

Name of State Recipient

HOME Investment Partnerships Program
California Department of Housing & Community Development

Serving the Area of

[describe where your program operates, which can be anywhere in your county inside or outside city limits, if listed on the latest HOME NOFA Appendix A at <http://www.hcd.ca.gov/grants-funding/nofas.shtml>]

TENANT-BASED RENTAL ASSISTANCE PROGRAM ("TBRA") PROGRAM GUIDELINES



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Approved by HCD [date]

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NAME OF STATE RECIPIENT IN ALL CAPS HERE
TENANT-BASED RENTAL ASSISTANCE (“TBRA”)
PROGRAM GUIDELINES

I. INTRODUCTION

These Program Guidelines have been developed by the **Name of State Recipient** based on the Section 8 Housing Assistance Program operated by the US Department of Housing and Urban Development and the Administration Plan for the implantation of the Housing Choice Voucher Program operated by the California Department of Housing and Community Development.

Conflict of Interest Requirements

In accordance with 24 CFR Section 92.356 of the HOME Final Rule, the following will apply:

(a) Conflicts prohibited. No persons described in paragraph (b) of this section who exercises or has exercised any functions or responsibilities with respect to activities assisted with HOME funds or who are in a position to participate in a decision making process or gain inside information with regard to these activities, may obtain a financial interest or benefit from a HOME-assisted activity, or have a financial interest in any contract, subcontract or agreement with respect to the HOME-assisted activity, or the proceeds from such activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter. Immediate family ties include (whether by blood, marriage or adoption) the spouse, parent (including stepparent), child (including stepchild), brother, sister (including a stepbrother or stepsister), grandparent, grandchild and in-laws of a covered person.

(b) Persons covered. The conflict of interest provisions of paragraph (a) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the participating jurisdiction, CalHFA, or sub-recipient which are receiving HOME funds.

(c) Exceptions: Threshold requirements. Upon the written request of the participating jurisdiction to HCD, HUD may grant an exception to the provisions of paragraph (a) of this section on a case-by-case basis when it determines that the exception will serve to further the purposes of the HOME Investment Partnerships Program and the effective and efficient administration of the participating jurisdiction's program or project. See 24 CFR 92.356(d)(1-6) for details on the documentation needed in order to submit an exception request to HUD.

Participating Agencies

The **Name of State Recipient** Tenant-Based Rental Assistance Program (hereinafter referred to as “Program”) will be administered by **INSERT HERE...typically the local Housing Authority, but not always.**

Note: The term “Program Operator” used throughout this document refers to the **Name of State Recipient** and/or the Program Administrator named above.

Fair Housing

The Fair Housing Lender and Accessibility logos will be placed on all outreach materials. Fair housing marketing actions will be based upon a characteristic analysis comparison (census data may be used) of the Program's eligible area compared to the ethnicity of the population served by the Program (includes, separately, all applications given out and those receiving assistance) and an explanation of any underserved segments of the population. This information is used to show that protected classes (age, gender, ethnicity, race, and disability) are not being excluded from the Program. Flyers or other outreach materials, in English and any other language that is the primary language of a significant portion of the area residents, will be widely distributed in the Program-eligible area and will be provided to any local social service agencies.

II. ELIGIBILITY

INCOME QUALIFICATION CRITERIA

Projected annual gross income of the applicant household will be used to determine whether they are above or below the published HCD income limits. Income qualification criteria, as shown in the most recent HCD program-specific guidance at

<http://www.hcd.ca.gov/grants-funding/income-limits/income-calculation-and-determination-guide.shtml>, will be followed to independently determine and certify the household's annual gross income. Income will be verified by reviewing and documenting tax returns, copies of wage receipts, subsidy checks, bank statements and third-party verification of employment forms sent to employers. All documentation shall be dated within two months prior to assistance and kept in the applicant file and held in strict confidence.

A. HOUSEHOLD INCOME DEFINITION:

Household income is the annual gross income of all adult household members that is projected to be received during the coming 12-month period, and will be used to determine Program eligibility. Refer to Income Inclusions and Exclusions for further guidance to the types of incomes to be included or excluded when calculating gross annual income. For those types of income counted, gross amounts (before any deductions have been taken) are used; and the types of income that are not considered would be income of minors or live-in aides. Certain other household members living apart from the household also require special consideration. The household's projected ability to pay must be used, rather than past earnings, when calculating income.

See Annual Income Inclusions and Exclusions in Attachments B

and C.

B. ASSETS:

There is no asset limitation for participation in the Program. Income from assets is, however, recognized as part of annual income under the Part 5 definition. An asset is a cash or non-cash item that can be converted to cash. The value of necessary items such as furniture and automobiles are not included. *(Note: it is the income earned – e.g. interest on a savings account – not the asset value, which is counted in annual income.)*

An asset's cash value is the market value less reasonable expenses required to convert the asset to cash, including: Penalties or fees for converting financial holdings and costs for selling real property. The cash value (rather than the market value) of an item is counted as an asset.

See Attachment D for Asset Inclusions and Exclusions.

Eligible Families – Income and Assets

Most applicants must have household incomes at or below 60% of the applicable County's area median income (AMI), adjusted by household size, as published by HCD each year and attached hereto as **Attachment A**. The link to current HOME Income Limits adjusted by household size is: <http://www.hcd.ca.gov/grants-funding/income-limits/state-and-federal-income-limits.shtml>

However, the Program may elect to provide assistance to up to ten percent (10%) of households with incomes at or below eighty percent (80%) of County median family income.

“Household” will mean one or more persons who will occupy a housing unit. Subject to the exemptions allowed in the “Income Determination Book”, all persons, **remove this note and one of these:** **[including/not including]** unborn children, and including non-related individuals, will be considered household member for purposes of determining income eligibility.

All adult applicants must certify that they meet the household income eligibility requirements for the Program and have their household income documented. The income limits in place at the time the application for assistance is submitted will apply when determining applicant income eligibility. All households meeting the income criteria for the Program may participate.

General Program Design

The TBRA Program is a rental subsidy program that is designed to assist eligible tenants with the payment of monthly rent and utility costs, as well as the payment of security and utility deposits. TBRA assistance will make up the difference between the amount the household can afford to pay for monthly rent and utilities and the actual cost of the housing selected by the household. All TBRA assistance will be made in the form of a grant, and will not have to be repaid.

NOTE: Assistance under the TBRA Program will consist of one [BETWEEN 6 AND 24]-month term and [IS? IS NOT?] subject to renewal if funding is available. The minimum term of assistance will be 12 months unless a shorter term of as few as 6 months is requested by the household.

The TBRA Program may be used only within WHERE? Example: the unincorporated areas of XXX County and the City of XXX. It is intended for use by residents of XXX County and may not be used in any other county. Participants who relocate from XXX County to another jurisdiction will lose their eligibility for participation in the Program.

Under the TBRA Program, rental assistance payments and any utility and/or security deposit may be made, on a case-by-case basis, directly to the tenant.

Rental Security Deposits [OPTIONAL, SO MAY BE DELETED]

The TBRA Program may approve the payment of a rental security deposit to the landlord for new rentals where the program recipient has less than six months of gross income in their checking/savings accounts, and where the lease between the landlord and tenant is for at least one year. The amount of the security deposit may not exceed the equivalent of two month's rent for the unit. Rental security and utility deposits, if any, are grants and not loans, and shall therefore be returned to the tenant at the end of the rental agreement.

Rent (Payment) Standard

The Program will make a determination as to the Rent Standard (maximum gross rent that can be approved) based upon HUD's current Fair Market Rents, updated annually and attached hereto as **Attachment L**. This Rent Standard will serve as the basis for the calculation of TBRA assistance, as illustrated in Exhibit A.

Utility Allowances

The TBRA Program has elected to utilize the project-specific utility schedule in which the housing unit is located, when available. If none is available for a given unit, the local Public Housing Authority's Schedule of Utility Allowances will be utilized. The current utility allowances for XXX County are attached hereto as **Attachment E**, and will be updated when new allowances are published. Any utilities that are not included in the rent will be factored into the calculation of TBRA assistance, as illustrated in the examples below.

Rental Assistance Subsidy Amounts

The maximum monthly rental subsidy for each household cannot exceed the difference between the rental assistance payment standard by bedroom size and thirty percent (30%) of the family's adjusted monthly income.

Although a participant may choose a rental with a rent higher or lower than the Rent Standard, the participant must contribute a minimum of thirty percent (30%) and may contribute a maximum of **forty percent (40%)** of monthly gross income toward the monthly rent.

Exhibit A provides examples:

Exhibit A:

Example of Calculating Tenant and Program Payments Using Subsidy (Voucher) Method:

I. With all applicable utilities included in rent

The Smiths have been issued a two-bedroom HOME TBRA Coupon. Their Annual and Adjusted Incomes are \$22,500 and \$18,300, respectively. Their monthly gross and adjusted income amounts are \$458 and \$188 respectively. They find an apartment that rents for \$800 (including utilities). The TBRA Rent Standard is \$775.

Note: "Approved Rent" below means that the proposed rent for the desired unit is fair, even when that rent is different than the Rent Standard upon which the Maximum TBRA Subsidy is based.

<i>The maximum TBRA subsidy is:</i>	<i>The Smith's share of the rent is:</i>
\$775 Rent Standard	\$800 Approved Rent
<u>\$458 (less) 30% of adjusted monthly income</u>	<u>\$317 (less) Max.TBRA Subsidy</u>
\$317 Maximum TBRA Subsidy	\$483 Smith's Payment

In this example the Smiths will pay more than 30% of their adjusted income for housing because they selected a unit that rents for more than the payment standard.

Had the Smiths found a very inexpensive unit, the requirement that the family must pay at least 30% of monthly gross income might apply.

\$500 Approved rent
\$317 (less) Maximum TBRA Subsidy
\$183 Calculated Tenant Share

The calculated tenant share is \$183. However, the Smiths must pay the lesser of rent or at least 30% of gross monthly income ($\$22,500/12 \text{ months} \times 0.30 = \563). In this case, the Smiths would pay \$500, and the Program would not assist with rent, as there is no gap to fill.

