



**Homes and
Community Renewal**

NYS HOME Local Program

**Tenant Based Rental Assistance (TBRA)
Technical Assistance Webinar**

November 18, 2016

Welcome and Introductions

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Welcome and Introductions

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**Homes and
Community Renewal**

Agenda

- **Timeline & Technical Assistance**
- **Admin Plan Program Description**
- **General Program Administrative Requirements**
- **Project Requirements**
- **Financial Management Requirements**
- **Helpful Hints**
- **Q&A**



Timeline

Application Deadline: December 16, 2016 - 4:00 PM

Award Announcement : estimate February, 2017

Contract Execution: estimate June, 2017



Technical Assistance

General Application Technical Assistance Webinar (& recording) 11/16/16

6 Activity Specific Application Technical Assistance Webinars (& recordings)

Available on HCR Website next week:

HOME Local Eligible Activity	Activity Specific Webinar Date & Time
Homeowner Housing Rehabilitation With or Without Rental Units	Thursday, 11/17/16 - 9:30-10:00am
Homebuyer Purchase Assistance With or Without Housing Rehabilitation	Thursday, 11/17/16 - 10:30-11:00am
Manufactured Housing Replacement	Thursday, 11/17/16 - 11:30-12:00pm
Homebuyer Development Projects	Friday, 11/18/16 - 9:30-10:00am
Rental Rehabilitation Program	Friday, 11/18/16 - 10:30-11:00am
Tenant Based Rental Assistance (TBRA)	Friday, 11/18/16 - 11:30-12:00pm



Administrative Plan

Tenant Based Rental Assistance (TBRA)



TBRA

- TBRA provides monthly rental subsidy to low-income individuals and families.
- Funds may be used to provide monthly tenant-based rental assistance to assist families at or below 60% of area median income that have applied for a Housing Choice Voucher (Section 8) rental subsidy and are currently on the waiting list for assistance.
- TBRA may be used to assist low-income households with rent and utility costs, security deposit assistance (up to two months' rent, provided either as a grant or a loan) and/or utility deposit assistance only in conjunction with a TBRA security deposit or rental assistance program.
- TBRA may not be provided to households already receiving assistance under other rental assistance programs that already reduce tenant payment to 30% of income.
- The term of the rental assistance commitment may not exceed 24 months, but may be renewed by the LPA, subject to the availability of HOME funds at the time of renewal.

Maximum Award up to \$400,000 – Maximum Per-unit up to \$40,000



General Program Administrative Requirements

Budget

Q4

Describe the typical amount of monthly HOME TBRA subsidy to be invested per unit.

Answer limited to 400 characters

Q5

Describe if the program will assist with security or utility deposits.

Answer limited to 200 characters

- 1. Is the budget reasonable?*
- 2. See Budget Policy and TBRA Budget Worksheet available on the HCR website.*
- 3. HTFC compares applicant costs by budget line item and service area*

Schedule

Complete the following 8 quarter plan for unit production:

Period	Estimate # of applicants qualified for assistance	Estimate # of TBRA assisted tenants that will move into Section 8 subsidy qualified unit	Estimate # of units completed in IDIS	Estimate total HOME expenditures
Quarter 1				
Quarter 2				
Quarter 3				
Quarter 4				
Quarter 5				
Quarter 6				
Quarter 7				
Quarter 8				
TOTALS				

1. *Does the application demonstrate capacity to meet the schedule?*

Documenting Staff Hours Tied to Specific Units

Q9

Describe how staff time will be charged and how the LPA will document staff hours tied to specific units.

Answer limited to 500 characters

- 1. This is about getting staff paid staff costs of project delivery for income determinations and unit inspections: describe the timesheet system and how staff will allocate time to specific units*
- 2. Describe the documentation the LPA will submit when requesting payment for staff costs of project delivery*
- 3. Make sure the staff hourly rate is not excessive*



Affirmative Marketing and Minority Outreach

Q11

Please describe in detail, the LPAs Affirmative Marketing Plan for this program.

Answer limited to 6000 characters

Each LPA HOME-funded program must have and follow an affirmative marketing plan and must define the affirmative marketing procedures that will take place to provide information and otherwise attract eligible persons in the program service area to the available assistance without regard to race, color, national origin, sex, religion, familial status or disability.

- 1. Read section 1.3.1: Affirmative Marketing and Minority Outreach before answering this question*
- 2. Read Affirmative Marketing Policy available on the HCR website before answering this question.*



Written Agreements & Program Documents

- All households (tenants) receiving assistance must execute a written agreement for HOME program assistance with the LPA and Owner of unit to be rented that is consistent with HOME requirements at 92.504(c) (4).
- The template for this agreement must be approved by HTFC at contract execution. This agreement must be executed prior to setting up the unit in IDIS.
- All property owners must execute a housing assistance payments contract with the LPA.



