

## EXHIBIT 4-D

### DIRECTIONS FOR USING THE UNIFORM STATUS OF FUNDS SPREADSHEET

The purpose of the Uniform Status of Funds Spreadsheet is to provide a uniform method for local governments to track project expenditures on infrastructure and housing projects which use multiple federal, state, local, and private funding sources. All required calculations have been formatted into the spreadsheet (formatted in Excel).

**NOTE: Only the non-shaded cells require information to be input (if accessing through Excel these cells will appear in yellow). All other cells will automatically calculate.**

- Enter the name of the local government. The date will automatically fill in.
- Indicate funding sources for the project in the cell titled "Funding Source" including local funds.

This spread sheet separates administrative costs and activity costs and then totals them together for total project costs. Under each administrative cost and activity cost, for **all funding sources used in the project** you must:

- Indicate the amount Budgeted (the amount budgeted with the particular funding source for this line item);
- Indicate the amount Previously Expended (the amount already spent through the particular funding source);
- Indicate the Amount of the Draw (the amount submitted via the current drawdown to the particular funding source)

Note: To enter an amount, you only need to enter the number. You do not need to enter a "\$" or commas. You do need to enter a period to indicate an amount less than one dollar.

All totals for both columns and rows will be automatically calculated, including:

Balance Remaining  
Total Budget: Budgeted  
Expended  
Balance  
Total Administrative Costs  
Total Activity Costs  
Total Project Costs

The spreadsheet has been formatted with a column width of 9.43" for columns which have numbers displayed. Depending on the amounts involved in your project you may need to widen columns so that your amounts will fit. Note that this may cause your spreadsheet to expand beyond a single page, and resulting in your spreadsheet being printed on two pages.

**Grantees may change categories on the spreadsheet to suit their needs. For example, CDBG draw forms have different line item categories under administration budget and activity costs. These categories can be changed to reflect the need of each project and grantees are not restricted to using the line items on the sample spreadsheet.**