Exhibit A example II is on the following page.

II. With some applicable utilities not included in rent:

If there are utilities listed on Attachment E (“Allowances for Tenant-Furnished Utilities and Other Services”) that the tenant must pay that are **not** included in the rent, they are added to the Rent Standard in the equation above, yielding a greater Maximum TBRA Subsidy, as follows:

<i>The maximum TBRA subsidy is:</i>	<i>The Smith’s share of the rent is:</i>
\$775 Rent Standard	\$800 Approved Rent
<u>\$125 (plus) Utilities not included in rent</u>	<u>\$125 (plus) Utilities not included</u>
\$900 Net rental allowance	\$925 Net rent
<u>\$458 (less) 30% of adjusted monthly income</u>	<u>\$442 (less) Max. TBRA Subsidy</u>
\$442 Maximum TBRA Subsidy	\$483 Smith’s Rent Plus Utility Payment

III. APPLYING FOR ADMISSION

How to Apply

Families may apply for assistance by completing and submitting an application to the Program Operator.

Completion of an Application

Upon completion of the application, an interview appointment will be scheduled. The interview appointment may be conducted in person or by telephone.

Applicants are responsible for rescheduling interview appointments when the original appointment is missed. If the Applicant does not reschedule and misses two consecutive interview appointments, the application may be rejected.

- At a minimum, the head of household will be required to attend the interview appointment. All adult household members must sign the Applicant/Tenant Certification Form in order for the application to be considered complete.
- Information provided by the Applicant will be verified including information on family composition, income, assets, allowances and deductions, preference status, full-time student status, and other factors relating to eligibility before being issued a TBRA Housing Authorization.
- Third party verifications (sent by mail or fax) are required. Oral third party verifications are acceptable, if properly documented (date and the name of the person providing the information) and it is not possible to obtain written third party verifications. Documents may be photocopied when allowed by law. If documents cannot be photocopied, the Program Operator will certify (in writing) that the document was viewed, noting what document was viewed; the source of information, and the information obtained.

If additional information is needed to determine eligibility, a letter will be mailed to the Applicant, detailing the necessary additional information, which must be submitted within 10 working days. If no response is received within 10 days, a second request

will be mailed, allowing an additional 10 days to respond. If no response is received to the second request for additional information, an ineligibility letter will be sent.

After the verification process is completed, the Program Operator will make a final determination of eligibility based on verified data.

IV. OCCUPANCY STANDARDS

Size of Units

All units must meet the minimum requirements of the Housing Quality Standards.

The occupancy standards for the TBRA Housing Authorization issuance are set up to determine the size of the Authorization to be issued. The criteria and standards prescribed for the determination of unit size will apply to the majority of families. However, in some cases the relationship, age, sex, health, or handicap of a family member may warrant the assignment of a larger unit. Guidelines for maximum TBRA Housing Authorization includes:

- Persons of different generations, persons of the opposite sex (excluding spouses), and unrelated adults may have separate bedrooms;
- Children of the opposite sex may share a bedroom until one of the children reaches the age of 6.
- Unborn children shall be included in the size of the household;
- Persons with verifiable medical needs or other extenuating circumstances may be provided a larger unit;
- Foster children are included when determining unit size (but not for household size for income limits evaluation);
- Space will not be provided for a family member who is absent more than 90 consecutive days (e.g., member of the military);
- Families will not be required to use rooms other than bedrooms for sleeping purposes.

The following provides guidance on the above.

<u>Authorization Size</u>	<u>Min. No. Of Persons</u>	<u>Max. No. of Persons</u>
0-BDR.	1	2
1-BDR.	1	3
2-BDR.	2	4
3-BDR.	3	6
4-BDR.	6	8
5-BDR.	8	10
6-BDR.	10	

Permanently Absent

If any adult member of a family leaves the household for more than 90 days, that adult member will be considered permanently absent from the unit. The remaining adult member of the family must report, in writing, the change in family composition to the Program Operator who will then remove the absent adult as a family member.

Visitors

Any adult not included on the application that is in the unit for 12 consecutive days or more without the landlord's written approval and Program Operator approval, or a total of 30 days in a 12 month period, will be considered to be living in the unit as an unauthorized household member.

Absence of evidence of a verifiable address will be considered verification that the visitor is a member of the household.

Statements from neighbors and/or the landlord will be considered in making a determination.

The burden of proof that an individual is a visitor rests on the family. In the absence of such proof, an individual will be considered an unauthorized member of the household and the Program Operator will terminate assistance because prior approval was not requested for the addition.

In a joint custody arrangement, if a minor is in the household less than 183 days per year, the minor will be considered to be an eligible visitor and not a family member.

Change in Family Composition

The Program Operator will verify changes in family composition (either reported or unreported) through letters, telephone calls, utility records, inspections, landlords, neighbors, credit data, school or DMV records, and other sources. However, the burden of proof that an individual has moved ultimately rests on the family.

Change in Ownership

A change of ownership will be processed upon receipt of evidence of ownership, and a Letter of Authority Transfer, if applicable. Prior to the change of ownership taking effect, any payments made to the previous owner will be the responsibility of the new owner to recover.

Participant Relocation

After an initial lease, family relocation shall be limited to one move in a 12-month period. However, a family may move to a new unit during the first year of a lease only:

- When a mutual agreement between the owner and the tenant has been signed; or
- For good cause (the tenant must provide documentation such as police reports, court order, etc.)

In either case, the tenant must provide proper notice (30-day written notice) to the Program Operator and the landlord prior to initiating a move.

V. TBRA HOUSING AUTHORIZATION ISSUANCE AND BRIEFINGS

Purpose of Briefings

The purpose of the briefing is to provide new participants with the information found in the TBRA Housing Authorization packets. This will ensure that all Participants are aware of their responsibilities and the ramifications if they fail to follow those responsibilities. Briefings will be conducted by the Program Operator.

Attendance Requirements

At a minimum, the head of household is required to attend the briefing to receive the TBRA Housing Authorization. No TBRA Housing Authorization will be issued if the head-of-household does not attend a briefing.

Failure of the head-of-household to participate in two scheduled briefings without prior notification and approval may result in the denial of benefits.

Format

Briefings can either be in a group or held individually.

The TBRA Housing Authorization packet shall contain the following:

- A general information brochure explaining the basics of the Program for landlord use;
- A current list of interested landlords and the address of their available property (if available);
- A description of Fair Market Rents and TBRA Housing Assistance Payments;
- Procedures for notifying the Program Operator of abuses such as side payments or other overcharges and Housing Quality Standard violations in the unit;
- The HUD brochure A Good Place to Live;
- The HUD brochure on lead-based paint (Protect Your Family From Lead in Your Home) and information about where blood level testing is available;
- Conditions and procedures for notifying the Program Operator of changes which may occur between annual reexaminations;
- Tenant Responsibility form;
- Utility schedule;
- Instructions on calculating gross rent; and
- Any supplemental material deemed necessary.

The Program Operator will discuss allowable deposits that can be collected by the owner; conditions in the lease under which tenancy may be terminated, and conditions under which TBRA Housing Program assistance may be terminated.

Household Obligations

While the relationship between the tenant and landlord are the same as in the private housing market, the TBRA Housing Program participants have the following additional obligations:

1. The family must supply any information that is determined to be necessary in the administration of the Program, including submission of required evidence of citizenship or eligible immigration status. The family will indicate whether or not they've been evicted in the past five years and if so, will provide an explanation as to why they were evicted. The Housing Advisory Committee may reject an applicant if they determine that the family is at high risk for eviction during the term of rental assistance based on prior evictions.
2. The family must supply any information requested by the Program for use in a regularly-scheduled reexamination or interim examination of family income and composition.
3. The family must sign and submit consent forms for obtaining information, as applicable.
4. All information supplied by the family must be true and complete.
5. Any guest or family member that causes damages beyond normal wear and tear will be the responsibility of the family. If Housing Quality Standards (HQS) failures are determined to be caused by a tenant or guest, it will be the tenant's responsibility to correct. If the failure is life threatening, the tenant must correct the defect within 24 hours. For other tenant-caused failures / defects the tenant must correct the defect within 30 calendar days (or by a Program-approved extension).
6. The family must allow the Program Operator to inspect the unit for Housing Quality Standards at reasonable times and after reasonable notice (24 hours).
7. The family may not commit any serious or repeated violation of the lease.
8. The family must notify the owner and, at the same time, notify the Program Operator no less than 30-days prior to when the family intends to move out of the unit or terminate the lease.
9. The family must give the Program Operator a copy of any owner eviction notice within three business days.
10. The family must use the assisted unit for residence by the family. The unit must be the family's only residence.

11. The Program Operator must approve the composition of the family residing in the unit. The family must inform the Program Operator of the birth, adoption, or court-awarded custody of a child within three business days. The family must request Program Operator approval to add any other family member as an occupant of the unit.
12. The family must notify the Program Operator if any family member no longer resides in the unit within three business days.
13. The family must not sublease or sublet the unit.
14. The family must not assign the lease or transfer the unit.
15. The family must supply any information or certification requested by the Program Operator to verify that the family is living in the unit, at any time.
16. The family must not own or have any interest in the unit.
17. The members of the family must not commit fraud, bribery or any other corrupt or criminal act in connection with the Program.
18. Any members of the household, including guests, may not engage in drug-related criminal activity or violent criminal activity.

Discretion to Deny or Terminate Assistance

In deciding whether to deny or terminate assistance because of action or failure to act by members of a family, the Program Operator has the discretion to consider all of the circumstances in each case, including the seriousness of the case and the extent of participation or culpability of individual family members. The Program Operator may also review the family's more recent history and record of compliance, and the effects of denial or termination of assistance on other family members who were not involved in the action or failure to act.

The Program Operator may impose, as a condition of continued assistance for other family members, a requirement that family members who participated in or were culpable for the action or failure to act will not reside in the unit. The Program Operator may permit the other members of the family to continue in the Program.

