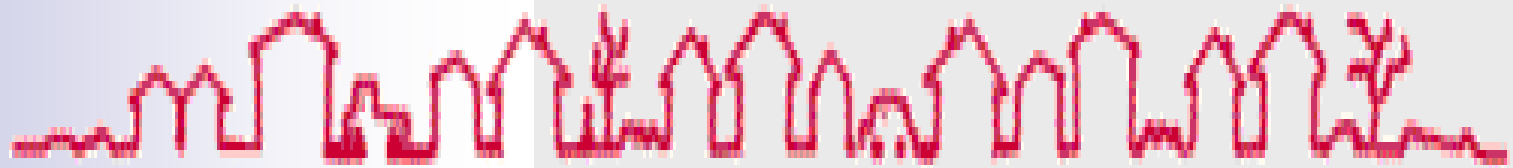




HOME Tenant-Based Rental Assistance (TBRA) Basic Training



California Department of Housing and Community Development

By Jay Cortese

October 15, 2014

Cell Phones on “Stun” please!



WHO'S HERE?

Raise your hand if you:

- Have no experience with TBRA
- Have experience with TBRA but not recently
- Understand Section 8 Voucher Program

TODAY'S WORKSHOP

WHAT WE'LL COVER TODAY:

- What is TBRA?
- What are the basic eligibility requirements?
- What are the forms to use?
- When do I submit the forms to HCD?

TODAY'S WORKSHOP

IMPORTANT TERMS:

- Rent Standard: you set at 90-110% of HUD FMR's, for maximum approvable rent
- Rent Reasonableness: Unit's rent is fair given amenities, location, comparables
- Gross Rent: unit rent plus Utility Allowance

TODAY'S WORKSHOP

IMPORTANT TERMS:

- **Utility Allowance:** A figure off of a local Utility Allowance Schedule (from the PHA) to figure in estimated cost of non-included utilities.
- **Lease Addendums:** HOME documents that must be added to modify unit lease

TODAY'S WORKSHOP

IMPORTANT TERMS:

- Housing Quality Standards (HQS): HUD checklist standards for minimum requirements regarding Health and Safety
- Payment Standard: Maximum allowable housing cost (rent plus utility allowance)

Basic TBRA Requirements

ELIGIBLE TBRA USES

- Rent subsidy when housing costs are over 30% of household's adjusted income; and/or
- Security deposit up to 2x monthly rent
- Utility deposit (only with one or both of the above)

Basic TBRA Requirements

ELIGIBLE HOUSEHOLDS

- At least 90% of the families you serve under a contract must have incomes at or below 60% of AMI
- Up to 10% may have incomes up to 80% AMI

Basic TBRA Requirements

ELIGIBLE HOUSEHOLDS

- Household must have the need for rental subsidy and/or utility deposit assistance.
- For rental subsidy, this means rental housing costs exceed 30% of adjusted monthly income

Basic TBRA Requirements

ELIGIBLE UNITS

- Must meet HQS standards, as evidenced by signed and dated HW|QS inspection form
- Are “Rent Reasonable”
- Rent plus Utility Allowance doesn’t exceed Rent Standard

HOME

FINANCIAL ASSISTANCE

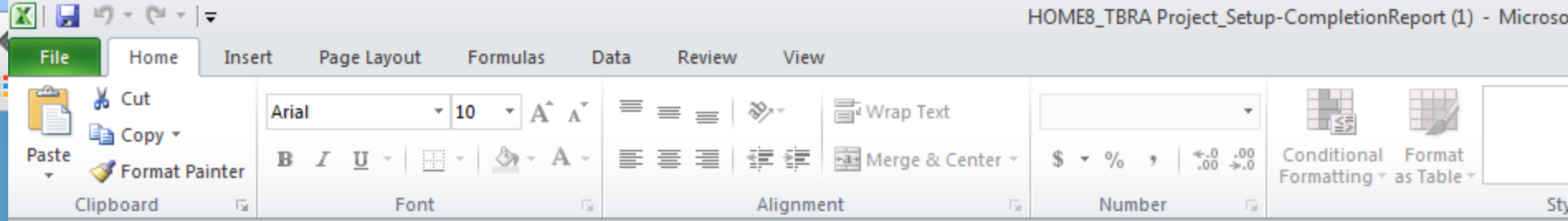
CODES &

HOME Fiscal Forms

HOME REPORTING FORMS

Form fields on each of the documents listed below may be completed while open in your browser entered.

