

APPENDIX A

TIP SHEET - TBRA

- Subrecipients can provide TBRA to qualified income households.
- TBRA can be used to provide rental assistance and/or security deposits. Utility deposit assistance may be provided but only in conjunction with either rental assistance or a security deposit program.
- TBRA will be paid directly to a property owner on behalf of a tenant. It is portable, not project based. Tenants may use this assistance to rent any eligible rental unit.
- TBRA recipients are eligible for up to 4% general administration of the total HOME program request for rental subsidies, security deposits and utility deposits. HOME rule published July 23, 2013 allows the costs of inspecting the housing and determining the income eligibility (technical services) of the family as eligible project costs. The technical services will be capped at 8% of the TBRA program cost excluding the general administration request. **NOTE: Utility deposits are for a one time hook-up cost and are not to pay monthly or delinquent utility bills.**
- Subrecipients may provide a self-sufficiency program but it is not a required component of the project to receive funds.
- Mandatory Supportive Services: HOME rule 92.253(b)(9) prohibits lease terms that make acceptance of supportive services mandatory, except that a tenant in transitional housing may be required to accept supportive services. The family's failure to continue participation in the supportive services program is not a basis for terminating the assistance; however, renewal of the assistance may be conditioned on participation in the program.

Activity Requirements

- Only households whose gross annual income is at or below 80% of the area median income levels can participate in a TBRA program. Additionally, 90% of the households served must have incomes at or below 60% of area median income levels. A list of area median income levels by county is available from IFA on their web site.
- The gross rent (contract rent plus utility allowance) for a participant's unit cannot exceed the jurisdiction's applicable rent standard. Rents must also meet HUD's "reasonable rent" test.
- Maximum monthly assistance is limited to the difference between the jurisdiction's applicable rent standard (fair market or contract rent, whichever is less) and 30% of the household's monthly adjusted income. The recipients must establish a minimum tenant rent contribution.

- HOME tenant-based rental assistance must determine annual income by examining at least 2 months of source documents evidencing annual income (e.g., wage statement, interest statement, unemployment compensation statement) for the family.
- The participant's unit must meet local housing codes and standards through NSPIRE throughout the HOME assistance. At least one NSPIRE inspection must be conducted each year. The assisted housing is required to meet the lead-based paint requirements.
- For security deposit programs, assistance may not exceed the equivalent of two month's rent for the unit.
- Leases must not contain any of HUD's prohibited lease terms (HOME Interim Rule Part 92.253). The term for providing assistance may not exceed 24 months but may be renewed by the subrecipient if funds are available.

HOME LINKS - TBRA

HOME Income Limits

<https://www.hudexchange.info/programs/home/home-income-limits/>

To Request a UEI

[SAM.gov](https://sam.gov) | [Home](#)