Term of the TBRA Housing Authorization

A newly issued TBRA Housing Authorization will be valid for a period of 60 days from the date of issuance. A family may request an extension of the 60-day time period. A maximum of 60 additional days (approved in 30-day increments) may be approved if:

- Extenuating circumstances (e.g., hospitalization or family emergency) which has affected the family's ability to find a unit within the 60 days; or
- The family has evidence that they have made consistent effort to locate a unit and requested assistance from the Program Operator to help locate a unit.

Joint Custody of Children

Children who are subject to a joint custody agreement will be considered members of the household if the applicant has at least 50% legal custody of the minor as evidenced by legal documentation.

Alimony and Child Support

Regular alimony and child support payments are counted as income. If the amount of child support or alimony received is less than the amount awarded by the court, CSPC will use the amount awarded by the court unless the family can verify that they are not receiving the full amount and have made an effort to collect payments. Efforts to collect payments include filing with courts or appropriate agencies responsible for enforcing such payments.

TBRA Housing Authorization Determination for Split Households

In cases where a family assisted by the TBRA Program becomes divided into two families due to divorce, legal separation, or the division of the family, the Program will review the situation and make a determination as to who will retain assistance, subject to the following:

- The desires of the parties involved;
- Which party maintains custody of the dependent children;
- To whom the assistance was issued;
- Who remains in the unit;
- Whether domestic violence is involved.

Documentation to support this information will be the responsibility of the requesting party. If documentation is not provided, the Program reserves the right to determine who will receive the assistance.

Initial, Annual and Interim Examinations

The Program Operator will perform initial, annual and interim examinations, as required.

Annual Reexaminations

Families will be notified in writing 120 days in advance of the scheduled effective date of the reexamination. The Program Operator will use the same procedures for obtaining and verifying information that were used at admission. The Program Operator will compare the information the family reports against the family's most recent reexamination to identify any discrepancies and ask the family to explain them.

The following procedures will be followed for each reexamination:

- Re-verification of family income and composition;
- Unit inspection;
- Rent reasonableness verified, if the landlord is requesting a rent increase;
- The family and owner are notified of changes in subsidy and tenant rent.

The head of household, and any additional adult living in the unit must have a current Form HUD-9886, *Authorization for Release of Information/Privacy Act Notice*, on file any time verification of income is to be determined.

Families and owners will be notified of the results of the reexamination and effective date of any changes.

Interim Examinations

The family may request an interim reexamination of family income/composition when changes have occurred since the last determination. The Program Operator will conduct a family-requested reexamination within 10 working days of the request.

If the interim reexamination indicates that the tenant rent will be reduced or increased by 10% or more, changes may take effect the first of the month following the determination, allowing for a minimum of 30 days notification to the tenant and landlord. If the increase/decrease is less than 10%, no change will be processed, but the documentation will become part of the tenant file.

Public Assistance Income Changes

The Program Operator will not reduce the family share of rent for families whose public assistance is reduced due to:

- Fraud;
- Failure to participate in an economic self-sufficiency program;
- Noncompliance with a work activity requirement.

The prohibition of rent reduction is not applicable if the public assistance is reduced due to the expiration of a lifetime limit on receiving benefits, or the family complied with public assistance program requirements but is unable to obtain employment.

The Program Operator will obtain written verification from the welfare department which indicates that the reduction was due to noncompliance or fraud before denying the request for rent reduction.

The Program Operator will notify the owner and family of the results of the reexamination of income.

VI. LEASE APPROVAL AND HOUSING ASSISTANCE PAYMENT CONTRACT EXECUTION

Ownership Documentation

Owners must provide their current address of residence or business. Owners must submit proof of ownership of the property and a Letter of Transfer of Authority if a management agent manages the property.

Families may not lease properties owned by relatives.

Rent Reasonableness

The Program Operator will make a determination as to the reasonableness of the rent the owner is proposing in relation to comparable units on the private unassisted market. The market area for rent reasonableness comparables shall include the similar areas of the city or county where the proposed rental is located.

Rent reasonableness determinations are made when units are placed under contract for the first time and when owners request annual or special contract rent adjustments. The Program Operator will certify and document in the tenant file that the approved rent:

- Does not exceed rents charged by the owner for comparable unassisted units in the private market; and,
- Is reasonable in relation to rents charged by other owners for comparable units in the private market.

The items used for rent reasonable documentation include:

- Square footage;
- Number of bedrooms;
- Number of bathrooms;
- Location;
- Unit type;
- Quality;
- Amenities;
- Facilities;
- Date built; and,
- Management and maintenance services.

Documentation of the rent reasonableness study for each unit leased will be maintained by the Program Operator.

The Program Operator will maintain a file(s) that includes comparable data on unassisted units in the private market, and will compare the subject unit against selected units in the same area with similar characteristics. Adjustments will be made for favorable and unfavorable differences between the subject unit and the comparables. The information on unassisted units will be updated on an annual basis.

Issuance of TBRA Housing Authorization and Requesting Program Approval to Lease a Unit

When a family is selected for participation in the TBRA Program, the Program Operator will issue a TBRA Housing Authorization to the family. The family may search for a unit within **describe service area here**. When the family finds a unit, and the owner is willing to lease the unit under the Program, the family must request Program Operator approval of the unit.

The family must submit request for lease approval and a copy of the proposed lease. Both documents must be submitted during the term of the TBRA Housing

Authorization. The lease submitted for approval must also include the Lease Addendum and Additional Lease Addendum. These Lease Addendums are required under both the Section 8 Housing Assistance Program and the **Name of State Recipient** TBRA Program. The Lease Addendums are attached as “**Attachment G and Attachment H**”.

The lease between a tenant and an owner of rental housing assisted with HOME funds must be for not less than one year, unless by mutual agreement between the tenant and the owner.

Lease Approval / Disapproval

After the Program Operator has reviewed the Home Rental Assistance Program Request for Unit Approval form, the proposed lease agreement, documented rent reasonableness, and conducted an inspection and passed the unit, the Program Operator may approve the lease. If the Program Operator determines that the lease cannot be approved (e.g. fails rent reasonableness), the landlord and family will be notified and the reason(s) provided. The Program Operator will explain the problems to the owner and suggest how they may be corrected. If the problem can be corrected, the Program Operator will continue processing the Home Rental Assistance Program Request for Unit Approval.

If the problem cannot be corrected after negotiations with the owner, the Program Operator will inform the tenant that the lease is not approved and that the tenant should continue to search for eligible housing.

HOME TBRA Contract

The TBRA Contract is a contract between the Program and an owner. In the TBRA Contract for TBRA Program assistance, the owner agrees to lease a specified dwelling unit to a specified eligible family, and the Program agrees to make monthly housing assistance payments to the owner for the family. The **Name of State Recipient** TBRA Contract is based on the HAP Contract used for the Section 8 Housing Assistance Program. A copy of the Program’s HOME TBRA Contract template is attached as “**Attachment I**”.

HOME TBRA Contract Execution Requirement

Prior to HOME TBRA contract execution, the Program Operator will ensure that the income information is not more than 120 days old for participants or not more than 60 days old for new admissions.

VII. HOUSING QUALITY STANDARDS

Policy

No unit will be placed on the TBRA Program unless Housing Quality Standards (HQS) and applicable local building codes are met. The units must continue to meet these standards as long as the family is on the Program. Lead-based paint requirements will apply to all units constructed prior to 1978. The Program adheres to the acceptability criteria in HUD Section 8 Housing Assistance program regulations for Housing Quality Standards, as shown in “**Attachment J**”. The link to the current

Housing Quality Standards Inspection Form is contained in “**Attachment K**” of these Program Guidelines.

All Housing Quality Inspections will be performed by the Program Operator (or its designee).

There are four types of inspections:

- Initial
- Annual
- Special
- Move-out: Move-out inspections will be completed within 15 working days when requested by either the tenant or landlord.

Clearing Deficiencies

At initial and annual inspections, the owner will be given not more than 30 days to correct the items noted as “fail” (extenuating circumstances could, with Program Operator approval, extend the time limit). The owner may be allowed two reinspections for repair work to be completed (at inspector’s discretion) depending upon the complexity of work to be done. If, after the two inspections, the unit still fails HQS, the family will be required to find another unit if they wish to remain on the TBRA Program.

Owner Fails to Correct Housing Quality Standards Items

If the HOME TBRA contract is terminated due to the owner’s failure or refusal to correct the failed items, and the current TBRA Program tenant was required to move to another unit to continue receiving TBRA Program assistance, the Program Operator will not approve the vacated unit for a new TBRA Program tenant for a minimum of one year, and only upon receiving a written assurance from the owner that they will fulfill the requirements of the minimum HQS in the future.

Request for Special Unit Inspection

A landlord/owner, tenant, or the Program Operator may request to have the tenant’s unit inspected prior to the reexamination date. The Program Operator will schedule the inspection within ten working days of the request.

VIII. DENIAL OR TERMINATION OF ASSISTANCE

Tenant Fraud

If the family has knowingly committed fraud in connection with the TBRA Program, the Program Operator may terminate assistance and cancel the contract.

If the family has misrepresented income, assets, or allowances, which would have caused an increase in the tenant portion of the rent, the Program Operator will make every effort to recover any overpayment made as a result of tenant fraud or abuse.

If the family intentionally, willingly, and knowingly commits fraud or is involved in any other illegal scheme with the owner, the Program Operator may deny or terminate assistance.

Landlord Fraud

If a landlord has committed fraud or misrepresentation in connection with the TBRA Program, the Program Operator will terminate the contract and review the circumstances and family's involvement to determine if the family is eligible to relocate to another unit with continuation of assistance.

The Program may bar the landlord from participation in the TBRA Program for breach of the HOME TBRA Contract.

The Program Operator will make every effort to recover any overpayments made as a result of landlord fraud or abuse.

Lease Violations

Termination of tenancy or failure to renew leases will only be permitted for the following reasons:

- Tenants have serious or repeated violations of the terms and conditions of the lease.

The following criteria will be used to decide if a serious or repeated violation of the lease will result in termination of assistance:

- If the owner terminates tenancy through court action for serious or repeated violation of the lease;
- If the owner notifies the family of termination of tenancy for serious or repeated lease violations, and the family moves from the unit prior to the completion of court action.
- If there are police reports, neighborhood complaints or other third party information, that has been verified by the Program Operator.
- Tenants were part of a transitional housing program and completed their allowable transitional housing period; or,
- Other "good cause" exists for termination of the tenancy.

