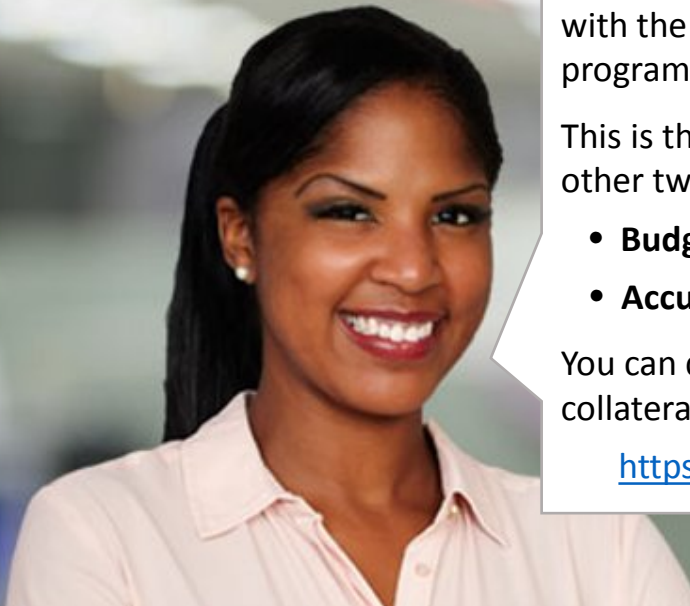


Using the Burn Rate Tool

Mini-Webinar #3



Hi, I'm Jeanine, and these are my colleagues Ruth, Dan and Jitesh. We have come together to help each other, and you, better understand budgeting and the use of key HUD forms associated with the Service Coordinators in Multifamily Housing (SCMF) program.

This is the third of three 'mini-webinars' that we've produced. The other two are titled:

- **Budgeting for HUD's SCMF Program**
- **Accurately Completing HUD form 91186-A**

You can download the three mini-webinars and all their associated collateral materials on the SCMF website at:

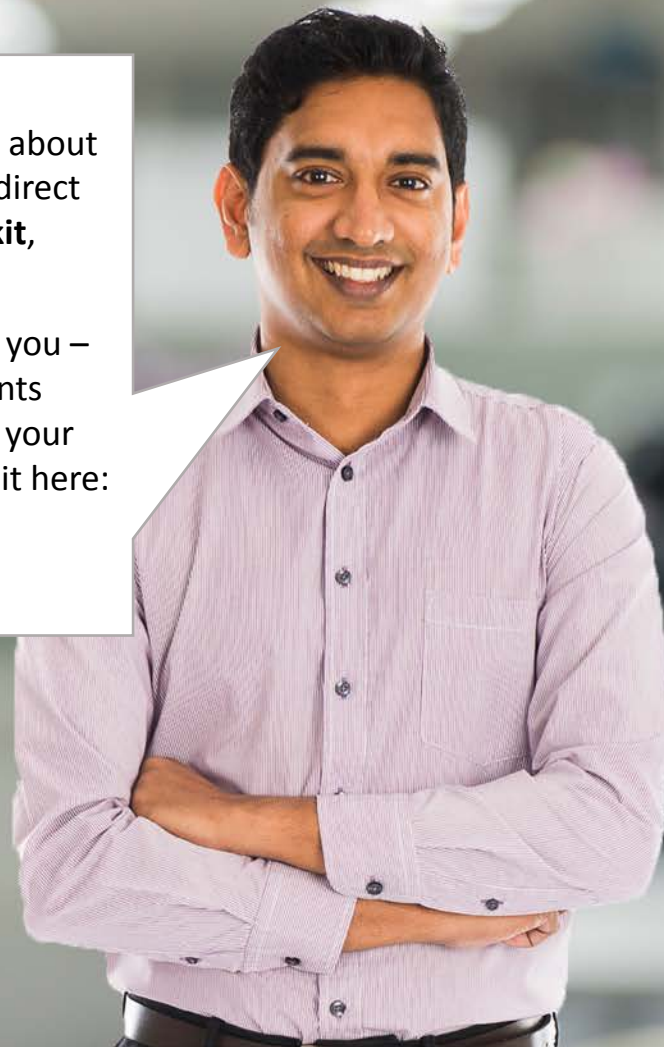
<https://www.hudexchange.info/programs/scmf/budgeting/>




And I'm Jitesh. In a minute, Jeanine and I will be speaking about **Using the "Burn Rate" Tool**; but before that, I wanted to direct your attention to the **MFHP Financial Management Toolkit**, which you can download on the SCMF website.


