

## APPENDIX C

### HOME ADMINISTRATION FUNDS

The following breakdown should assist in distinguishing costs that are administrative in nature between “general administration” and “technical services costs” (a.k.a. soft costs, carrying costs) when you are developing your budget for your HOME application.

#### General Administration

General Administration is a separate activity contained in the recipient's approved budget and is paid out of the general administration line-item of the HOME application budget. Not all awards have an approved general administrative budget. (Subrecipients typically receive a general administrative budget award, rental projects are not eligible.) Funding for general administration is limited to 4% of the awarded program funds for TBRA projects (see Appendix F for TBRA technical services costs eligible to be paid with program funds). The following items are considered general administrative cost (not all inclusive):

1. Overall program coordination. (e.g., establishing financial accounting documents and systems, management, internal controls and oversight responsibilities, etc.)
2. General administrative services. (i.e., third party contracts, accounting, legal, etc.)
3. Reporting to the IFA. (i.e., request for funds, quarterly reports, etc.)
4. Advertising and marketing (general information, public outreach) about the activity or project.
5. Direct costs and salaries of the recipient's staff directly involved in the administration of the activity project.
6. Indirect cost, such as office space rent, utilities, insurance, supplies, etc.
7. Costs incurred in the procurement of third-party administrative services, technical services or in the procurement/purchase of any indirect costs noted in #6 above.
8. Internal monitoring and oversight of funded program activities.
9. Coordination and resolution of monitoring and/or audit issues.
10. Audit costs.
11. Environmental review. (overall program)
12. Activities to affirmatively further fair housing. (in a general way)
13. Preparation and adoption of the Administrative Plan.