000.00

By default, you will land on the **“Summary View”** tab.

Modifications can only be entered in the **“Summary View”** tab. The **“Detail View”** tab is locked and cannot be modified.

In this example, the distribution of funding for Salaried Positions will be modified. If funds are added to one type of worker, it will need to be taken away from another role. Funds can be redistributed across tabs, as long as the total budget value does not change.

- Click the **“+”** symbol next to the Salaried Positions Total.

Program Budget \$1,000,000.00 ▼

Budget Summary | **Personnel Services** | Operations & Support | Utilities | Professional Services | Rent
 Contracted Services | Rate | Milestone | Unallocated Funds | Indirect Rate | Program Income

Personnel Services - Summary

Summary View | Detail View

Modification City Salary & Fringe: \$0.00
 Modification City Salary: \$0.00
 Modification City Fringe: \$0.00 (0.00%)
 YTD Invoiced Amount: \$0.00

	Salaried Positions	Approved FY Budget	Remaining Amount	Modification # Positions	Modification Amount	Proposed Budget
-	Salaried Positions Total	\$150,000.00	\$150,000.00		\$0.00	\$150,000.00
+	Social Worker/ Social Worker Masters L	\$150,000.00	\$150,000.00	0	\$0.00	\$150,000.00

Delete Add Edit Cancel Export Page 1 of 1

- Select the row that needs to be adjusted and click **“Edit.”**

	Salaried Positions	Approved FY Budget	Remaining Amount	Modification # Positions	Modification Amount	Proposed Budget
-	Salaried Positions Total	\$150,000.00	\$150,000.00		\$0.00	\$150,000.00
L	Social Worker/ Social Worker Masters L	\$150,000.00	\$150,000.00	-0.50	-25000.00	\$150,000.00
Delete + Save Cancel Export Page 1 of 1						

10. Enter the **“Modification # Positions”** and the **“Modification Amount”** values. Enter negative quantities if you are adjusting the line item down.

11. Click **“Save.”**

	Salaried Positions	Approved FY Budget	Remaining Amount	Modification # Positions	Modification Amount	Proposed Budget
-	Salaried Positions Total	\$150,000.00	\$150,000.00		(\$25,000.00)	\$125,000.00
L	Social Worker/ Social Worker Masters L	\$150,000.00	\$150,000.00	-.5	(\$25,000.00)	\$125,000.00
Delete + Add Edit Save Cancel Export Page 1 of 1						

12. Select the next row that needs to be adjusted and click **“Edit.”**

	Hourly Positions	Approved FY Budget	Remaining Amount	Modification # Positions	Modification Amount	Proposed Budget
-	Hourly Positions Total	\$45,000.00	\$45,000.00		\$0.00	\$45,000.00
L	Administrative Assistant (612)	\$45,000.00	\$45,000.00	0	\$0.00	\$45,000.00
Delete + Add Edit Save Cancel Export Page 1 of 1						

13. Enter the **“Modification # Positions”** and the **“Modification Amount”** values. Enter positive quantities if you are adjusting the line item up.

	Salaried Positions	Approved FY Budget	Remaining Amount	Modification # Positions	Modification Amount	Proposed Budget
-	Salaried Positions Total	\$150,000.00	\$150,000.00		(\$25,000.00)	\$125,000.00
L	Social Worker/ Social Worker Masters L	\$150,000.00	\$150,000.00	-.5	(\$25,000.00)	\$125,000.00
Delete + Add Edit Save Cancel Export Page 1 of 1						

	Hourly Positions	Approved FY Budget	Remaining Amount	Modification # Positions	Modification Amount	Proposed Budget
-	Hourly Positions Total	\$45,000.00	\$45,000.00		\$25,000.00	\$70,000.00
L	Administrative Assistant (612)	\$45,000.00	\$45,000.00	0.50	25000.00	\$70,000.00
Delete Edit Save Cancel Export Page 1 of 1						

14. Click **“Save.”**

Fiscal Year Budget Information

Start Date	End Date	FY Budget	YTD Invoiced Amount	Remaining Amount	YTD Actual Paid
07/01/2017	06/30/2018	\$1,000,000.00	\$0.00	\$1,000,000.00	\$0.00

Save **Submit**

Budget \$1,000,000.00

Budget Summary | Personnel Services | Operations & Support | Utilities | Professional Services | Rent | Contracted Services | Rate | Milestone | Unallocated Funds | Indirect Rate | Program Income

Budget Summary

Line Item	Approved FY Budget	Remaining Amount	Modification Amount	Proposed Budget
+ Total City Funded Budget	\$1,000,000.00	\$1,000,000.00	\$0.00	\$1,000,000.00
Total Program Income (Excluded from City Funded Budget; Not Invoiced)	\$0.00	\$0.00	\$0.00	\$0.00
Total Program Budget (City Funded Budget + Program Income)	\$1,000,000.00	\$1,000,000.00	\$0.00	\$1,000,000.00

Service Site Information

Please enter an address for each site where your organization proposes to deliver services.

+ Add Site

Site Name	Address 1	Address 2	City	State	Zip Code	Action
Program Office	123 William Street		Brooklyn	NY	11201	I need to...

15. Click the **“Budget Summary”** tab.

Review the allocated personnel services to ensure it’s a zero sum change.

16. Click **“Submit.”**

Confirm Submission

Submit Budget Modification

Are you sure you want to submit the Contract Budget Modification?

* Indicates a required field

☒ I agree to submit this Budget Modification to the Agency for review.