The **Toolkit** serves as a supplementary reference to assist you – HUD grantees and sub-recipients alike – to fulfill your grants management and fiduciary responsibilities, as detailed in your SCMF grant awards and contract documents. You can get it here:

<https://www.hudexchange.info/programs/scmf/>



A woman with dark hair in a ponytail, wearing a light pink button-down shirt, stands with her arms crossed and a smile. To her right, a man with dark hair, wearing a light purple button-down shirt, also smiles. A white speech bubble points from the man towards the woman. The background is a blurred industrial or factory setting with overhead lights.


Hi, Jeanine, thanks for making time to meet with me. Today I'd like to go over how to make the most of the "Burn Rate" Tool.

A woman with dark hair in a ponytail, wearing a light pink button-down shirt, stands with her arms crossed and a smile. To her right, a man with dark hair, wearing a light purple button-down shirt, also smiles. They are in a blurred industrial or factory background. A white speech bubble with a tail pointing to the woman contains the following text.

Sure, Jitesh, regular use of the Burn Rate Tool has a lot of benefits. Let's go through it together, as we've done with the other pieces: the 91186-A form and how to budget for the SCMF program in general.

Okay, well, first off, the Burn Rate Tool is a practical resource designed to help you to better manage your SCMF grant funds throughout the year, and ultimately, to accurately determine available dollars that will be used to offset your next SC grant renewal request.







You can download both a form-fillable pdf version and an Excel spreadsheet version of the Burn Rate Tool on the Service Coordinator page of the HUD website (you'll find it about 3/4 of the way down the page, under the heading '**Additional Resources.**') as well as on the MFSC HUD Exchange Resource webpage.

<https://www.hudexchange.info/programs/scmf/budgeting/>


https://www.hud.gov/program_offices/housing/mfh/scp/scextension#BrateTool




That's easy enough; and I saw a note on the webpage stating that although the use of the tool is not required, it is highly encouraged. Grantees have the choice whether to use it or not. That's great.



I find it to be quite helpful, both for staying on top of my budget each month, as well as for estimating any offset amounts that will need to be factored into my following year's SCMF grant budget request.

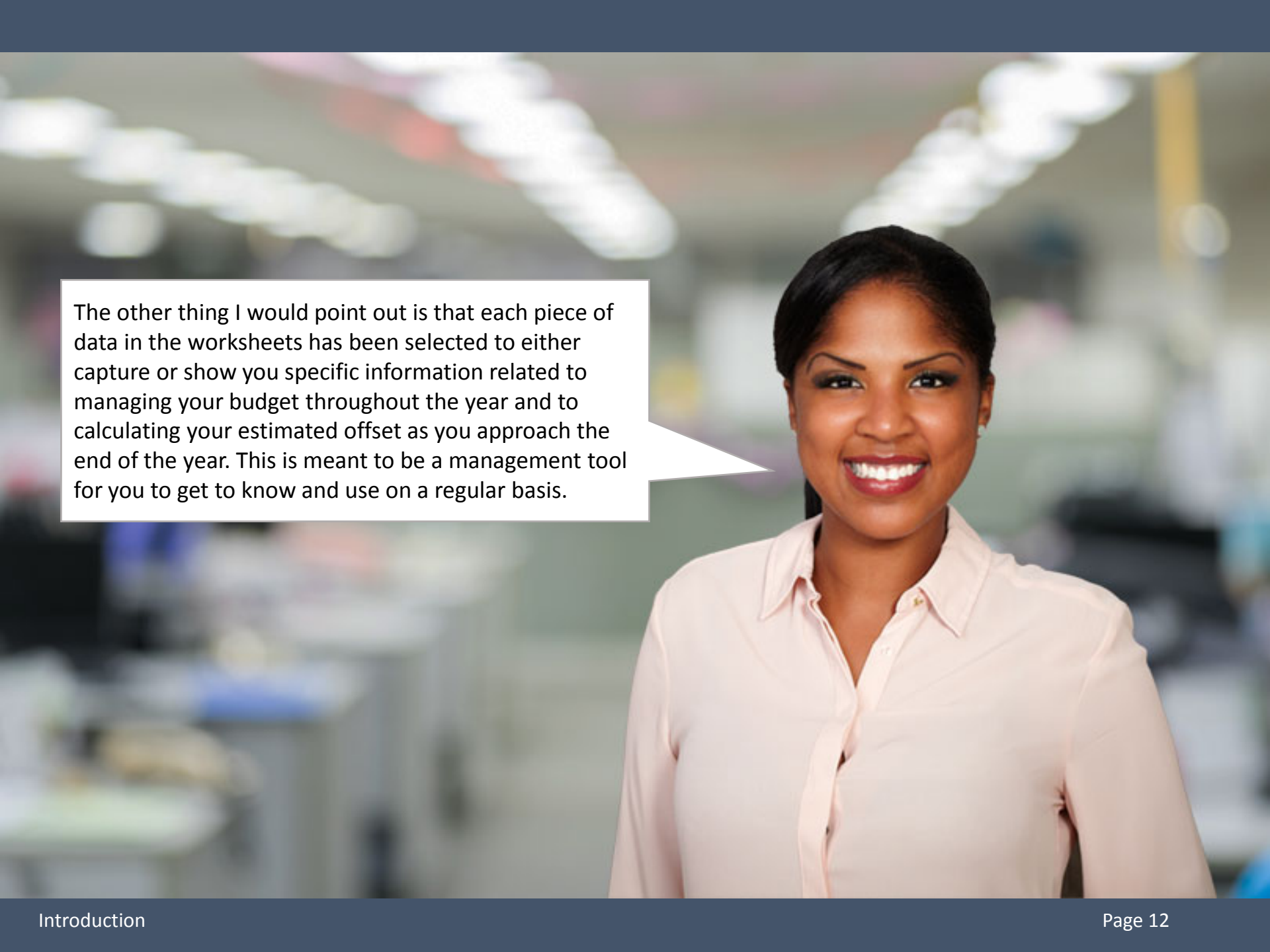
A woman with dark hair in a ponytail, wearing a light pink button-down shirt, stands with her arms crossed and a smile. To her right, a man with dark hair, wearing a light purple button-down shirt, also smiles. The background is a blurred office environment with shelves and lights. A white speech bubble with a tail pointing towards the man contains the following text.

