

Michigan State Housing Development Authority Tenant Based Rental Assistance (TBRA)

SUBJECT: Eligible Administrative Expenses and Planning Costs, and Limits to Administrative Costs

EFFECTIVE DATE: April 1, 2009

BULLETIN: #2

The purpose of this Policy Bulletin is to:

- Define eligible administrative and planning costs for the TBRA Program
- Define the amount to be Expended on Administrative and Planning Costs

ELIGIBLE ADMINISTRATIVE AND PLANNING COSTS

Eligible Administrative and Planning Costs include reasonable costs of overall program management, coordination, monitoring, and evaluation. Such costs include, but are not limited to, necessary expenditures for the following:

- **Salaries, wages, and related costs of staff.** In charging costs to this category the participating jurisdiction may either include the entire salary, wages, and related costs allocable to the program of each person whose primary responsibilities with regard to the program involves program administration assignments, or the prorated share of the salary, wages, and related costs of each person whose job includes any program administration assignments.
- **Travel costs** incurred for official business in carrying out the program
- **Costs of administering tenant-based rental assistance programs**
- **Staff and overhead costs** directly related to carrying out the project, such as work specifications preparation, loan processing, inspections, and other services related to assisting potential owners, tenants, and homebuyers (e.g., housing counseling); and staff and overhead costs directly related to 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.

AMOUNT TO BE EXPENDED ON ADMINISTRATIVE AND PLANNING COSTS

A participating jurisdiction may expend, for payment of reasonable administrative and planning costs of the HOME program, an amount of HOME funds that is not more than ten percent of the sum of the Fiscal Year HOME basic formula allocation.