18 * User Name:

19 * Password:

No, do NOT submit this Modification **Yes, submit this Modification**

17. Select the box to indicate that you agree to submit this Budget Modification to the Agency for review.

18. Enter your **“User Name”** and **“Password”** as your signature.

19. Click **“Yes, submit this Modification.”**

17

Contract Budget - Modification

[Return to Budget List](#)

Budget Modification has been successfully submitted and will be reviewed by the Agency.

Status: Pending Approval

Contract Information

Agency:

Human Resources Administration (HRA)

CT#:

Not Registered

Procurement/Contract Title:

Training Contract 1

Contract Start Date:

07/01/2017

Provider:

Training Provider 1

Contract End Date:

06/30/2020

Procurement E-PIN:

R6LM000000001

Contract Amount:

\$3,000,000.00

Award E-PIN:

R6LM000000001

Program Name:

Job Plus

Fiscal Year Budget Information

Start Date	End Date	FY Budget	YTD Invoiced Amount	Remaining Amount	YTD Actual Paid Amount
07/01/2017	06/30/2018	\$1,000,000.00	\$0.00	\$1,000,000.00	\$0.00

Program Budget

\$1,000,000.00

Documents

Advances

Assignments

A green message bar will confirm that your Contract Budget modification was successfully submitted and will be reviewed by the Agency.

Page 57 of 60

Monitoring Returned Payments

At the end of the fiscal year, if there is a balance of funds that has not been recovered by the Agency, they can notify you of the remaining amount through HHS Accelerator. Payment is done outside of the system but Agencies will record the received payment as part of the fiscal year budget in HHS Accelerator. Providers can monitor the status of a returned payment from the budget.

<Provider Name> [X]
<CT#>
<Contract Title>
<FY> Budget

<Agency ID> is notifying your organization of a balance of unrecovered funds on the <FY> Budget for <CT#>. The balance is indicated in the "Unrecouped Advance Amount" field in the header section of the Budget.

Please submit all outstanding Invoices for the <FY> Budget. If your organization has submitted all Invoices, please refer to <Agency ID>'s fiscal guidelines for the remittance of outstanding funds to the City. Submitted Invoices that are Pending Agency Approval may account for the unrecovered funds.

Please direct any questions about this request to <Agency ID>. Follow the link below to log in to HHS Accelerator and view your Budget. Payment is not submitted in HHS Accelerator.

[Contract Budget](#)

Agencies can initiate email notifications for contracts with unrecouped advance amounts.

Providers should submit any outstanding invoices. If all invoices have been submitted, refer to the Agency's fiscal guidance for further instruction.

Contract Budget [Return to Budget List](#) [Print Budget](#)

Status: Active

Contract Information

Agency:	Administration for Children's Services (ACS)	CT#:	CT106820160000045
Procurement/Contract Title:	Provider Contract 45	Contract Start Date:	07/01/2016
Provider:	Training Provider 2	Contract End Date:	06/30/2019
Procurement E-PIN:	TRNP110000045	Contract Amount:	\$3,000,000.00
Award E-PIN:	TRNP110000045	Program Name:	Family Foster Care (FFC)

Fiscal Year Budget Information

Start Date	End Date	FY Budget	YTD Invoiced Amount	Remaining Amount	YTD Actual Paid Amount	Unrecouped Advance Amount
07/01/2016	06/30/2017	\$1,000,000.00	\$169,671.00	\$830,329.00	\$160,654.00	\$60,000.00

View Related: [Contract](#) | [Invoices](#) | [Payments](#)

Program Budget	\$1,000,000.00	◀
Documents		◀
Advances		◀
Assignments		◀
Returned Payments	\$0.00	◀

“Unrecouped Advance Amount” Column:

Every budget now displays this value in the Fiscal Year Budget Information section.

Contract Budget [Return to Budget List](#) [Print Budget](#)

Status: Active

Contract Information

Agency:	Administration for Children's Services (ACS)	CT#:	CT106820160000045
Procurement/Contract Title:	Provider Contract 45	Contract Start Date:	07/01/2016
Provider:	Training Provider 2	Contract End Date:	06/30/2019
Procurement E-PIN:	TRNP110000045	Contract Amount:	\$3,000,000.00
Award E-PIN:	TRNP110000045	Program Name:	Family Foster Care (FFC)

Fiscal Year Budget Information

Start Date	End Date	FY Budget	YTD Invoiced Amount	Remaining Amount	YTD Actual Paid Amount	Unrecouped Advance Amount
07/01/2016	06/30/2017	\$1,000,000.00	\$169,671.00	\$830,329.00	\$160,654.00	\$60,000.00

View Related: [Contract](#) | [Invoices](#) | [Payments](#)

Program Budget	\$1,000,000.00	◀
Documents		◀
Advances		◀
Assignments		◀
Returned Payments	\$0.00	▼

Check#	Agency Tracking#	Received Date	Approved By	Check Amount(\$)	Status	Action
--	--	--	--	60,000.00	Pending Submission	I need to...

Returned Payment Section:

If the Agency requests funds be returned, you will see a “Returned Payment” blue bar in the budget.

Clicking on the “Returned Payment” blue bar expands the section. Depending on the status displaying, various fields will populate.

Stages of a Returned Payment

Status	Description
Pending Submission	The Agency has notified the provider of an unrecouped advance amount and the returned payment has not been received by the Agency.
Pending Approval	The returned payment has been received by the Agency, a task has been generated for the Agency to review. The Returned Payment Review task allows Agencies to associate funds returned to the City to a particular Contract and Budget Fiscal year.
Approved	The Agency has approved the payment and the payment amount has been deducted from the "Unrecouped Advance Amount" displaying in the budget. The payment value will display on the "Returned Payments" blue bar.