As I understand it, Jeanine, all grants that are projected to have an unexpended balance as of the grant expiration date must use those unexpended funds as an "offset" to the next 12-month grant renewal request, as determined by HUD.

A woman with dark hair pulled back, wearing a light pink button-down shirt, is smiling at the camera. She is standing in a factory or industrial setting, with blurred machinery and lights in the background. A white speech bubble is positioned to her left, containing text.

Yes, that's correct, Jitesh, and I find the layout of the spreadsheet to be helpful as well. It consists of five tabs/worksheets, each with discrete information:

- 1) Grant Dashboard**
- 2) Budget YTD**
- 3) Renewal Budget**
- 4) Instructions**

A woman with dark hair pulled back, wearing a light pink button-down shirt, is smiling at the camera. She is standing in a factory or industrial setting, with blurred machinery and overhead lights in the background. A white speech bubble with a tail pointing to her is positioned to her left, containing text.

The other thing I would point out is that each piece of data in the worksheets has been selected to either capture or show you specific information related to managing your budget throughout the year and to calculating your estimated offset as you approach the end of the year. This is meant to be a management tool for you to get to know and use on a regular basis.


Let's go to the first tab: '**Grant Dashboard.**'

Row 1 displays the title: '**SCMF Grant Dashboard.**'

Row 2 is a header: '**Grantee/Project Information.**' You will also notice that on the righthand side of this row, the worksheet automatically fills in today's date.

The instructions for entering data in the **Grant Dashboard**, which are found at Tab 4, say to complete all applicable grantee/project information in the yellow-shaded cells of this worksheet.





Most of the cells in these worksheets will automatically populate, based on information that you enter in the yellow-shaded cells of this worksheet and the '**Budget YTD**' worksheet that follows.

You only should enter data in the yellow-shaded cells. All others will self-fill.

	A	B	C	D	E	F	G	H	I
1	Multifamily Housing Service Coordinator Grant Dashboard								
2	Grantee/Project Information							Today's Date	9/4/18
3	Grant Term	From	01/01/18	To	12/31/18	#FTE for SC Postion		1.2	
4	Annual SC Budget Amount	\$62,153				# Annual Hours		2,480	
5	Multiple projects served?	Yes							
6	FHA or Project #1 Number	1001	IREMS ID						
7	FHA or Project #2 Number	1002	IREMS ID						
8	FHA or Project #3 Number	1003	IREMS ID						



Make sure to enter the *Grant Term's* **'Start'** and **'End' Dates** on *Row 3*.

The information entered into these yellow cells will automatically carry through to the other tabs, so it's really important to input all the data here accurately!

On the right side of *Row 3* is a space for entering the **Full Time Equivalent** (FTE) staffing for the grantee/project's SC positions.

To get the total FTE, add together the time budgeted for all staff at all the sites included in this grant award, both those served directly by **agency staff** members as well as those sites receiving SC services by outside professionals working under **third-party contracts**.



Just below this yellow-shaded box is another one labeled: '**# Annual Hours.**'

Enter the ***total number of SC hours proposed*** in this Grant Term (as listed on the left side of Row 3), again including all ***third-party contract*** hours and all ***agency staff hours***.





