

Instructions for Completing Budget, Service Unit, and Residents Served Form

The Budget, Service Unit, and Residents Served Form is a required attachment in addition to your program narrative. Please review these instructions before you upload this file to your application. Once this file is completed, please save the file and include the name of your program – for example *RequiredUploadABCFoodProgram.xlsx*.

Budget Worksheet (first workbook tab)

Revenues

2021 Awarded – Enter the amounts awarded by each city for 2021. Enter the total amounts awarded by county government funds, by state and federal government, foundations, corporations, other private funds, fundraising for this program, in-kind donations (explain at bottom of page), and any other sources of program funds (explain at bottom of page).

2023 Requested – Enter the amounts requested from each city for 2023. Enter the total amounts you expect to request from county government funds, state and federal government, foundations, corporations, and other private funds. Enter the amount you expect to raise from fundraising for this program, in-kind donations (explain at bottom of page), and any other sources of program funds (explain at bottom of page).

Difference % – This column will auto calculate the difference between the 2021 awarded amounts and the 2023 requested amounts.

Expenses

2021 Actual – Enter the actual amounts spent on this program in 2021 in the various categories. Explain any in-kind or other expenses at the bottom of the page.

2023 Projected – Enter the projected amounts you will expend on this program in 2023 in the various categories. Explain any in-kind or other expenses at the bottom of the page.

Cities' Share – Of the projected 2023 expenses in each category, enter the amount that will be funded by HSFC cities. The total amount in the Cities' Share column must match the total amount of 2023 funding requested on the revenues side.

Total # of paid FTEs – How many full-time equivalent staff positions will this program have in 2023?

Total # of unpaid FTEs – How many full-time equivalent volunteers will the program have in 2023?

Surplus/deficit 2023 explanation – The total 2023 projected program expenses (cell H18) should equal the total 2023 requested revenues (cell C29). If they do not, please explain the discrepancy.

2023 budget change narrative – If the 2023 projected program expenses (cell H18) is more than 10% greater or less than the 2021 actual program expenses (cell G18), please explain.

Service Units Worksheet (second workbook tab)

Service Unit Name – Use the pull-down menu to select a service category. You may select up to three service units that best describe your services. The categories are:

- Adult Day Care
- Advocacy
- Basic Needs Supplies
- Case Management
- Child Care
- Chore Services/In-Home Care
- Clothing Bank
- Counseling (e.g. Mental Health, Domestic Violence, Substance Abuse, Housing, Employment)
- Crisis Line
- Dental Care
- Drop-In Visit
- Early Learning
- Employment Services
- Financial Aid
- Food
- Home Visit
- House Rehabilitation
- Information and Referral
- Interpretation/Translation
- Legal Services
- Medical Care
- Mentoring
- Navigation
- Outreach
- Placement
- Shelter
- Support Group
- Technical Assistance
- Tenant Services
- Therapeutic Day Care
- Training/Workshops/Classes
- Transitional Housing
- Transportation
- Tutoring
- Youth Services

Service Unit Measurements

Use the pull-down menu to select an appropriate measurement for the services being offered.

The measurement units are:

- 15 minutes
- 30 minutes
- 60 minutes
- 90 minutes
- 120 minutes
- Appointment
- Assessment
- Bed night
- Bundle of items
- Contact
- Day
- Group session
- Household
- Individual
- Item
- Meal
- Miles
- One-on-one session
- One-way trip
- Phone call
- Pound of food
- Round trip Visit
- Voucher

Brief Description – Briefly describe how you will measure the service unit. For example, the name of the service unit may be “Food” and the measurement could be “Meal”. A description might be “We will report on how many meals are distributed.” A second service unit may also be “Food”, but the measurement could be “Household”. A description might be “We will also track how many households are served.”

2021 Actual – For each service unit (1, 2, and 3, if applicable), enter all units of service provided to all cities, not just those cities to which you are requesting funds.

2023 Projected - For each service unit (1, 2, and 3, if applicable), enter all units of service you project to provide to all cities, not just those cities to which you are requesting funds.

2023 City Funded* – Of the number of units projected in 2023 for each city, enter the number of units that that city’s fund will support. This number must be equal to or less than the total number of units projected and should be proportional based on the ask to each city.

Note: If you have not fully collected this data (e.g. mid-year or broken out by city), use unknown or contact City staff about how best to complete this form.

2021 Actual – Enter the total number of residents served in all cities, not just those cities to which you are requesting funds.

2023 Projected – Enter the projected number of residents, for all, cities you plan to serve in 2023, not just those cities to which you are requesting funds.

2023 City Funded* – For the cities that you are requesting funds, what number of residents are covered by city funds? This number must be equal to or less than the total number of units projected and should be proportional based on the ask to each city.

Note: While some cities have zip codes that are exclusively their own, many do not – several share zip codes with surrounding cities and unincorporated areas. Data being reported in the application should accurately reflect the residents in their community being served. Some useful tools to confirm city of origin includes the [King County Parcel Viewer](#) or city-based websites that can easily identify an address within their community. Reach out to your City partners if you have any questions on which tool to use. We are happy to give you our preferred method of address verification.

*Contact city staff if you have questions about how to calculate this number.