- [HOME-2](#)—Quarterly Performance Report - Revised 4/2013 — *(Microsoft Excel)*
- [HOME-2A](#)—Quarterly Program Income Statement Report – Revised 10/2013 — *(Micro*
- [HOME-3](#)—Project Funding Source Detail Listing - Revised 6/12/09 — *(Microsoft Word)*
- [HOME-3A](#)—County Code Listing - Revised 10/29/09 — *(Microsoft Word)*
- [HOME-4](#)—Administrative Drawdown Request - Revised 1/29/14 — *(Microsoft Word)*
- [HOME-5](#)—Project Drawdown Request - Revised 1/29/14 — *(Microsoft Word)*
- [HOME-6](#)—Homeownership Project Set-Up and Completion Report - Revised 1/29/14 (
- [HOME-7](#)—Homeownership Assistance Rental Housing Project Set-up Report - Revise
- [HOME-8](#)—Tenant Based Rental Assistance Project Set-up Report - Revised 1/29/14 –
- [HOME-10](#)—FTHB Project Set-Up/Completion Report - Revised 1/29/14 — *(Microsoft E*
- [HOME-11](#)—Rental Project Set-Up/completion Report - Revised 4/1/14 — *(Microsoft Ex*



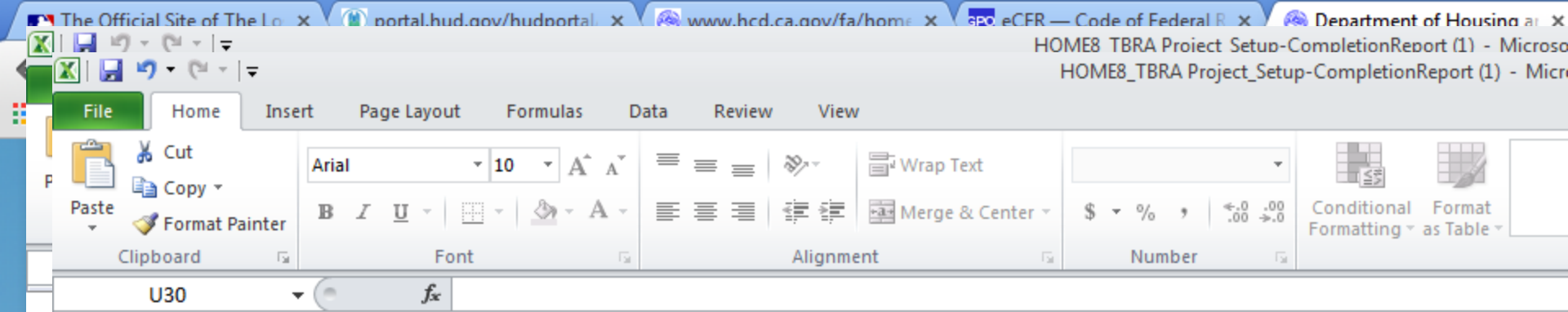
CX2

Contract # HOME

<p>HOME Program</p> <p>Tenant Based Rental Assistance Program</p> <p>Project Setup Report / Completion Report</p>	<u>Rep Initial & Date</u>	<u>FOR FISCAL USE ONLY</u>
	<u>Mgr. Initial & Date</u>	<input type="checkbox"/> IDIS <input type="checkbox"/> CSS <input type="checkbox"/> CAPES
<p>Complete this form as a Setup Report, a Completion Report or a Setup and Completion Report and submit to:</p> <p>Department of Housing and Community Development HOME Program. 2020 W. El Camino Ave., Ste. 650 OR P.O. Box 952054 Sacramento, CA 95833 Sacramento, CA 94252-</p>	<u>Setup</u>	<u>Completion</u>
	<input checked="" type="radio"/> Original Setup <input type="radio"/> Original Completion <input type="radio"/> Revised Setup <input type="radio"/> Revised Completion	
	<u>If Revised, Why?</u>	
	<input type="checkbox"/> <u>Cancel, Why?</u>	

Part A: Contractor & Activity Information			
1. Project Number (HCD Assigned)	2. HUD Activity Number (HCD Assigned)	3. HOME Recipient Name	
4. Name of Person Completing Form		5. HOME Recipient Street Address	
5a. City	5b. State	5c. Zip Code	5d. County
5e. Phone	5f. Fax	5g. e-mail	
6. Project Name		7. County Code	8. HOME funds (Contract Allocation)
TENANT BASED RENTAL ASSISTANCE PROGRAM			

PAGE



Project Drawdown Request

State of California HOME Program

Contractor Name:

HOME Contract Number HOME Project Number:

State Recipients are required to identify, at least once per month, their undisturbed balance of Program Income/Recaptured funds ("Balance"). Please provide the following information:

a) Date of Balance: , b) Balance (if Balance is zero enter 0, do not leave blank):

Please include only HOME projects funds (Funding Source Codes 01, and 11) on this request. Report funds rounded to the nearest dollar (no cents), and do not request less than \$100 unless it is your final drawdown request.

Funding Source Code	Description of Funding Source	Amount
	Current Available Balance (A) <small>(Project set-up total less and previous drawdown requests)</small>	\$0
01	HOME Funds Requested-	\$0

Basic TBRA Requirements

- Draw monthly, if desired
- If no additional families and no changes to income or rents, etc., no need for Revised Project Setup and Completion Report with next draw
- Never remove families from form
- Use File → Save As whenever drawing, with or without Setup/Completion changes



For More Information

Department of Housing and Community
Development

Financial Assistance Division

www.hcd.ca.gov/fa/home

(916) 263-