ATTACHMENT A

CURRENT INCOME LIMITS FOR XXX COUNTY

As of June 28, 2019

Family Size:

Income Category:	1	2	3	4	5	6	7	8
60%	\$	\$	\$	\$	\$	\$	\$	\$
80%	\$	\$	\$	\$	\$	\$	\$	\$

The link to the official, HCD-maintained HOME Income Limits is:

<http://www.hcd.ca.gov/grants-funding/income-limits/state-and-federal-income-limits.shtml>

ATTACHMENT B

24 CFR Part 5 Annual Income Inclusions

§5.609 Annual income.

(a) *Annual income* means all amounts, monetary or not, which:

- (1) Go to, or on behalf of, the family head or spouse (even if temporarily absent) or to any other family member; or
- (2) Are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date; and
- (3) Which are not specifically excluded in paragraph (c) of this section.
- (4) Annual income also means amounts derived (during the 12-month period) from assets to which any member of the family has access.

(b) Annual income includes, but is not limited to:

- (1) The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services;
- (2) The net income from the operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family;
- (3) Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation is permitted only as authorized in paragraph (b)(2) of this section. Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the family has net family assets in excess of \$5,000, annual income shall include the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD;
- (4) The full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts, including a lump-sum amount or prospective monthly amounts for the delayed start of a periodic amount (except as provided in paragraph (c)(14) of this section);
- (5) Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay (except as provided in paragraph (c)(3) of this section);
- (6) *Welfare assistance payments.*
 - (i) Welfare assistance payments made under the Temporary Assistance for Needy Families (TANF) program are included in annual income only to the extent such payments:

(A) Qualify as assistance under the TANF program definition at 45 CFR 260.31; and

(B) Are not otherwise excluded under paragraph (c) of this section.

(ii) If the welfare assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income shall consist of:

(A) The amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities; plus

(B) The maximum amount that the welfare assistance agency could in fact allow the family for shelter and utilities. If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this paragraph shall be the amount resulting from one application of the percentage.

(7) Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling;

(8) All regular pay, special pay and allowances of a member of the Armed Forces (except as provided in paragraph (c)(7) of this section).

(9) For section 8 programs only and as provided in 24 CFR 5.612, any financial assistance, in excess of amounts received for tuition and any other required fees and charges, that an individual receives under the Higher Education Act of 1965 (20 U.S.C. 1001 *et seq.*), from private sources, or from an institution of higher education (as defined under the Higher Education Act of 1965 (20 U.S.C. 1002)), shall be considered income to that individual, except that financial assistance described in this paragraph is not considered annual income for persons over the age of 23 with dependent children. For purposes of this paragraph, "financial assistance" does not include loan proceeds for the purpose of determining income.

ATTACHMENT C

24 CFR Part 5 Annual Income Exclusions

§5.609 Annual income.

...

(c) Annual income does not include the following:

- (1) Income from employment of children (including foster children) under the age of 18 years;
- (2) Payments received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the tenant family, who are unable to live alone);
- (3) Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains and settlement for personal or property losses (except as provided in paragraph (b)(5) of this section);
- (4) Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member;
- (5) Income of a live-in aide, as defined in §5.403;
- (6) Subject to paragraph (b)(9) of this section, the full amount of student financial assistance paid directly to the student or to the educational institution;
- (7) The special pay to a family member serving in the Armed Forces who is exposed to hostile fire;
- (8)
 - (i) Amounts received under training programs funded by HUD;
 - (ii) Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS);
 - (iii) Amounts received by a participant in other publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and which are made solely to allow participation in a specific program;
 - (iv) Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a resident for performing a service for the PHA or owner, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, resident initiatives coordination, and serving as a member of the PHA's governing board. No resident may receive more than one such stipend during the same period of time;
 - (v) Incremental earnings and benefits resulting to any family member from participation in qualifying State or local employment training programs (including training programs not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and

objectives, and are excluded only for the period during which the family member participates in the employment training program;

(9) Temporary, nonrecurring or sporadic income (including gifts);

(10) Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era;

(11) Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household and spouse);

(12) Adoption assistance payments in excess of \$480 per adopted child;

(13) [Reserved]

(14) Deferred periodic amounts from supplemental security income and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts, or any deferred Department of Veterans Affairs disability benefits that are received in a lump sum amount or in prospective monthly amounts.

(15) Amounts received by the family in the form of refunds or rebates under State or local law for property taxes paid on the dwelling unit;

(16) Amounts paid by a State agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home; or

(17) Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under any program to which the exclusions set forth in 24 CFR 5.609(c) apply. A notice will be published in the FEDERAL REGISTER and distributed to PHAs and housing owners identifying the benefits that qualify for this exclusion. Updates will be published and distributed when necessary.

(d) *Annualization of income.* If it is not feasible to anticipate a level of income over a 12-month period (e.g., seasonal or cyclic income), or the PHA believes that past income is the best available indicator of expected future income, the PHA may annualize the income anticipated for a shorter period, subject to a redetermination at the end of the shorter period.

ATTACHMENT D

Asset Inclusions and Exclusions

January, 2005

Inclusions:

1. Cash held in savings accounts, checking accounts, safe deposit boxes, homes, etc. For savings accounts, use the current balance. For checking accounts, use the average 6-month balance. Assets held in foreign countries are considered assets.
2. Cash value of revocable trusts available to the applicant.
3. Equity in rental property or other capital investments. Equity is the estimated current market value of the asset less the unpaid balance on all loans secured by the asset and all reasonable costs (e.g., broker fees) that would be incurred in selling the asset. Under HOME, equity in the family's primary residence is not considered in the calculation of assets for owner-occupied rehabilitation projects.
4. Cash value of stocks, bonds, Treasury bills, certificates of deposit, mutual funds, and money market accounts.
5. Individual retirement, 401(K), and Keogh accounts (even though withdrawal would result in a penalty).
6. Retirement and pension funds.
7. Cash value of life insurance policies available to the individual before death (e.g., surrender value of a whole life or universal life policy).
8. Personal property held as an investment such as gems, jewelry, coin collections, antique cars, etc.
9. Lump sum or one-time receipts, such as inheritances, capital gains, lottery winnings, victim's restitution, insurance settlements and other amounts not intended as periodic payments.
10. Mortgages or deeds of trust held by an applicant.

Exclusions

1. Necessary personal property, except as noted in number 8 of Inclusions, such as clothing, furniture, cars and vehicles specially equipped for persons with disabilities.
2. Interest in Indian trust lands.
3. Assets not effectively owned by the applicant. That is, when assets are held in an individual's name, but the assets and any income they earn accrue to the benefit of someone else who is not a member of the household and that other person is responsible for income taxes incurred on income generated by the asset.
4. Equity in cooperatives in which the family lives.
5. Assets not accessible to and that provide no income for the applicant.
6. Term life insurance policies (i.e., where there is no cash value).
7. Assets that are part of an active business. "Business" does not include rental of properties that are held as an investment and not a main occupation.

ATTACHMENT E
CURRENT UTILITY ALLOWANCES

[insert Attachment E “Utility Allowances” here, or type “see attached” or refer to a link here]



ATTACHMENT F

HOME TBRA Eligibility Agreement

TENANT NAME:	Unit Size:	Issued On:
Number of Household Members:		

1. HOME TBRA Rental Assistance Program

This Agreement by the **Name of State Recipient** and the Tenant identified above who is eligible to participate in the HOME TBRA Rental Assistance Program (Program) operated by **Name of Program Operator**. Under the Program, the **Name of State Recipient** makes monthly payments to the Landlord on behalf of the eligible Tenant pursuant to a separate agreement between the **Name of State Recipient** and the landlord (HOME TBRA Contract) with HOME funds received from HCD pursuant to the Standard Agreement.

By executing this Agreement, the **Name of State Recipient** fully expects to have HOME funds available to provide financial assistance to the Tenant. The **Name of State Recipient** is under no obligation to the Tenant or the Landlord or any other party until the **Name of State Recipient** has approved the unit and a lease addendum has been entered into between the Landlord and the Tenant.

The **Name of State Recipient** will work with the Landlord and the Tenant to execute all of the necessary documents as follows:

- The Landlord and the Tenant must sign a Lease Addendum and an Additional Lease Addendum regarding domestic violence tenant protections (Attachments G and H).
- The Landlord and the **Name of State Recipient** must sign a HOME Rental Assistance Contract (Attachment I).
- Once all necessary documents have been signed, payments to the Landlord can be processed.

2. Tenant and Program Share of the Rent

- A. The portion of the rent payable by the Tenant to the Landlord ("Tenant's Share") is calculated based upon the Tenant's ability to pay. The Tenant must provide the Program Operator with information about income, assets and other household circumstances that affect the amount the Tenant will be required to pay. The Tenant's Share may change as a result of changes in income or other household circumstances. The Tenant is also responsible for payment of all utilities not included in the rent.
- B. Each month, the TBRA Program will make a rental subsidy payment to the Landlord on behalf of the Tenant. The monthly payment will be equal to the difference between the approved rent the Landlord is charging and the Tenant's Share of the rent; or

- C. If applicable, each month, the TBRA Program will make the full rent payment to the Landlord and a partial payment for Utilities to the tenant, as determined using the local public housing authority's (PHA's) current utility allowance schedule.

3. **Requirements for Participating Tenants**

The Household must:

- supply true and complete information about the household's income, assets, and other household circumstances that affect eligibility and the amount of the Tenant's Share, and cooperate fully with initial, annual and interim re-examinations;
- sign and submit consent forms for obtaining information, as applicable;
- allow the Program Operator or its designee to inspect the unit at acceptable times, after giving reasonable notice (24 hours);
- use the dwelling unit as the household's principal place of residence and solely as a residence for the household;
- notify the Program Operator and property manager when there is a change in household composition;
- not sublease or sublet the unit;
- not own or have any interest in the unit;
- not commit any serious or repeated violation of the Lease;
- not commit fraud, bribery or any other corrupt or criminal act in connection with the HOME Rental Assistance Program;
- not engage in drug-related criminal activity or violent criminal activity;
- notify the owner and the Program Operator no less than 30-days prior to when the household intends to move out of the unit or terminate the assistance;
- notify the Program Operator of abuses such as side payments or other overcharges and Section 8 Housing Quality Standards (see **ATTACHMENT J**) violations in the unit; and
- provide the Program Operator with a copy of any owner eviction notice within three (3) business days;

4. **Period of Rental Assistance**

Assistance under the HOME TBRA Program is not guaranteed. The assistance is currently anticipated to be available for a period of two (2) years.