Row 4 asks for the "**Annual SC Budget Amount.**" This is the HUD-approved budget for the Grant Term listed on Row 3.

Row 5 asks if this **grant serves multiple sites**. There's a drop-down menu to choose 'Yes' or 'No'.

If a service coordinator position serves multiple projects, please ensure that the information needed for the additional projects is provided on Rows 6 – 8.

The next header (Row 9) is titled: '**Progress to Date.**'
There is no data entry needed below this header.

The ***Progress to Date section*** pulls information from the **Budget YTD** tab to show total grant expenditures, remaining balances, monthly average expenditures, and 'burn rate.'



	A	B	C	D	E	F	G	H	I
1	Multifamily Housing Service Coordinator Grant Dashboard								
9	Progress to Date								
10	Total Spent			Total Remaining Funds					
11	\$42,036			\$20,117					
12									
13									
14	Remaining			% Drawn					
15	Service Coordinator Grant	\$20,117	68%	Avg. Monthly Expenditures					
16	Section 8 Operating Funds	\$0		\$5,255					
17	Residual Receipts	\$0							
18	Excess Income	\$0							



I agree, Jitesh, that this is a very useful feature. As you enter your expense and draw-down data monthly in the **Budget YTD** spreadsheet (Tab 2), the '**Project to Date**' section in the **Grant Dashboard** tab gives you an up-to-the-minute snapshot of expenses incurred, revenue sources draw down, and the remaining balance of funding sources budgeted for this year.

Row 11 shows '**Total Spent**' on the left side and '**Total Remaining Funds**' on the right.


Rows 14 –17 show information on the four revenue sources. The second column (*B*) shows the total dollars remaining in the budget for each source, while the third column (*C*) shows the percentage of funds already drawn down.

On the right side of *Row 15* you see the calculated '**Average Monthly Expenditures.**'




Wow, Jeanine, that's a lot of important information presented in a small space. I'm glad you spelled it out for me. But in order to make the most of this workbook, I need to stay current with posting both my expense and my draw down amounts.






Honestly, Jitesh, you should be entering your expense amounts every month, regardless of whether your signed grant award has been received or your *eLOCCS* account is set up to draw down funds.


By entering your expenses every month, you'll always have this snapshot of program progress and spending rates for fund sources on the **Grant Dashboard** page.



Thanks for that reminder! While the **Grant Dashboard** (Tab 1) gives me an important overview, where can I find more detail regarding the individual line items that comprise the budget and tell me the rate at which I spending down each line item?



Well, Jitesh, all of that is found on Tab 2: '**Budget YTD.**' That is where you input your monthly data and find line-item level percentages similar to the total-budget presentation that we saw on Tab 1.

A woman with dark hair pulled back, wearing a light pink button-down shirt, is smiling at the camera. The background is a blurred office environment with fluorescent lights and desks.

Let's look now at the '**Budget Year to Date**' (YTD) spreadsheet found in Tab 2.

Row 1 is a header: **Service Coordinators in Multifamily Housing Budget Year-to-Date.'**

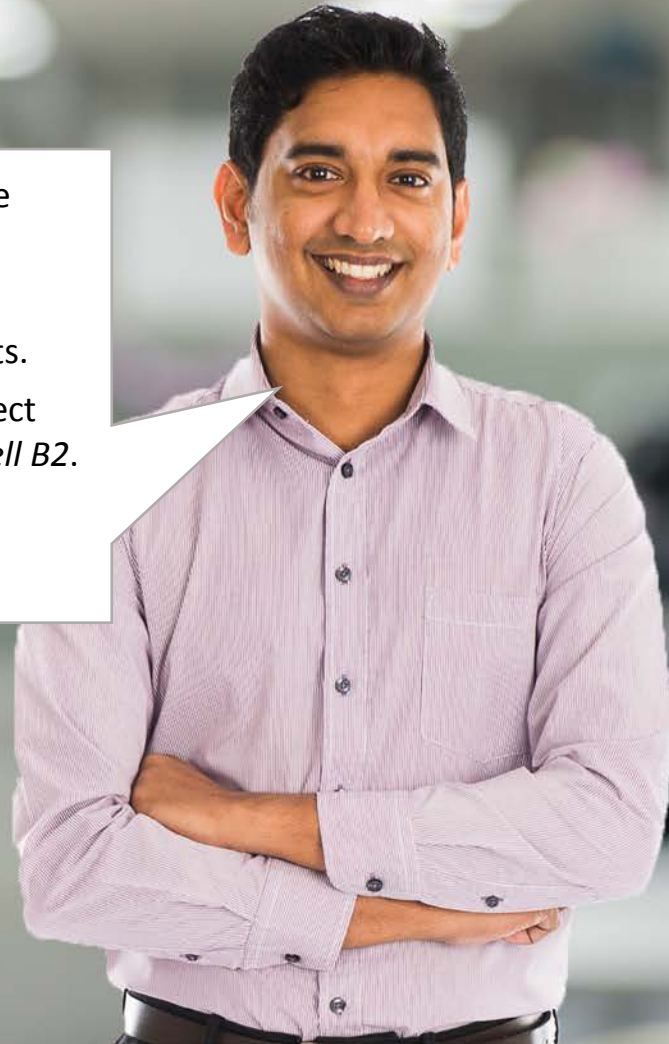
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Multifamily Housing Service Coordinator Budget Year-to-Date													
2	Approved Indirect Cost Rate	10.00%	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
3	Budget Line Item	Approved Annual Budget	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18

