

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF COMMUNITY AFFAIRS
HOME Investment Partnerships Program**

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**HOME****MANAGEMENT MEMORANDUM**

HOME Investment Partnerships Program

Memorandum Number: 03-01

To: All HOME Program Contractors**From:** Wayne Walker, Section Chief
HOME Investment Partnership Program**Re:** **New HOME Set Up and Completion Forms**

In order to provide better service to our customers, the HOME Program has revised our Project Set Up and Completion forms. Effective immediately State Recipients and CHDOs shall use the new HOME Set Up and Completion Forms. The new forms are as follows:

HOME-3 - Project Funding Source Detail Listing (3/29/03)

HOME-7 - HOME Program Homeownership Assistance/Rental Housing Project Set Up (3/29/03)

HOME-8 - HOME Program Tenant-Based Rental Assistance Project Set Up (3/29/03)

HOME-9 - HOME Program Homeownership Assistance Project Completion Report (3/29/03)

HOME-10 - HOME Program Multi-Unit Homeownership Assistance Project Completion Report (3/29/03)

HOME-11 - HOME Program Rental Housing Project Completion Report (3/29/03)

Copies of the new forms are enclosed for immediate implementation. These forms can also be found on our website at <http://www.hcd.ca.gov/ca/home/fiscalindex.html> and in our recently published 2003 HOME Investment Partnership Program Contract Management Manual.

Please discard any other versions of the HOME Project Set Up and Completion Forms you may have. If you have any questions, please contact your HOME representative.

Attachments