Assistance may be terminated if:

- the household's monthly cost of housing does not exceed 30% of the household's adjusted income;
- at any re-examination, the Tenant's income is greater than the published income limit for the program;
- the Tenant is evicted from the assisted unit, for other good cause;

- the Tenant provides false information or commits any fraud in connection with the TBRA program, or fails to cooperate with required re-examinations; or
- funding for the TBRA Rental Assistance Program is terminated or becomes otherwise unavailable.

The Program Operator will give the Tenant at least 30 days' notice of termination of assistance.

5. Location of Rental Assistance

An applicant may choose to remain in their current unit, or may choose to rent an eligible unit within the service area identified in the Eligibility section on page 5.

6. Equal Housing Opportunity

If a Tenant has reason to believe that he/she has been discriminated against on the basis of age, race, color, creed, religion, sex, sexual orientation, gender identity, religion, disability, national origin, or familial status, the Tenant may file a complaint with HUD. HUD has set up a "hot line" to answer questions and take complaints about Fair Housing and Equal Opportunity. The toll-free number is (800) 669-9777.

The Name of State Recipient :	
Name:	Signature:
Date:	Telephone:
ELIGIBLE TENANT:	
Name:	Signature:
Date:	Telephone:



ATTACHMENT G
LEASE ADDENDUM

TENANT	LANDLORD	UNIT NO. & ADDRESS

This Lease Addendum (“Addendum”) adds the following paragraphs to the Lease between the Tenant and Landlord referred to above.

- A. Purpose of the Addendum.** The Tenant Lease for the above-referenced unit is being amended to include the provisions of this Addendum because the Tenant has been approved to receive rental assistance under the **Name of State Recipient’s** HOME Tenant-Based Rental Assistance Program operated by the Program Operator. Under the HOME Rental Assistance Program, the **Name of State Recipient** will make monthly payments to the Landlord on behalf of the Tenant pursuant to the HOME TBRA Contract (Attachment IH).

- B. Conflict with Other Provisions of the Lease.** In case of any conflict between the provisions of this Addendum and other sections of the Lease, the provisions of this Addendum shall prevail.

- C. Terms of the Lease.** The tenant lease shall continue until: (1) the Lease is terminated by the Landlord in accordance with applicable state and local Tenant/Landlord laws; or (2) the Lease is terminated by the Tenant in accordance with the Lease or by mutual agreement during the term of the Lease.

- D. Rental Assistance Payment.** Each month the **Name of State Recipient** will make a rental assistance payment to the Landlord on behalf of the Tenant. This payment shall be credited by the Landlord toward the monthly rent payable by the Tenant. The balance of the monthly rent shall be paid by the Tenant.

- E. Utilities and Appliances.** The utilities and appliances listed in Column 1 are provided by the Landlord and included in the rent. The utilities and appliances listed in Column 2 below are not included in the rent and are paid separately by the Tenant.

UTILITY/APPLIANCE	Included in Rent	Tenant-Paid
Garbage Collection		
Water/Sewer		
Heating Fuel (specify)		
Lights, electric		
Cooking Fuel (specify)		
Other (specify)		

Refrigerator		
Stove/Range		

F. Household Members. Household members authorized to live in this unit are listed below. The Tenant may not permit other persons to join the Household without notifying the **Name of State Recipient** and obtaining the Landlord's permission. Household members:

-
-
-
-
-

G. Housing Quality Standards. The Landlord shall maintain the dwelling unit, common areas, equipment, facilities and appliances in decent, safe, and sanitary condition (as determined by Section 8 Housing Quality Standards).

H. Termination of Tenancy. The Landlord may evict the Tenant following applicable state and local laws. The landlord must provide the Tenant with at least 30 days' written notice of the termination. The Landlord must notify the **Name of State Recipient** in writing when eviction proceedings have begun. This may be done by providing the **Name of State Recipient** with a copy of the required notice to the Tenant.

I. Prohibited Lease Provision. Any provision of the Lease which falls within the classifications below shall not apply and not be enforced by the Landlord.

- (1) *Confession of Judgment.* Consent by the Tenant to be sued, to admit guilt, or to a judgment in favor of the Landlord in a lawsuit brought in connection with the Lease.
- (2) *Treatment of Property.* Agreement by the Tenant that the Landlord may take or hold the Tenant's property, or may sell such property without notice to the Tenant and a court decision on the rights of the parties.
- (3) *Excusing the Landlord from Responsibility.* Agreement by the Tenant not to hold the Landlord or Landlord's agent legally responsible for any action or failure to act, whether intentional or negligent.
- (4) *Waiver of Legal Notice.* Agreement by the Tenant that the Landlord may institute a lawsuit without notice to the Tenant.
- (5) *Waiver of Court Proceedings for Eviction.* Agreement by the Tenant that the Landlord may evict the Tenant Family (i) without instituting a civil court proceedings in which the Family has the opportunity to present a defense, or (ii) before a decision by the court on the rights of the parties.
- (6) *Waiver of Jury Trial.* Authorization to the Landlord to waive the Tenant's right to a trial by jury.
- (7) *Waiver of Right to Appeal Court Decision.* Authorization to the Landlord to waive the Tenant's right to appeal a court decision or waive

the Tenant's right to sue to prevent a judgment from being put into effect.

(8) *Tenant Chargeable with Cost of Legal Actions Regardless of Outcome of the Lawsuit.* Agreement by the Tenant to pay lawyer's fees or other legal costs whenever the Landlord decides to sue, whether or not the Tenant wins.

J. Nondiscrimination. The Landlord shall not discriminate against the Tenant in the provision of services, or in any other manner, on the grounds of age, race, color, creed, religion, sex, sexual orientation, gender identity disability, national origin, or familial status.

TENANT SIGNATURES	LANDLORD SIGNATURES
By: (Type or Print Name of Tenant Representative)	LANDLORD NAME:
(Signature/Date)	By: (Type or Print Name of Landlord Representative)
By: (Type or Print Name of Tenant Representative)	(Signature/Date)
(Signature/Date)	



ATTACHMENT H



ADDITIONAL LEASE ADDENDUM

VIOLENCE AGAINST WOMEN AND JUSTICE DEPARTMENT REAUTHORIZATION ACT OF 2005

TENANT	LANDLORD	UNIT NO. & ADDRESS
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This lease addendum adds the following paragraphs to the Lease between the above-referenced Tenant and Landlord.

Purpose of the Addendum

The lease for the above referenced unit is being amended to include the provisions of the Violence Against Women and Justice Department Reauthorization Act of 2005 (VAWA).

Conflicts with Other Provisions of the Lease

In case of any conflict between the provisions of this Addendum and other sections of the Lease, the provisions of this Addendum shall prevail.

Term of the Lease Addendum

The effective date of this Lease Addendum is _____. This Lease Addendum shall continue to be in effect until the Lease is terminated.

VAWA Protections

1. The Landlord may not consider incidents of domestic violence, dating violence or stalking as serious or repeated violations of the lease or other "good cause" for termination of assistance, tenancy or occupancy rights of the victim of abuse.
2. The Landlord may not consider criminal activity directly relating to abuse, engaged in by a member of a tenant's household or any guest or other person under the tenant's control, cause for termination of assistance, tenancy, or occupancy rights if the tenant or an immediate member of the tenant's family is the victim or threatened victim of that abuse.
3. The Landlord may request in writing that the victim, or a family member on the victim's behalf, certify that the individual is a victim of abuse and that the Certification of Domestic Violence, Dating Violence or Stalking, Form HUD-91066, or other documentation as noted on the certification form, be completed and submitted within 14 business days, or an agreed upon extension date, to receive protection under the VAWA. Failure to provide the certification or other supporting documentation within the specified timeframe may result in eviction.

Tenant

Date

Landlord

Date



ATTACHMENT I



HOME TENANT-BASED RENTAL ASSISTANCE (TBRA) CONTRACT

LANDLORD NAME & ADDRESS _____ _____ Telephone No. (____)____-____	UNIT NO. & ADDRESS _____ _____ _____	TENANT NAME(S) _____ _____ _____
--	---	---

This HOME TBRA Contract ("Contract") is entered into between the Name of State Recipient and the Landlord identified above. This Contract applies only to the Tenant family and the dwelling unit identified above.

1. TERM OF THE CONTRACT

The term of this Contract shall begin on¹_____ and end no later than _____.² The Contract automatically terminates on the last day of the term of the Lease.

2. RENT AND AMOUNTS PAYABLE BY TENANT AND THE NAME OF STATE RECIPIENT

- A. *Initial Rent.* The initial total monthly rent payable to the Landlord for the 12? 24? months of this Contract is \$_____.
- B. *Rent Adjustments.* With no less than 60 days' notice to the Tenant and the Name of State Recipient, the owner may propose a reasonable adjustment to be effective no earlier than 60 days from the date of notice. The proposed rent may be rejected by either the Tenant or the Name of State Recipient. The Tenant may reject the proposed rent by providing the Landlord with 30 days' written notice of intent to vacate. If the Name of State Recipient rejects the proposed rent, the Name of State Recipient must give both the Tenant and the Landlord 30 days' notice of intent to terminate the HOME TBRA Contract.
- C. *Tenant Share of the Rent.* Initially, and until such time as both the Landlord and the Tenant are notified by the Name of State Recipient, the Tenant's share of the rent shall be \$_____.
- D. *The Name of State Recipient's Share of the Rent.* Initially, and until such time as both the Landlord and Tenant are notified by the Name of State Recipient, the Name of State Recipient's share of the rent shall be \$_____. Neither the Name of State Recipient nor HUD assumes any obligation for the Tenant's rent, or for payment of any claim by the Landlord against the Tenant. The Name of State

¹ Insert the date assistance starts.

