

HOME TBRA Program Quick Reference Guide

The HOME Tenant Based Rental Assistance (TBRA) Program provides temporary assistance to individual households to help them afford housing costs in market-rate units. HOME TBRA assistance helps the individual households, rather than subsidizing the unit. If the household no longer wishes to rent a particular unit, the household may take its HOME TBRA and move to another eligible unit.

<p>Eligible Uses</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Rental Assistance (Rent + Tenant paid utilities) <input type="checkbox"/> Security Deposit Assistance <input type="checkbox"/> Utility Deposit Assistance (in conjunction with Rental Assistance or Security Deposit Assistance only) <input type="checkbox"/> Administrative Costs 	<p>Eligible Units</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Pass HQS inspection (at move-in & annual recertification) <input type="checkbox"/> Publicly or privately owned <input type="checkbox"/> Not already subsidized <input type="checkbox"/> Rent Reasonable
<p>Initial Household Eligibility</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Income at/below 60% AMI 	<p>Annual Recertification Eligibility</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Income at/below 80% AMI <input type="checkbox"/> Households over 80% AMI no longer qualify for assistance
<p>Income Targeting</p>	<ul style="list-style-type: none"> <input type="checkbox"/> 100% at/below 60% AMI <input type="checkbox"/> 20% must be at/below 50% AMI 	<p>Payment Standards</p>	<ul style="list-style-type: none"> <input type="checkbox"/> HUD's Fair Market Rent, OR <input type="checkbox"/> KHC payment standards (preferred)
<p>Occupancy Standards</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Administering agency established, OR <input type="checkbox"/> Section 8 basic occupancy standard 	<p>Subsidy Calculation Methods</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Voucher Model (fixed subsidy payment)
<p>Citizenship</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Not required to be a citizen 	<p>Income Verification Method</p>	<ul style="list-style-type: none"> <input type="checkbox"/> 2 month's source documents, OR <input type="checkbox"/> Verify using HOME TBRA Toolkit Forms
<p>Rent Limits</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Gross Rent must be reasonable 	<p>Other Assistance Limits</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Security Deposit: equal to 2 months rent or less <input type="checkbox"/> Utility Deposit: customary and reasonable <input type="checkbox"/> Utility payments: KHC or other local PHA established Utility Allowance <input type="checkbox"/> Administrative cost: 7.5% of award
<p>Other Terms</p>	<ul style="list-style-type: none"> <input type="checkbox"/> 1-year lease unless both parties agree to lesser term <input type="checkbox"/> Administering agency must review & approve lease <input type="checkbox"/> Start date of TBRA Contract must match lease start date <input type="checkbox"/> Agencies must develop written policies & procedures for administering the program <input type="checkbox"/> Violence Against Women Act (VAWA) requirements apply 	<p>Ineligible Uses</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Commitments to specific owners or properties <input type="checkbox"/> Overnight or temporary shelters <input type="checkbox"/> Cooperative housing that qualifies as ownership <input type="checkbox"/> To Prevent displacement/provide relocation assistance <input type="checkbox"/> A unit already receiving subsidy assistance <input type="checkbox"/> Utility deposit only assistance