Looking at *Row 2*, the first thing we see in *Column A* is the label '**Approved Indirect Cost Rate.**'

This is only applicable for those grantees that have been approved by HUD to include indirect costs in their budgets.

- If your grant award includes reimbursement for indirect expenses, enter the applicable indirect cost rate in *Cell B2*.
- If not, please leave this cell empty.

We will come back to indirect costs in a few minutes.



Moving to the right on *Row 2*, you'll see that *Columns C – N* are grouped by Quarters. Quarter 1 includes the months January – March (on *Row 3*), Quarter 2 includes April – June (on *Row 3*), etc.

And then in *Columns O – Q* on *Row 2* we find three column headers that have very useful information.

Jeanine, would you please provide an overview?





Sure. These columns provide ***line item summaries*** for expenditure trends and also help make sure you don't inadvertently over bill one source of revenue.

Column O shows the '**Year-to-Date Expenditures**' for each budget line item.

Column P shows the '**Remaining Balance**' for each line item based on budget and expended amounts YTD.

Column Q '**% Expended**' displays the ***expenditures to date*** as a percentage of the total budget for that line item.

I find the column '**% Expended**' to be really helpful as a quick check of my progress throughout the year.

For example, at the end of six months (halfway through the year), I would expect that all of my expense line items, under normal circumstances, would be about 50% spent down.

Column Q shows this percentage; and if it's significantly higher or lower than 50%, then I know I have to take action.


O	P	Q
Year to Date Total	Remaining Balance	% Expended





Yes, and halfway through the year is a good time to verify that your actual activities are in alignment with your budgeted expectations. By that time you should have your grant agreement in place and be making monthly (or quarterly) eLOCCS draw downs.

At this point HUD Field Office staff should also be able to verify your activities; and you should be looking towards the second half of the year and making sure your budget projections are still accurate.



Let's focus back now on *Column A*. This is where we begin the work of filling in this spreadsheet.

We saw on *Row 3* the header: '**Budget Line Item.**' Now you'll see that *Rows 4 – 12* list the same budget line item labels that you used when you developed your grant application and approved project budget.

So, your next step is to enter the ***final approved budget amounts*** for the current grant period into the appropriate yellow-shaded cells (*B4 – B12*), beneath the '**Approved Annual Budget**' label (*B3*).

	A	B
3	Budget Line Item	Approved Annual Budget
4	Salary	33,280
5	Fringe Benefits	9,984
6	Quality Assurance	3,240
7	Training	600
8	Travel	2,967
9	Supplies & Materials	312
10	Start-Up Costs	-
11	Other Direct Costs	6,120
12	Indirect Costs	5,650
13	Grand Total	62,153

These numbers are entered only once and shouldn't ever need to be changed during the grant term, unless you receive approval for a mid-year budget revision, in which case you would replace the figures entered in *Column B*, Rows 4 – 12 with the approved and updated numbers.



*And then Row 13 calculates the '**Grand Total**' for Rows 4 – 12. Please be sure that the total in Cell B13 matches the total for all the expenses you included in your approved budget.*



This worksheet also has two ***built-in check features***:

You must ensure that the amount budgeted for **Quality Assurance** on *Row 6* does not exceed 10% of the amount entered for SC Salary Costs on *Row 4*.

If the amount in *Cell B6* exceeds 10% of the amount in *Cell B4*, an error message will appear.

Likewise, if the amount listed in *Cell B12* for **Indirect Costs** exceeds the maximum allowed by the Approved Indirect Cost Rate percentage you entered up above in *Cell B2*, an error message will appear.





Please be aware that you **cannot increase the percentages** for either the 10% of salary expense cost cap for ***Quality Assurance*** or your ***Approved Indirect Cost Rate***.