² The maximum allowable length of a HOME TBRA contract is twenty-four (24) months.

Recipient's obligation is limited to making rental payments on behalf of the Tenant in accordance with this Contract.

- E. *Payment Conditions.* The right of the owner to receive payments under this Contract shall be subject to compliance with all of the provisions of the Contract. The Landlord shall be paid under this Contract on or about the first day of the month for which the payment is due. The Landlord agrees that the endorsement on the check shall be conclusive evidence that the Landlord received the full amount due for the month, and shall be a certification that:
1. the Contract unit is in decent, safe and sanitary condition, and that the Landlord is providing the services, maintenance and utilities agreed to in the Lease.
 2. the Contract unit is leased to and occupied by the Tenant named above in this Contract.
 3. the Landlord has not received and will not receive any payments as rent for the Contract unit other than those identified in this Contract.
 4. to the best of the Landlord's knowledge, the unit is used solely as the Tenant's principal place of residence.
- F. *Overpayments.* If the **Name of State Recipient** determines that the Landlord is not entitled to any payments received, in addition to other remedies, the **Name of State Recipient** may deduct the amount of the overpayment from any amounts due the Landlord, including the amounts due under any other HOME TBRA Contract.

3. HOUSING QUALITY STANDARDS AND LANDLORD-PROVIDED SERVICES

- A. The Landlord agrees to maintain and operate the Contract unit and related facilities to provide decent, safe and sanitary housing in accordance with 24 CFR Section 982.401, including all of the services, maintenance and utilities agreed to in the Lease.
- B. The **Name of State Recipient** and HCD shall have the right to inspect the Contract unit and related facilities at least annually, and at such other times as may be necessary to assure that the unit is in decent, safe, and sanitary condition, and that required maintenance, services and utilities are provided.
- C. If the **Name of State Recipient** determines that the Landlord is not meeting these obligations, the **Name of State Recipient** shall have the right, even if the Tenant continues in occupancy, to terminate payment of the **Name of State Recipient's** share of the rent and/or terminate the Contract.

4. TERMINATION OF TENANCY

The Landlord may evict the Tenant following applicable state and local laws. The Landlord must give the Tenant at least 30 days' written notice of the termination and notify the **Program Operator** in writing when eviction proceedings are begun. This may be done by providing the **Program Operator** with a copy of the required notice to the tenant.

5. FAIR HOUSING REQUIREMENTS

- A. *Nondiscrimination.* The Landlord shall not, in the provision of services or in any other manner, discriminate against any person on the grounds of age, race, color, creed, religion, sex, sexual orientation, gender identity, disability, national origin, or familial

status. The obligation of the Landlord to comply with Fair Housing Requirements insures to the benefit of the United States of America, the Department of Housing and Urban Development, and **the Name of State Recipient**, any of which shall be entitled to involve any of the remedies available by law to redress any breach or to compel compliance by the Landlord.

- B. *Cooperation in Quality Opportunity Compliance Reviews.* The Landlord shall comply with **the Name of State Recipient** and with **The California Department of Housing and Community Development (HCD)** in conducting compliance reviews and complaint investigations pursuant to all applicable civil rights statutes, Executive Orders and all related rules and regulations.

6. **NAME OF STATE RECIPIENT AND HCD/HUD ACCESS TO LANDLORD RECORDS**

- A. The Landlord shall provide any information pertinent to this Contract which **the Name of State Recipient, HCD or HUD** may reasonably require.
- B. The Landlord shall permit **the Name of State Recipient, HCD or HUD**, or any of their authorized representatives, to have access to the premises and, for the purposes of audit and examination, to have access to any books, documents, papers, and records of the Landlord to the extent necessary to determine compliance with this Contract.

7. **RIGHTS OF THE NAME OF STATE RECIPIENT IF LANDLORD BREACHES THE CONTRACT**

- A. Any of the following shall constitute a breach of the Contract:
- (1) If the Landlord has violated any obligation under this Contract; or
 - (2) If the Landlord has demonstrated any intention to violate any obligation under this Contract; or
 - (3) If the Landlord has committed any fraud or made any false statement in connection with the Contract, or has committed fraud or made any false statement in connection with any Federal housing assistance program.
- B. **The Name of State Recipient** right and remedies under the Contract include recovery of overpayments, termination or reduction of payments, and termination of the Contract. If **the Name of State Recipient** determines that a breach has occurred, **the Name of State Recipient** may exercise any of its rights or remedies under the Contract. **The Name of State Recipient** shall notify the Landlord in writing of such determination, including a brief statement of the reasons for the determination. The notice by **the Name of State Recipient** to the landlord may require the Landlord to take corrective action by a time prescribed in the notice.
- C. Any remedies employed by **the Name of State Recipient** in accordance with this Contract shall be effective as provided in a written notice by **the Name of State Recipient** to the Landlord. **The Name of State Recipient** exercise or non-exercise of any remedy shall not constitute a waiver of the right to exercise that or any other right or remedy at any time.

8. THE **NAME OF STATE RECIPIENT**'S RELATION TO THIRD PARTIES

- A. The **Name of State Recipient** does not assume any responsibility for, or liability to, any person injured as a result of the Landlord's action or failure to act in connection with the implementation of this Contract, or as a result of any other action or failure to act by the Landlord.
- B. The Landlord is not the agent of the **Name of State Recipient** and this Contract does not create or affect any relationship between the **Name of State Recipient** and any lender to the Landlord, or any suppliers, employees, contractors or subcontractors used by the Landlord in connection with this Contract.
- C. Nothing in this Contract shall be construed as creating any right of the Tenant or a third party (other than HCD and HUD) to enforce any provision of this Contract or to assess any claim against HUD, HCD, the **Name of State Recipient** or the Landlord under this Contract.

9. CONFLICT OF INTEREST PROVISIONS

No employee of the **Name of State Recipient**, Name of Program Operator, or HCD who formulates policy or influences decisions with respect to the Rental Assistance Program, and no public official or member of a governing body or state or local legislator who exercise his functions or responsibilities with respect to the program shall have any direct or indirect interest during this person's tenure, or for one year thereafter, in this contract or in any proceeds or benefits arising from the Contract or to any benefits which may arise from it.

10. TRANSFER OF THE CONTRACT

The Landlord shall not transfer in any form this Contract without the prior written consent of the **Name of State Recipient**. The **Name of State Recipient** shall give its consent to a transfer if the transferee agrees in writing (in a form acceptable to the **Name of State Recipient**) to comply with all terms and conditions of this Contract.

11. ENTIRE AGREEMENT: INTERPRETATION

- A. This Contract contains the entire agreement between the Landlord and the **Name of State Recipient**. No changes in this Contract shall be made except in writing signed by both the Landlord and the **Name of State Recipient**.
- B. The Contract shall be interpreted and implemented in accordance with HUD requirements.

12. WARRANTY OF LEGAL CAPACITY AND CONDITION OF UNIT

- A. The Landlord warrants the unit is in decent, safe, and sanitary condition as defined in 24 CFR Section 982.401, and that the Landlord has the legal right to lease the dwelling unit covered by this Contract during the Contract term.
- B. The party, if any, executing this Contract on behalf of the Landlord hereby warrants that authorization has been given by the Landlord to execute it on behalf of the Landlord.

Landlord Name (Type or Print):	The Name of State Recipient's Representative:
(Signature/Date)	(Signature/Date)

WARNING: 18 U.S.C. 1001 provides, among other things, that whoever knowingly and willingly makes or uses a document or writing containing any false, fictitious, or fraudulent statements or entries, in any matter within the jurisdiction of any department or agency of the United States, shall be fined not more than \$10,000, or imprisoned for not more than five years, or both.

LANDLORD'S CHECK TO BE ACH CREDIT SERVICE or MAILED TO:

SS NO. _____

NAME(S) _____

ADDRESS _____

SIGNATURE OF OWNER DATE

SIGNATURE OF OWNER DATE

ATTACHMENT J

24 CFR § 982.401 Housing Quality Standards (HQS)

(a) Performance and acceptability requirements.

1. This section states the housing quality standards (HQS) for housing assisted in the programs.

(2)

(i) The HQS consist of:

(A) Performance requirements; and

(B) Acceptability criteria or HUD approved variations in the acceptability criteria.

(ii) This section states performance and acceptability criteria for these key aspects of housing quality:

(A) Sanitary facilities;

(B) Food preparation and refuse disposal;

(C) Space and security;

(D) Thermal environment;

(E) Illumination and electricity;

(F) Structure and materials;

(G) Interior air quality;

(H) Water supply;

(I) Lead-based paint;

(J) Access;

(K) Site and neighborhood;

(L) Sanitary condition; and

(M) Smoke detectors.

(3) All program housing must meet the HQS performance requirements both at commencement of assisted occupancy, and throughout the assisted tenancy.

(4)

(i) In addition to meeting HQS performance requirements, the housing must meet the acceptability criteria stated in this section, unless variations are approved by HUD.

(ii) HUD may approve acceptability criteria variations for the following purposes:

(A) Variations which apply standards in local housing codes or other codes adopted by the PHA; or

(B) Variations because of local climatic or geographic conditions.

(iii) Acceptability criteria variations may only be approved by HUD pursuant to paragraph (a)(4)(ii) of this section if such variations either:

(A) Meet or exceed the performance requirements; or

(B) Significantly expand affordable housing opportunities for families assisted under the program.

(iv) HUD will not approve any acceptability criteria variation if HUD believes that such variation is likely to adversely affect the health or safety of participant families, or severely restrict housing choice.

(b) Sanitary facilities—

(1) Performance requirements. The dwelling unit must include sanitary facilities located in the unit. The sanitary facilities must be in proper operating condition, and adequate for personal cleanliness and the disposal of human waste. The sanitary facilities must be usable in privacy.

(2) Acceptability criteria.

(i) The bathroom must be located in a separate private room and have a flush toilet in proper operating condition.

(ii) The dwelling unit must have a fixed basin in proper operating condition, with a sink trap and hot and cold running water.

