

**Attachment A**

**ADMINISTRATIVE AND PROJECT COSTS CHART**

| <b>ADMINISTRATIVE COSTS</b>                                      |                       |                      | <b>PROJECT COSTS</b>   |  |                        |
|--|-----------------------|----------------------|--|--|------------------------|
|  |                       |                      | Amounts in these three columns + project hard costs must meet total project maximum allowances |  |                        |
| <b>Component</b>   | <b>Funding Source</b> | <b>Program Admin</b> | <b>Soft Costs</b>  | <b>Activity Delivery Costs (ADC)**</b> | <b>Developer Fee</b>   |
| <b>Homeowner Rehab</b>   | 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                    |
|  | CDBG CDBG PI          | 18% of grant         | No limit, include in total project costs on line A2 of pro forma                               | 10% of total project cost (A5)         | N/A                    |
| <b>Homebuyer</b>   |                       |                      |  |  |                        |
| <b>ADR</b><br>(New Construction or substantial rehab > \$25,000) | HOME                  | N/A                  | N/A  | N/A                                    | 15% total project cost |
| <b>ADR</b><br>(Moderate rehab <= \$25,000)                       | HOME                  | N/A                  | N/A  | N/A                                    | 10% total project cost |
| <b>HPR</b>   | HOME                  | N/A                  | N/A  | N/A                                    | 10% total project cost |

**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 owners, tenants, and homebuyers; providing advisory and other 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. For multi-unit HOME-assisted projects, such costs must be allocated among units in a reasonable manner and documented.

**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.

**Developer Fee** - The fee for services paid to a housing developer, based on the Total Development Cost and the scope of the developer’s responsibilities. Developer fees are used by grantees for administrative and overhead costs, which are paid as "fees for services rendered."

**Note:** All program administrative costs, activity/project delivery costs and soft costs require documentation; developer fees do not.