

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: 04-04**

August 23, 2004

To: All Interested Parties

**From: Tom Bettencourt
HOME Section Chief**

Re: Amendment to HOME's 2004 NOFA

The purpose of this Management Memo is to Amend the 2004 Notice of Funding Announcement (NOFA). The following requirements will apply in the filing of a HOME Application in response to the 2004 NOFA and supercede any information provided in the 2004 HOME NOFA, Application and Application Manual:

1. **Maximum Rental Project Administration:** The total of Administrative and Activity Delivery funds or total CHDO Operating Costs may not exceed \$100,000 for a rental project activity.
2. **Maximum Project Activities:** Per the NOFA, applicants may not apply for two projects. This amendment allows an applicant to apply for a first-time homebuyer project and a rental project. In summary, an application may request funds for a) one project only, b) one program only, c) two programs, d) a project and a program, or e) a first-time homebuyer project and a rental project.
3. **First-Time Homebuyer Program Application Limit:** The limit will be \$1,000,000 only if at least \$400,000 is planned to be used for "Infill New Construction".
4. **FTHB Program Feasibility:** In Section IX. D. Chart 8, Item 10, indicate the numbers of units which have sold in the city or county over the preceding 12 month period (July 1, 2003 – June 30, 2004) that are affordable.
5. **American Dream Program Action Plan:** An Action/Marketing Plan must be prepared and attach as Exhibit B8. The Plan must include:
 - Description of the planned use of ADDI funds
 - Plan for targeted outreach to residents and tenants of public and manufactured housing
 - Description of actions taken to ensure suitability of families receiving ADDI Assistance to undertake and maintain homeownership.

