

Project Reduction Plan Form

Use this form for each project submitted for funding consideration. The purpose is to identify which projects could be reduced if the project is funded at less than the amount requested, while maintaining compliance with program requirements and minimizing impact on participants.

Project and applicant information

Project name	
Project type	

Proposed reductions by budget component

Budget component	Amount requested	Amount that could be reduced	Description of reduction
Leasing			
Rental Assistance			
Supportive Services			
Operating Costs			
HMIS			
Administrative Costs			
Total			

Reduction priorities

List the project elements in the order they would be reduced if funding is less than requested. Begin with the least critical elements.

Priority	Budget component to reduce	Estimated amount reduced	Reason for prioritization
1			
2			
3			
4			
5			

Additional explanation

Provide any additional information that would help reviewers understand the proposed reduction plan, including whether certain costs are fixed, required, or not feasible to reduce.

Certification

By signing below, the applicant certifies that the information provided in this form is accurate to the best of their knowledge and reflects the agency's planned approach if the project is not recommended for the full requested funding amount.

Authorized representative name	
Title	
Signature	
Date	