(iii) The dwelling unit must have a shower or a tub in proper operating condition with hot and cold running water.

(iv) The facilities must utilize an approvable public or private disposal system (including a locally approvable septic system).

(c) Food preparation and refuse disposal—

(1) Performance requirement.

(i) The dwelling unit must have suitable space and equipment to store, prepare, and serve foods in a sanitary manner.

(ii) There must be adequate facilities and services for the sanitary disposal of food wastes and refuse, including facilities for temporary storage where necessary (e.g. garbage cans).

(2) Acceptability criteria.

(i) The dwelling unit must have an oven, and a stove or range, and a refrigerator of appropriate size for the family. All of the equipment must be in proper operating condition. The equipment may be supplied by either the owner or the family. A microwave oven may be substituted for a tenant-supplied oven and stove or range. A microwave oven may be substituted for an owner-supplied oven and stove or range if the tenant agrees and microwave ovens are furnished instead of an oven and stove or range to both subsidized and unsubsidized tenants in the building or premises.

(ii) The dwelling unit must have a kitchen sink in proper operating condition, with a sink trap and hot and cold running water. The sink must drain into an approvable public or private system.

(iii) The dwelling unit must have space for the storage, preparation, and serving of food.

(iv) There must be facilities and services for the sanitary disposal of food waste and refuse, including temporary storage facilities where necessary (e.g., garbage cans).

(d) Space and security—

(1) Performance requirement. The dwelling unit must provide adequate space and security for the family.

(2) Acceptability criteria.

(i) At a minimum, the dwelling unit must have a living room, a kitchen area, and a bathroom.

(ii) The dwelling unit must have at least one bedroom or living/sleeping room for each two persons. Children of opposite sex, other than very young children, may not be required to occupy the same bedroom or living/sleeping room.

(iii) Dwelling unit windows that are accessible from the outside, such as basement, first floor, and fire escape windows, must be lockable (such as window units with sash pins or sash locks, and combination windows with latches). Windows that are nailed shut are acceptable only if these windows are not needed for ventilation or as an alternate exit in case of fire.

(iv) The exterior doors of the dwelling unit must be lockable. Exterior doors are doors by which someone can enter or exit the dwelling unit.

(e) Thermal environment—

(1) Performance requirement. The dwelling unit must have and be capable of maintaining a thermal environment healthy for the human body.

(2) Acceptability criteria.

- (i) There must be a safe system for heating the dwelling unit (and a safe cooling system, where present). The system must be in proper operating condition. The system must be able to provide adequate heat (and cooling, if applicable), either directly or indirectly, to each room, in order to assure a healthy living environment appropriate to the climate.
- (ii) The dwelling unit must not contain unvented room heaters that burn gas, oil, or kerosene. Electric heaters are acceptable.

(f) Illumination and electricity—

(1) Performance requirement. Each room must have adequate natural or artificial illumination to permit normal indoor activities and to support the health and safety of occupants. The dwelling unit must have sufficient electrical sources so occupants can use essential electrical appliances. The electrical fixtures and wiring must ensure safety from fire.

(2) Acceptability criteria.

- (i) There must be at least one window in the living room and in each sleeping room.
- (ii) The kitchen area and the bathroom must have a permanent ceiling or wall light fixture in proper operating condition. The kitchen area must also have at least one electrical outlet in proper operating condition.
- (iii) The living room and each bedroom must have at least two electrical outlets in proper operating condition. Permanent overhead or wall-mounted light fixtures may count as one of the required electrical outlets.

(g) Structure and materials—

(1) Performance requirement. The dwelling unit must be structurally sound. The structure must not present any threat to the health and safety of the occupants and must protect the occupants from the environment.

(2) Acceptability criteria.

- (i) Ceilings, walls, and floors must not have any serious defects such as severe bulging or leaning, large holes, loose surface materials, severe buckling, missing parts, or other serious damage.
- (ii) The roof must be structurally sound and weathertight.
- (iii) The exterior wall structure and surface must not have any serious defects such as serious leaning, buckling, sagging, large holes, or defects that may result in air infiltration or vermin infestation.
- (iv) The condition and equipment of interior and exterior stairs, halls, porches, walkways, etc., must not present a danger of tripping and falling. For example, broken or missing steps or loose boards are unacceptable.
- (v) Elevators must be working and safe.

(h) Interior air quality—

(1) Performance requirement. The dwelling unit must be free of pollutants in the air at levels that threaten the health of the occupants.

(2) Acceptability criteria.

- (i) The dwelling unit must be free from dangerous levels of air pollution from carbon monoxide, sewer gas, fuel gas, dust, and other harmful pollutants.
- (ii) There must be adequate air circulation in the dwelling unit.
- (iii) Bathroom areas must have one operable window or other adequate exhaust ventilation.
- (iv) Any room used for sleeping must have at least one window. If the window is designed to be operable, the window must work.

(i) Water supply—

(1) Performance requirement. The water supply must be free from contamination.

(2) **Acceptability criteria.** The dwelling unit must be served by an approvable public or private water supply that is sanitary and free from contamination.

(j) **Lead-based paint performance requirement.** The Lead-Based Paint Poisoning Prevention Act ([42 S.C. 4821-4846](#)), the Residential Lead-Based Paint Hazard Reduction Act of 1992 ([42 U.S.C. 4851-4856](#)), and implementing regulations at part [35](#), subparts A, B, M, and R of this title apply to units assisted under this part.

(k) **Access performance requirement.** The dwelling unit must be able to be used and maintained without unauthorized use of other private properties. The building must provide an alternate means of exit in case of fire (such as fire stairs or egress through windows).

(l) **Site and Neighborhood—**

(1) **Performance requirement.** The site and neighborhood must be reasonably free from disturbing noises and reverberations and other dangers to the health, safety, and general welfare of the occupants.

(2) **Acceptability criteria.** The site and neighborhood may not be subject to serious adverse environmental conditions, natural or manmade, such as dangerous walks or steps; instability; flooding, poor drainage, septic tank back-ups or sewage hazards; mudslides; abnormal air pollution, smoke or dust; excessive noise, vibration or vehicular traffic; excessive accumulations of trash; vermin or rodent infestation; or fire hazards.

(m) **Sanitary condition—**

(1) **Performance requirement.** The dwelling unit and its equipment must be in sanitary condition.

(2) **Acceptability criteria.** The dwelling unit and its equipment must be free of vermin and rodent infestation.

(n) **Smoke detectors performance requirement—**

(1) Except as provided in paragraph (n)(2) of this section, each dwelling unit must have at least one battery-operated or hard-wired smoke detector, in proper operating condition, on each level of the dwelling unit, including basements but excepting crawl spaces and unfinished attics. Smoke detectors must be installed in accordance with and meet the requirements of the National Fire Protection Association Standard (NFPA) 74 (or its successor standards). If the dwelling unit is occupied by any hearing-impaired person, - smoke detectors must have an alarm system, designed for hearing-impaired persons as specified in NFPA 74 (or successor standards).

(2) For units assisted prior to April 24, 1993, owners who installed battery-operated or hard-wired smoke detectors prior to April 24, 1993 in compliance with HUD's smoke detector requirements, including the regulations published on July 30, 1992, (57 FR 33846), will not be required subsequently to comply with any additional requirements mandated by NFPA 74 (i.e., the owner would not be required to install a smoke detector in a basement not used for living purposes, nor would the owner be required to change the location of the smoke detectors that have already been installed on the other floors of the unit).

ATTACHMENT K

HOUSING QUALITY STANDARDS (HQS) INSPECTION FORMS

The TBRA Program will use the following HQS Inspection Form, which may be printed and attached below:

<http://portal.hud.gov/hudportal/documents/huddoc?id=52580.pdf>

ATTACHMENT L

CURRENT RENT STANDARDS, FOR (NAME OF STATE RECIPIENT) TBRA PROGRAM, BASED ON 90% (*) - 110% () OF HUD FMRs BELOW:**

<u>Efficiency</u> (0-Bedroom)	<u>One-Bedroom</u>	<u>Two-Bedroom</u>	<u>Three-Bedroom</u>	<u>Four-Bedroom</u>
\$XXX	\$XXX	\$X,XXX	\$X,XXX	\$X,XXX

Note to jurisdiction (remove this note before submittal to HCD): If at 90% of HUD FMR below on a given unit size, place an asterisk next to the figure (e.g. \$650*); If at 110%, place a double-asterisk (e.g. \$700)**

IMPORTANT: Rent Standard represents the maximum approvable gross unit rent (meaning including the applicable Utility Allowance) by Unit Bedrooms

Final FY **2020** (effective 10/1/19-9/30/20) HUD FMRs By Unit Bedrooms
<http://www.huduser.org/portal/datasets/fmr.html>

	<u>Efficiency</u>	<u>One-Bedroom</u>	<u>Two-Bedroom</u>	<u>Three-Bedroom</u>	<u>Four-Bedroom</u>
Final FY 2020 HUD FMR	\$	\$	\$	\$	\$

Note: The FMRs for unit sizes larger than four bedrooms are calculated by adding 15 percent to the four-bedroom FMR for each extra bedroom. For example, the FMR for a five-bedroom unit is 1.15 times the four-bedroom FMR, and the FMR for a six-bedroom unit is 1.30 times the four-bedroom FMR.

ATTACHMENT M



HOME Tenant-Based Rental Assistance (TBRA) Program Tenant Selection Plan



The Tenant Selection Plan and Outreach Strategy is part of the **Name of State Recipient's** HOME Tenant-Based Rental Assistance (TBRA) Program administered by **Program Operator Name**.

TBRA Policies Affecting Marketing and Tenant Selection

Target Population

HOME TBRA will be targeted to individuals and their household members with income at or below 60% of the Area Median Income (AMI) at the time the TBRA rental assistance is provided to the participant.

Program Eligibility Requirements

This program is designed for households whose monthly rent and utility costs exceed 30% of their adjusted household income. Prior to occupancy, an applicant must qualify under all HOME eligibility criteria.

