**Instructions on Completing the 12 Month Projections Modeling Spreadsheet**

The spreadsheet is intended as an aid to organizations as they plan out and track the rollout of their project.

The goal is for organizations to project out their level of effort and spending across the whole year. This spreadsheet allows them to project how much they will spend on each eligible activity and what they want to achieve.

Many organizations have ambitious plans to rehouse folks experiencing homelessness. However, realistically, many organizations end up having a slow start and never recovering. This projection allows you to think through any changes that you want to make when your reality does not match what you projected. Organizations should use this spreadsheet to track their initial assumptions and rebalance those assumptions based on their expenditure rates.

This is meant to be a tool that you update on either a monthly or quarterly basis. Spending too much or too little across an activity? Adjust other line items.

Step by Step Instructions

* Start by thinking about the folks that you want to serve. Will it be individuals or families? How quickly do you want to start? If it’s a 12-month contract that will end at that point, you will need to see most families served in the first third of the project. If it’s a contract that is likely to be renewed, then you can ramp up more gradually.
* You will need to project out the staffing as you think through the number of folks that you serve. If you have 1 case manager per 25 clients, then you will need to think about when you would introduce a second case manager, during the 12-month period.
* Project out financial and rental expenses across the spreadsheet and it will automatically calculate how much you are spending as a percentage of the entire contract on rental / financial assistance.
* Do the same with your housing and stabilization services. Previous RRH contracts have aimed for at least 50% on the financial and rental assistance spreadsheet.

There is a sample completed spreadsheet – the second tab on the spreadsheet. The third tab gives a complete list of the eligible activities.