In both cases, in order for the error messages to disappear, you must adjust the ***Quality Assurance*** or ***Indirect Cost*** numbers downward until they fall under the maximum percentage allowed.

You cannot proceed with completing this worksheet until these errors have been resolved.

Almost all the cells in *Column B* are shaded yellow, which means that we need to input data into them.


Let's go back now and talk about *Cell B2*, where we would input our HUD-approved **Indirect Cost Rate**, if our agency has one.

For *Cell B2*, enter, as a percentage, the **Approved Indirect Cost Rate** – but only if you have one.

Otherwise leave this cell empty!

	A	B
1		
2	Approved Indirect Cost Rate	10.00%



A woman with dark hair pulled back, wearing a light pink button-down shirt, is smiling at the camera. The background is a blurred office environment with desks and lights.

If you need to better understand ***Federal guidance*** regarding Indirect Costs and the bases for determining an Indirect Cost Rate for your agency, please refer to: **2 CFR 200.414**.

We have also covered this in the two preceding mini-webinars on '**Budgeting**' and '**Completing HUD Form 91186-A**.'



Enter the approved funding amounts for each of the four funding source in *Cells B16 – B19*.

Row 20 shows the '**Total**' for all funding sources. Again, please be sure the amount in *Cell B20* matches the corresponding funding sources total in your approved budget.

Getting everything in *Column B* correct in the beginning is essential to staying accurate through the year.

Here again, there are 12 columns ($C - N$), one for each month, and on *Row 15* we find labels for the 12 monthly draw downs.

So, Jeanine, my job is to accurately enter the amount expended (or drawn down) for each line item, every month, right?





Yes, Jitesh, that is correct.

You should be getting a monthly report from the accounting team that shows you, line by line:


- What, if anything, was spent that month in each expense category, and
- A listing of the funds that were drawn down, also by source of funds, to cover the HUD-approved expenses that month.

Moving now to '**Total YTD Drawdown**,' cells *O16 – O19* add up all the various monthly revenue entries on each row and display the totals by funding source.

Cells in the '**Remaining Balances**' column (*P16 – P19*) subtract the '*YTD Drawdown*' totals from the '*Annual Budget*' amounts and show how much funding is left for each budgeted source.

	A	O	P	Q
15	Funding Sources	Total YTD Drawdown	Remaining Balance	% Drawn to Date
16	Service Coordinator Grant	42,036	20,117	68%
17	Residual Receipts	-	-	
18	Rental Assistance	-	-	
19	Debt Service Savings	-	-	
20	Total	42,036	20,117	68%





And the '**% Drawn to Date**' column (Q) shows the difference between the 'Total YTD Drawdown' and 'Annual Budget' amounts as a percentage.

Just as in the example we used in the expenses section, at the end of six months (halfway through the year), I would expect that the percentage of funds drawn down, under normal circumstances, would be about 50% overall.

Column Q shows this percentage (*Cells Q16 – Q19*); and if it's significantly higher or lower than 50% – for any single source, or overall – then I might have to make some adjustments.

Those of you who have downloaded the sample completed 91186-A that we used for the first webinar can see that the salary we budgeted for the new SC was based on 2,080 hours per year at \$16 per hour, for total projected salary amount of \$33,280, which would be \$2,773 per month.

Then each month when we received the payroll report from accounting, we would enter the actual salary amount paid that month on *Row 4* in the corresponding monthly column. This is displayed in the following slide.




3	Budget Line Item	Approved Annual Budget	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Year to Date Total	Remaining Balance	% Expended
4	Salary	\$33,280.00	\$2,773.00	\$2,773.00	\$2,773.00	\$2,773.00	\$2,773.00	\$2,773.00	\$2,773.00	\$2,773.00	\$22,184.00	\$11,096.00	66.66%
5	Fringe Benefits	\$9,984.00	\$832.00	\$832.00	\$832.00	\$832.00	\$832.00	\$832.00	\$832.00	\$832.00	\$6,656.00	\$3,328.00	66.67%

That is exactly what you would do with each line item...enter actual expenditure amounts month after month, always keeping an eye on the amounts in the '*Remaining Balance*' (P) and '*Projected vs. Actual Variance*' (Q) columns.

And you would do the same in **Funding Sources** section. Following each draw down, you would record the actual amount for each funding source applied, month by month.

