

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY HOUSING INITIATIVES DIVISION (HID)

ADMINISTRATIVE AND PROJECT COSTS CHART

ADMINISTRATIVE COSTS			PROJECT COSTS		
			Amounts in these three columns + project hard costs must meet total project maximum allowances		
Component	Funding Source	Program Admin	Soft Costs	Activity Delivery Costs (ADC)**	Developer Fee
Homeowner Rehab	HOME MSHDA	10% of grant	No limit, include in total project costs on line A2 of pro forma	10% of total project cost (A5)	N/A

Administrative Costs - General management, oversight and coordination of the housing program. Reasonable costs of overall program management, marketing, monitoring, and evaluation.

Activity / Project Delivery Costs – Associated with specific addresses. Grantee staff time directly related to carrying out the project and assisting homeowners; providing advisory and other temporary relocation services to persons displaced by the project, including timely written notices to occupants, referrals to comparable and suitable replacement property, property inspections, counseling, and other assistance necessary to minimize hardship.

Soft Costs – Associated with specific addresses. Costs for project-related services, whether or not these services are provided by the grantee’s staff or contracted to third parties.

Note: All program administrative costs, activity/project delivery costs and soft costs require documentation.