

**MISSOURI HOUSING DEVELOPMENT COMMISSION
HeRO Home Repair Program - Administration Tracking**

Property Owner Name: _____ Property Address: _____

Timesheet

1. Execute one timesheet for each month the project is open. Retain this in your "In House" file.
2. Up to 4 employees can be shown for each week. Additional copies may be attached.
3. Hours worked can include: Application Process, Walk Through, File Preparation, Non Lead Inspections, Obtaining Environmental Info., Preparing Closing Documents, etc.

<u>FOR MONTH OF:</u>											To be completed by Program Administer	
		Hours Worked								Total Hrs.	Total Salary	Total Weekly Mileage
Employee(s) Name(s)	Title	Sun	Mon	Tues	Wed	Thur	Fri	Sat				
Week 1												
Week 2												
Week 3												
Week 4												
Week 5												

Total Salary: \$ _____
Total Mileage: _____

HeRO Home Repair Program - Administration Tracking
Other Administrative Costs Associated with this individual project

For Month _____

1. Total Salary from previous page: <i>Must complete timesheet(s)</i>	\$
2. Total Mileage from previous page: <i>Must complete weekly mileage.</i> _____ miles x .55	\$
3. Other costs--attach applicable invoices:	\$ _____ / _____ = \$
Advertising & Publication Costs	<small>Total Cost / Total Est. Projects =</small>
Bid and Proposal Costs	\$ _____ / _____ = \$
Communication Costs (Email, Phone, Mail & Delivery)	<small>Total Cost / Total Est. Projects =</small>
Materials and Supplies	\$ _____ / _____ = \$
Printing Costs (Mail outs, Door Hangers, etc.)	<small>Total Cost / Total Est. Projects =</small>
Training, Conference, and Education Costs (Lead Certifications, HeRO training, other related courses _____)	\$ _____ / _____ = \$
<small>Total Cost / Total Est. Projects =</small>	\$
4. TOTAL ADMINISTRATION COSTS:	\$

NOTE: Costs incurred by the agency may often exceed the amount of administration they are allowed to receive.

MHDC can only reimburse the agency actual costs up to 10% of the reservation amount. This amount will be shown as "administration" on your Draw Request.

MHDC Reservation amount:
\$ _____

Admin. requested can not exceed 10%
\$ _____

The Administrator certifies that they have verified this administration tracking and that to the best of their knowledge and belief it is a true and accurate statement of the time worked and costs incurred. All applicable invoices are to be attached to this form. **This form must remain in the project's "In House" file** and will be subject to audit by MHDC.

The Administrator will request that MHDC disburse the amount indicated on Line 4 or the actual 10% of the reservation amount—whichever is less. This amount will be reflected as "Administration" and will be shown on the "Draw Request" form #465.

Authorized Signature

Date