	Funding Sources	Annual Budget	Month 1 Drawdown	Month 2 Drawdown	Month 12 Drawdown	Total YTD Drawdown	Remaining Balance	% Drawn to Date
15								
16	Service Coordinator Grant	40,000	3,333	3,333	2,991	36,780	3,220	92%
17	Section 8 Operating Funds	-				-	-	
18	Residual Receipts	11,000	917	917	823	10,114	886	92%
19	Excess Income	2,539	212	212	190	2,335	204	92%
20	Total	53,539	4,462	4,462	4,004	49,229	4,310	92%

	A	B	C	D	E	F	G	H	I	J	O	P	Q
15	Funding Sources	Annual Budget	Month 1 Drawdown	Month 2 Drawdown	Month 3 Drawdown	Month 4 Drawdown	Month 5 Drawdown	Month 6 Drawdown	Month 7 Drawdown	Month 8 Drawdown	Total YTD Drawdown	Remaining Balance	% Drawn to Date
16	Service Coordinator Grant	62,153	5,095	4,974	4,974	7,099	4,974	4,974	4,974	4,974	42,036	20,117	68%
17	Residual Receipts										-	-	
18	Rental Assistance										-	-	
19	Debt Service Savings										-	-	
20	Total	62,153	5,095	4,974	4,974	7,099	4,974	4,974	4,974	4,974	42,036	20,117	68%

A man with dark hair, wearing a light purple button-down shirt, stands with his arms crossed and a friendly smile. He is positioned in the foreground of a blurred industrial or factory environment with overhead lights.

One good thing about this spreadsheet is that it has so many checks and balances.

First, when you're setting up the approved budget in *Column B*, if the amount for *Quality Assurance (B6)* is greater than 10% of the salary cost, you get an error message.

Likewise, if the **Indirect Cost** amount you enter in *Cell B12* exceeds the percentage you entered in *Cell B2*, you get an error message.

Then, during the year, if the total expense and draw-down amounts each month aren't equal, you can see it right away when the YTD **Grand Total** for expenses in *Cell O13* and the YTD **Total Drawdown** for funding sources in *Cell O20* aren't the same. I find it very helpful in keeping me on track.



Okay, now let's look at Tab 3: '**Renewal Budget.**' Once again, the worksheet has two main sections.

The upper section has one yellow-shaded box (2B) in which you will enter the '**Effective Cost of Living Adjustment**' (COLA), if HUD notifies you that one has been approved for the next year. Otherwise leave empty.

All the other boxes in the upper section, and all the cells in the lower section, are calculated by the worksheet.





HUD will notify you if there is an allowed COLA increase and give you a specific percentage to use. Once this number has been determined and you have been notified, you can also get the approved COLA percentage by going to: www.ssa.gov/news/cola/.



So, let's go over these other three boxes:

Right below the yellow-shaded COLA box (Cell B2) is:
'Maximum Allowable Renewal Amount.'

Because we didn't enter a COLA amount, this maximum is the same as last year's approved budget. If we had entered a percentage (provided by HUD) in the COLA box, then this number would be greater by that amount.

	A	B	C	D	E	F
	Multifamily Housing Service Coordinator Renewal Budget					
1						
	<u>Effective Cost of Living Adjustment (COLA)</u>				Projected Renewal Offset	-
2						
	Maximum Allowable Renewal Amount	62,153			Final Renewal Amount	62,153
4						


And there are also two boxes in the far right column (F):
The top box is: '**Projected Renewal Offset**,' which in this example is \$0.

The lower box is: '**Final Renewal Amount**.' This represents the Maximum Allowable Amount (\$62,153) minus the Projected Renewal Offset (\$0).






Exactly. And one of the goals for every grantee should be to always do your best to budget accurately at the beginning of the year, and then carefully manage the budget throughout the year to keep the renewal offset number as low as possible.



If you have a substantial offset amount year after year, then a logical conclusion would be that you don't need as big a budget as you thought.

A man and a woman are standing in a factory or industrial setting. The woman, on the left, is wearing a light pink button-down shirt and has her arms crossed. The man, on the right, is wearing a light purple button-down shirt and is smiling. A speech bubble originates from the man, containing text about budgeting. The background is a blurred industrial environment with overhead lights.

Okay, Jeanine, now let's look at the cells in the lower section. It provides a summary of expense numbers. In this example, we're only showing 3 line items: Salary, Fringe Benefits and Indirect Costs.

This part of the worksheet, the lower half, has a header on Row 6 with important information:

Column A lists the '**Budget Line Items.**'

Column B shows the '**Approved Annual Budget**' amount for each line item.

Column C tallies the '**Month 1 - 8 Expenditures,**' which we previously entered in the ***Budget YTD*** worksheet.



Column D shows '**Month 9 – 12 Estimated Expenditures**,' based on actual amounts entered for the first 8 months.

Column E shows '**HUD-Approved Adjustments**' which must be entered manually (once approval is received).

