

**NYS Homes and Community Renewal  
Legislative Member Item Program Work Plan**

Program Year:     \_\_\_/\_\_\_/\_\_\_

SHARS ID:        \_\_\_\_\_

Contract Number: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Board Chair/President: \_\_\_\_\_

Board Chair/President Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**This section to be completed by OCR ONLY**

\_\_\_\_\_  
Program Director Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
OCR President Approval

\_\_\_\_\_  
Date

<b>Funding Amount</b>	\$
<b>Organization Name</b>	
<b>SHARS ID</b>	

<b>Purpose of Project (as identified by Legislature)</b>

<b>Description of Activities</b>

<b>Funding Amount</b>	\$
<b>Organization Name</b>	
<b>SHARS ID</b>	

**Description of Neighborhood/Area Boundaries.** Please provide a description of the neighborhood and/or service area that will be impacted by these funds. Include relevant demographic data, boundaries, and general characteristics of the area being served.

<b>Funding Amount</b>	\$
<b>Organization Name</b>	
<b>SHARS ID</b>	

**BUDGET  
(Total Salaries)**

<b>Name</b>	<b>Title</b>	<b>Portion of Salary Paid by MIP funds</b>	<b>Total Salary</b>
<b>Total Salaries</b>			

<b>Funding Amount</b>	\$
<b>Organization Name</b>	
<b>SHARS ID</b>	

**BUDGET  
(Total Salaries)**

<b>Line</b>	<b>Personnel Services</b>	<b>Member Item Funds</b>	<b>Total Funds</b>
1	Total Salaries (from p.4)	\$	\$
2	Total Fringe Benefits		
	Total Personnel Services		
	<b>Regulated Other Than Personnel Services (OTPS)</b>		
3	Insurance/Bonding		
4	Professional Services		
5	Accounting		
6	Audit		
7	Legal		
8	Other		
9	Equipment		
10	Other		
	<b>Total Regulated OTPS</b>		
	<b>General Other Than Personnel Services (OTPS)</b>		
11	Rent/Mortgage		
12	Telephone		
13	Office Supplies		
14	Printing/Postage		
15	Utilities		
16	Service & Maintenance Agreements		
17	Bank Charges (not interest)		
18	Other		
	<b>Total General OTPS</b>		
	<b>Total OTPS</b>		
	<b>Total Budget</b>		