Income Limits are established by HUD and adjusted annually

The household's annual income may not exceed the applicable HOME income limit for the household size. Current income limits can be viewed at <http://www.hcd.ca.gov/grants-funding/income-limits/state-and-federal-income-limits.shtml>. To be eligible for TBRA rental assistance, the applicant's household gross annual income must be at or below 80% of the area median household income (AMI) adjusted for household size. However, at least 90% of households served under this Program must be at or below 60% AMI.

Preferences

Preferences affect only the order of applicants on the wait list. They do not make anyone eligible who was not otherwise eligible, and they do not change the **Name of State Recipient's** screening criteria. Preference shall be given to **applicants who live or work within [area of the city(ies) or County]**.

Applying the Preferences

At the time of application, the applicant household certifies whether or not it is eligible for a preference. All information supplied in support of the applicant's eligibility for a preference must be verified. This information will be verified at the time of application.

Wait List

For placement on the **Name of State Recipient's** wait list, applicants must complete an application and relevant consent forms. Placement on the wait list does not constitute acceptance. Further eligibility acceptance and screening is required prior to approval of assistance. Applicants will be placed on the wait list in chronological order by the date the complete application is received.

The **Name of State Recipient** will maintain one wait list. All applications will be date and time stamped when they are received.

Applicants under the age of 18 will be processed only if they are emancipated in accordance with State law or if State law requires housing be made available to minors.

If an applicant claims a preference, it will be noted on the wait list. The preference will be verified when the applicant is being processed for assistance. Applicants who apply and do not meet the preference criteria will be informed that they will be assisted on a first-come, first-served basis after all preferences have been assisted.

Applicants claiming a preference which cannot be verified will be considered a non-preference applicant, and reflected as such on the wait list.

Announcement and Marketing

Public announcement will be made per the Affirmative Fair Housing Marketing Plan.

Application Process

Application packets can be obtained from the **Name of State Recipient? Name of Program Operator? Both?**. Application packets can be mailed or emailed to anyone interested in receiving one. Detailed instructions will be included with the application packet on how to deliver the completed application.

Applications will be accepted by mail to the **Name of State Recipient** or in person from the office where they were obtained. Funding will be available on or after Meetings with applicants will take place at a pre-arranged location convenient to the applicant.

Rejecting Ineligible or Unqualified Applicants

Each rejected applicant will be promptly notified in writing of the reason(s) for rejection. This notice will advise the applicant that he/she may within fourteen (14) calendar days of the date of the notice, request in writing a meeting by telephone to discuss the reasons for rejection.

Should the applicant request a meeting to discuss the rejection, it will be conducted by the **Name of State Recipient**. The applicant will be advised in writing of the results of this meeting within five (5) business days.

Process for Opening and Closing the Wait List

Opening the Wait List:

A classified ad will be placed in the local newspaper. Advertisements will include how, where and when to apply and will conform to the advertising and outreach activities described in the Affirmative Fair Housing Marketing Plan.

Closing the Wait List:

The wait list will be closed when the available Program funds have been fully committed. At that time, the **Name of State Recipient** will no longer accept additional applications.

Occupancy Standards

Occupancy standards are based on the following:

<u>Rental-Assisted Unit</u>	<u>Number of Persons</u>	
	<u>Minimum</u>	<u>Maximum</u>
<u>Bedroom Size</u>		
One Bedroom	1	2
Two Bedroom	2	4
Three Bedroom	3	6
Four Bedroom	4	8

In addition, household composition is taken into account and unit size is also based on the following:

- a) Will count all full-time members of the household;
- b) Will count all persons under the age of 18 anticipated to reside in a unit (**Examples** include children expected to be born to pregnant women, children who are in the process of being adopted by an adult, children whose custody is being obtained by an adult, children who are subject to a joint custody agreement but who live in the apartment at least 50% of the time, foster children who will reside in the apartment, children who are temporarily absent due to placement in a foster home);
- c) Will count live-in attendants; and
- d) Will count children who are away at school, but live with the family during school recesses.

Participant Relocation

A recipient household may move to a new unit during the lease term only:

- When a mutual agreement between the **Name of State Recipient** and the recipient has been signed; or
- For good cause (the recipient must provide documentation such as police reports, court orders, etc.); and
- Within the Program service area as described on the cover page of these Program Guidelines

In either case, the recipient must provide proper notice (30-day written notice) to the **Name of State Recipient** and the Property Manager prior to initiating a move.

Unit Inspections

Unit(s) will be inspected within 30 days prior to the first assistance payment, and then annually by the Program Operator. However, HCD is authorized to inspect the unit(s) at any time. Residents will be notified in writing 48 hours in advance of unit inspections.

Annual inspections are performed by the Program Operator to determine whether the unit continues to meet minimum HQS standards and to ensure the units are safe, clean and free of damages.

Annual Recertification

Recertification is the process by which all information, income, assets and certain expenses regarding the applicant(s) eligibility for TBRA assistance is reviewed and the amount of that assistance is re-computed. The **Name of State Recipient** shall provide reminder notices to residents informing them of their responsibility to provide information about changes in family income or composition that are necessary to properly complete an annual recertification. The notification shall be in writing and shall include a list of information that residents are

required to bring with them to their recertification interview. This list shall include documentation needed to support the recipients' household income as well as documentation to support any deductions they may be eligible to receive.

All recipient households are subject to annual recertification. The **Name of State Recipient** shall annually recertify all tenants that receive TBRA assistance. This is not an option but a requirement to receive assistance.

The annual recertification process begins 120 days prior to the recipient household's effective assistance/move-in date. Recipients will interview with the **Name of State Recipient** or its designee to determine continued eligibility on the project. Information reported in the interview will be verified by sending out third-party verification forms. The recertification process is a time-sensitive process. Timely completion includes the issuance of the required 30-day notice of a rent change.

The annual recertification must be completed by the 10th day of the eleventh month following the recipients' last annual recertification or assistance/move-in certification.

Interim Recertification

To ensure that recipients pay rents commensurate with their ability to pay, recipients must supply information requested by the **Name of State Recipient** for use in an interim recertification of family income and composition in accordance with HOME TBRA requirements.

1. Recipients must notify management when:
 - a. A household member moves out of the unit;
 - b. The household proposes to move a new member into the unit;
 - c. The household's income cumulatively increases by ten percent (10%) or more per month.
 - d. An adult member of the household who becomes unemployed or employed.

2. Recipients may request an interim recertification if circumstances occur since the last recertification that may affect their TBRA assistance payment. Changes a recipient may report include the following:
 - a. Decreases in income including, but not limited to, loss of employment, reduction in number of hours worked by an employed household member, and loss or reduction of welfare income;
 - b. Increases in allowances including, but not limited to, increased medical expenses, and higher child care costs; and
 - c. Other changes affecting the calculation of a household's annual or adjusted income including, but not limited to, a household member turning 62 years old, becoming a full-time student, or becoming a person with a disability.

If the **Name of State Recipient** learns that a recipient household has failed to report a change in income or family composition, the following steps will be taken:

- a. Refer the recipient to the lease and/or TBRA Eligibility Agreement clauses that require the interim recertification;
- b. Give the recipient ten (10) calendar days to respond to the notice; and
- c. Inform the recipient that his or her assistance may change.

Once the recipient household responds to the notice and supplies the required information, or if a recipient household reports a change and initiates an interim

recertification, the **Name of State Recipient** will process the recertification and will implement changes as follows:

- a. TBRA Assistance Increases (tenant share decreases): the **Name of State Recipient** will implement any resulting TBRA assistance increase effective the first of the month following the date that the change/action occurred.
- b. TBRA Assistance Decreases (tenant share increases): Any resulting TBRA assistance decrease will be implemented effective the first day of the month following a 30-day notice.

If the recipient household fails to respond within ten (10) calendar days, the **Name of State Recipient may terminate assistance with a written 30-day notice.**

Violence Against Women Act (VAWA)

Domestic Violence includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating Violence means violence committed by a person:

- A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- B) where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - (i) the length of the relationship;
 - (ii) the type of relationship; and
 - (iii) the frequency of interaction between the persons involved in the relationship.

Stalking means:

- A) (i) to follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass or intimidate; or (ii) to place under surveillance with the intent to kill, injure, or intimidate another person; and
- B) in the course of, or as a result of, such following, pursuit, surveillance or repeatedly committed acts to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to (i) that person; (ii) a member of the immediate family of that person; or (iii) the spouse or intimate partner of that person.

Immediate Family Member means, with respect to a person:

- A) a spouse, parent, brother or sister, or child of the person, or an individual to whom that person stands in loco parentis (in place of a parent); or
- B) any other person living in the household of that person and related to that person by blood or marriage.

The VAWA protections apply to families applying for or receiving rental assistance payments under the HOME TBRA Program. An applicant cannot be denied admission because he/she has been a victim of domestic violence, dating violence or stalking. Domestic violence, dating violence or stalking is not good cause for the eviction of the victim of that violence. An incident of actual or threatened domestic violence, dating violence, or stalking does not qualify as a serious or repeated violation of the lease nor does it constitute good cause for terminating the assistance, tenancy or occupancy rights of the victim. Furthermore, criminal activity directly relating to domestic violence, dating

violence or stalking is not grounds for terminating the victim's tenancy. The Lease Addendum must contain language that makes it clear that domestic violence, dating violence or stalking is not good cause for evicting the victim of that violence. Applicants who are or have been victims of domestic violence or stalking or encouraged to complete the HUD approved Certification of Domestic Violence, Dating Violence or Stalking (Form HUD-91066). The Program Operator will allow the landlord to bifurcate or divide the lease as a matter of law so that certain offending tenants can be evicted or removed while the remaining household member's lease and occupancy rights are allowed to remain intact.

Eligibility Agreement

The **Name of State Recipient** will issue an Eligibility Agreement to the recipient which will allow the recipient to remain in their unit and/or locate an acceptable unit, when a recipient's current unit is not eligible, based on its condition or lack of rent reasonableness.

Special Accommodations and Compliance with Section 504 Requirements

The **Name of State Recipient** is committed to providing all persons with equal access to its services, activities, education, and employment regardless of race, color, sex, sexual orientation, ethnic origin, gender identity, religion, disability, or age of any member of an applicant family. For a reasonable accommodation, please contact the **Name of State Recipient**.