

**HOME Investment Partnership Program**  
**Summary of Proposed Amendments to**  
**HOME Program Policy & Operations Manual**  
**September 8, 2014**

**Chapter 2: Administrative and Management Overview**

**Other ADFA Administrative Requirements**

In addition to the HOME administrative requirements listed in this chapter, ADFA has certain administrative requirements on Recipients related to **approval authority**, criminal background checks, suspensions, and audits.

- ◆ **Approval Authority. The President of ADFA, or his authorized designee, has the authority to approve an increase or decrease in HOME funds for Owner Occupied Rehabilitation activities previously approved by the Board Housing Review Committee as long as the total increase or decrease does not exceed five (5%) percent of the original allocation. Actions taken will be provided to the Board Housing Review Committee as an update.** (page 2-20)

**Chapter 6: Rental Housing Activities**

**Forms of Assistance**

ADFA has the following standard loan terms and conditions for repayment of Rental Housing Program, including:

- All loans must be evidenced by full executed promissory notes **payable at a one percent (1%) interest rate with a term of twenty (20) years and amortized over twenty (20) years or a one percent (1%) interest rate with a term and amortization that will match coinciding with an extended HOME affordability period.** ~~ADFA's current HOME Program interest rate.~~ (Page 6-3)
- ◆ For projects utilizing HOME Program funds and U.S. Department of Agriculture (USDA) Rural Development (RD) funds **and/or any form of HUD Financing**, the HOME loan **may will** match the terms **and amortization** of the USDA RD loan **and HUD Financing**. (Page 6-4)

## **Chapter 10: Procurement**

### **Small Purchase Procurement**

- ◆ The small purchase procedures allow Recipients to acquire goods and services totaling no more than ~~\$5,000~~\$10,000 without publishing a formal request for proposals or invitation for bids. *(Page 10-1)*

### **Competitive Bid**

- ◆ When a Recipient is purchasing materials that are between ~~\$5,000~~10,000 and ~~\$25~~50,000, they must use the competitive bid process as described below. *(Page 10-2)*

### **Competitive Sealed Bids**

- ◆ Sealed bids (also known as Formal Advertising) should be used for all construction contracts or for goods costing more than ~~\$25,000~~50,000. **Note:** ADFA requires competitive sealed bids for all HOME-funded construction contracts. *(Page 10-2)*