Column F shows '**Projected Final Budget**' amounts for each line item, by adding Columns C, D and E. |




Budget Line Item	Approved Annual Budget	Month 1-8 Expenditures	Month 9-12 Estimated Expenditures	HUD-Approved Adjustments	Projected Final Budget
Salary	\$33,280.00	\$22,184.00	\$11,092.00		\$33,276.00
Fringe Benefits	\$9,984.00	\$6,656.00	\$3,328.00		\$9,984.00
Quality Assurance	\$3,240.00	\$2,160.00	\$1,080.00		\$3,240.00
Training	\$600.00	\$600.00	\$300.00		\$900.00
Travel	\$2,967.00	\$2,422.00	\$1,211.00		\$3,633.00
Supplies & Materials	\$312.00	\$110.00	\$55.00		\$165.00
Start-Up Costs	\$0.00	\$0.00	\$0.00		\$0.00
Other Direct Costs	\$6,120.00	\$4,080.00	\$2,040.00		\$6,120.00
Indirect Costs	\$5,650.00	\$3,821.00	\$1,910.50		\$5,731.50
Total	\$62,153.00	\$42,033.00	\$21,016.50	\$0.00	\$63,049.50



This is the most important information for developing your renewal budget.

If you are diligent and accurate in entering expense and draw-down data throughout the first 8 months of the year, then this tool does a terrific job of estimating what your total costs for this year will be – and what your estimated budget for next year, including any COLA adjustment, should be.



In this example, you see that the **Projected Final Budget** amounts for *Training* and *Travel* are a bit higher than was approved. That's because the training event that staff attended took place in April, which resulted in a one-time boost to those line items. Those outlays won't occur again, but the estimator doesn't know that.

Likewise, because we only purchased *Supplies & Materials* once at the beginning of the year, the estimated final amount is too low.


Our **Approved Annual Budget** is \$62,153, while the initial estimate here is as \$63,054 – a \$901 total difference.

To bring the ***Final Projected Budget*** total into alignment with the ***Approved Annual Budget*** total, we would have to adjust this amount downward by making the following entries in the ***HUD-Approved Adjustments*** column (E):

- - \$300 in *Cell E10* for Training,
- - \$819 in *Cell E11* for Travel,
- + \$147 in *Cell E12* for Supplies & Materials, and
- - \$82 in *Cell E15* for its associated Indirect Cost.



Budget Line Item	Approved Annual Budget	Month 1-8 Expenditures	Month 9-12 Estimated Expenditures	HUD-Approved Adjustments	Projected Final Budget
Salary	\$33,280.00	\$22,184.00	\$11,092.00		\$33,276.00
Fringe Benefits	\$9,984.00	\$6,656.00	\$3,328.00		\$9,984.00
Quality Assurance	\$3,240.00	\$2,160.00	\$1,080.00		\$3,240.00
Training	\$600.00	\$600.00	\$300.00	-\$300.00	\$600.00
Travel	\$2,967.00	\$2,422.00	\$1,211.00	-\$666.00	\$2,967.00
Supplies & Materials	\$312.00	\$110.00	\$55.00	\$147.00	\$312.00
Start-Up Costs	\$0.00	\$0.00	\$0.00		\$0.00
Other Direct Costs	\$6,120.00	\$4,080.00	\$2,040.00		\$6,120.00
Indirect Costs	\$5,650.00	\$3,821.00	\$1,910.50	-\$82.00	\$5,649.50
Total	\$62,153.00	\$42,033.00	\$21,016.50	-\$901.00	\$62,148.50




The amounts we're discussing today are relatively small, but if your spending variances are significant, Jitesh, this estimator will help alert you by showing you what your final estimated expenditures will be, based on the actual monthly numbers you enter for the first eight months of the year.

Thanks for all your thoughts and guidance, Jeanine.
Today's session really helped me cement key facts and
ground my approaches.


And if I wanted to find out more information on any of
the topics we discussed today, where would I look?





The best place to start is the Service Coordinators program page on the HUD Exchange website:


<https://www.hudexchange.info/programs/scmf/>



And don't forget to study the **MFHP Financial Management Toolkit**, which you can access on the SCMF website.

The Toolkit serves as a supplementary reference to assist you – HUD grantees and sub-recipients alike – to fulfill the grants management and fiduciary responsibilities, detailed in your SCMF grant awards and contracting documents.

<https://www.hudexchange.info/programs/scmf/>



Thanks for joining us today. Please join us for the two previous 'mini-webinars' in this series:

- **Budgeting for HUD's Service Coordinators in Multifamily Housing Program**
- **Accurately Completing HUD form 91186-A**

<https://www.hudexchange.info/programs/scmf/budgeting/>