

**Budget Summary for  
Competitive Grant Programs**

U.S. Department of Housing  
and Urban Development

OMB Approval No. 2501-0017  
(exp. 03/31/2005)

Section A - Budget Categories	Grant Program, Function or Activity								
	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9
	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income	Total
1. Object Class Categories									
a. Personnel (Direct Labor)	\$		\$	\$	\$	\$	\$	\$	\$
b. Fringe Benefits									
c. Travel									
d. Equipment (Only Items > \$5,000 Depreciated Value)									
e. Supplies (Only Items with Depreciated Value < \$5,000 )									
f. Contractual									
g. Construction									
1. Administrative and legal expenses									
2. Land, structures, rights-of way, appraisals, etc.									
3. Relocation expenses and payments									
4. Architectural and engineering fees									
5. Other architectural and engineering fees									
6. Project inspection fees									
7. Site Work									
8. Demolition and removal									
9. Construction									
10. Equipment									
11. Contingencies									
12. Miscellaneous									
h. Other (Direct Costs)									
1.									
2.									
3.									
4.									
5.									
6.									
i. Subtotal of Direct Costs									
j. Indirect Charges (% Approved Indirect Cost Rate: _____%)									
k. <b>Total Costs</b>									
l. Program Income									

## Instructions for the HUD-424-C, Budget Summary for Competitive Grant Programs

Public reporting Burden for this collection of information is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB Control Number.

### General Instructions

This form consolidates OMB's Standard Form 424-A (Budget Summary - Non-Construction Programs) and Standard Form 424-C (Budget Summary Construction Programs) into a single Summary Budget for use with HUD competitive program applications.

This form is designed so that an application can be made for any of HUD's grant programs. In preparing the budget, adhere to any existing HUD requirements which prescribe how and whether budgeted amounts should be separately shown for different functions or activities within the program. For some programs, HUD may require budgets be separately shown by function or activity.

Your budget information should show the entire cost of your proposed program of activities. If you are not using funds in any of the line item categories, you should leave the item blank. If you are not doing construction as part of your program, you do not have to complete that information.

NOTE: Not all budget categories on this form are eligible for funding under all programs. Please see eligible activities under the specific program for which you are seeking funding.

### Section A. Budget Categories

For each budget category (personnel, fringe benefits, travel, etc.) you should complete the amount of funding you plan on using in your grant program. You should complete each column as follows:

- Column 1** - Identify the amount of funds that you will need from the HUD grant program for which you are seeking funding.
- Column 2** - Identify any matching funds that you are required to include in your proposed program in order to be eligible for assistance.
- Column 3** - Identify any other HUD funds that you will be adding to this program either through your formula or competitive grant programs.
- Column 4** - Identify any other Federal funds that you will be adding to this program either through your formula or competitive grant programs.
- Column 5** - Identify any State funds that you will be adding to this program.
- Column 6** - Identify any Local or Tribal Government funds that you will be adding to this program.
- Column 7** - Identify any additional funds not previously identified in Columns 1 - 6, that you intend to use for your proposed program.
- Column 8** - Identify any program income that you expect to generate under this program.
- Column 9** - Add columns 1 - 8 across and place the total in Column 9.

### Section A. Budget Categories (Continued)

#### Object Class Categories

The object class categories identifies how your program funds will be allocated by type of use, e.g., funds going for salaries, travel, contracts, etc. Each of these line items should be broken out under each column.

**Lines a-f**--Show the totals of Lines 1a to 1f in each column.

**Line g.1**--Enter estimated amounts needed to cover administrative expenses. Do not include costs which are related to the normal functions of government.

**Line g.2**--Enter estimated site and right(s)-of-way acquisition costs (this includes purchase, lease, and/or easements).

**Line g.3**--Enter estimated costs related to relocation advisory assistance, replacement housing, relocation payments to displaced persons and businesses, etc.

**Line g.4**--Enter estimated basic engineering fees related to construction

(this includes start-up services and preparation of project performance work plan).

**Line g.5**--Enter estimated engineering costs, such as surveys, tests, soil borings, etc.

**Line g.6**--Enter estimated engineering inspection costs.

**Line g.7**--Enter the estimated site preparation and restoration which are not included in the basic construction contract.

**Line g.8**--Enter the estimated costs related to demolition activities.

**Line g.9**--Enter estimated costs of the construction contract.

**Line g.10**--Enter estimated cost of office, shop, laboratory, safety equipment,

etc. to be used at the facility, if such costs are not included in the construction contract.

**Line g.11**--Enter any estimated contingency costs.

**Line g.12**--Enter estimated miscellaneous costs.

**Line h**--Enter any other costs not already addressed above.

**Line i**--Calculate the totals of all applicable columns to determine the Subtotal of Direct Costs.

**Line j**--Indicate your approved Indirect Cost Rate (if any) and calculate the indirect costs in accordance with the terms of your approved indirect cost rate and enter the resulting amount.

**Line k**--Enter the sum of lines i and j under column 9.

**Line l**--Enter the amount of program income that you expect to receive, allocate and generate through this program. The program income source may be from the current grant funds, other HUD program funds, your matching funds, or other funds. If you have no projection for receipt of program income, please leave the line blank. For discretionary grants the estimated amount of program income may be considered by HUD in determining the total amount of the grant award.