Project Requirements

Rental Assistance Model

Q14

Describe the method of selection of, or coordination with, a local public housing authority (PHA), including the terms of the required Memorandum of Understanding (MOU) between the LPA and the PHA.

Answer limited to 3200 characters

- 1. LPAs must use the Voucher Model. Under the Voucher Model, the LPA calculates and fixes the amount of rental assistance it will pay; and the tenant pays the difference between that amount and the rent of the unit that that household selects (and is approved by the LPA.)*

Payment Standard

Q15

Describe the procedures for annual income and rent payment determinations.

Answer limited to 1800 characters

- 1. The LPA must establish the payment standard (or rent standard) by bedroom size that is inclusive of contract rent and tenant-paid utilities.*
- 2. The standard must be between 80 and 100 percent of the local Section 8 FMR or community-wide exception rent.*
- 3. The LPA may approve rents at 110% of the applicable FMR in no more than 20 percent of the units assisted.*
- 4. The payment standard is used to cap contract rent plus tenant paid utilities under the Certificate model, and to calculate the assistance amount under the Voucher model.*

Assistance Payment Limit

Q16

Describe the proposed means for determining rent reasonableness.

Answer limited to 1000 characters

Q17

Describe the proposed subsidy levels, tenant contribution requirements, and rent standards.

Answer limited to 1500 characters

- 1. The maximum amount that the HOME TBRA project may pay to assist any given household for rent assistance is the difference between 30% of the household's adjusted monthly income and the actual monthly rent.*
- 2. The LPA must establish a minimum monthly tenant payment toward rent and utilities. The calculation of rents includes all utilities and housing-related services, except telephone.*
- 3. The LPA will establish a rent standard using the local Public Housing Authority's Section 8 Housing Choice Voucher Program fair market rent standard. The rent standards must not be less than 80% of the published FMRs and not more than FMR or area-wide exception rent.*



Tenant Selection Plan

- The LPA must have a written tenant selection policy that clearly specifies how households will be selected for participation in their project. There are two major components of tenant selection:
 - Income Eligibility – A project can target the assistance to distinct AMI levels as long as it is below the 60% AMI level.
 - Preferences – A project can target populations of unmet needs as defined in the State’s Consolidated Plan. (See §92.209(c)(2)(i) and (ii)).
- Special provisions are necessary for tenants who were on the Section 8 waiting list at the time of selection for HOME TBRA assistance.
- These households must remain in place on the Section 8 list while receiving the HOME-funded TBRA.

1. *See section 2.3.1*



Rents

Q29

Describe how the rent, utility allowance and if applicable, the security or utility deposit will be determined for an assisted unit.

Answer limited to 600 characters

- 1. The rent must be reviewed against the program standard for compliance and reasonableness.*
- 2. For the Voucher model, the payment standard is used to determine the assistance amount prior to unit selection, and the rent must only be reviewed for reasonableness.*
- 3. The LPA must review the rent against comparable unassisted units, and disapprove a lease if the LPA determines the rent is not reasonable based on rents that are charged for comparable unassisted rental units.*
- 4. If security or utility deposit assistance is provided, the determination must be made that the deposits are reasonable. Security deposits should not exceed two months of rent.*

Income Recertification

Q30

Describe the procedures to initiate and complete annual income certification of assisted households.

Answer limited to 800 characters

- 1. The incomes of households receiving rental assistance must be re-examined at least annually using source documentation. The LPA must re-evaluate family income, size and composition.*
- 2. Assistance must be terminated if the tenant's income goes above the Section 8 low-income limit (with reasonable notice to the tenant and landlord.)*
- 3. The LPA should establish a policy for interim (less than one year) recertification's if the household's income changes.*

Unit Re-inspection

Q30

Describe the procedures to schedule and conduct annual HQS inspections.

Answer limited to 600 characters

- 1. Prior to renewal of an assistance contract, the LPA must conduct an annual inspection to ensure that the unit still meets Section 8 Housing Quality Standards (HQS), and annually verify that the unit is appropriate for the household in order to meet the occupancy standard.*
- 2. If HQS standards are not met, the LPA must give owners a reasonable period of time to correct the deficiency and provide evidence of the corrective action.*
- 3. If the violation is not corrected, the LPA should take actions provided in the assistance contract to terminate.*

Financial Management Requirements

Cost Review and Disbursement

Q35

Describe the cost review and disbursement procedures in place to ensure that costs are reasonable and in compliance with the budget.

Answer limited to 1000 characters

1. *Explain how LPA will estimate and review costs to be paid with HOME funds and process to know if within the budgeted line items.*



Helpful Hints

Helpful Hints

Please ask for Technical Assistance !!!

- We can answer all question you may have through the deadline of December 16th. After that, staff will be scoring applications and will no longer be able to address issues related to this RFP.
- The main documents you must be familiar with are the RFP, CDOL Application Instructions (the two go back and forth with each other), Administrative Plan, Budget Policy and Budget worksheet.



Helpful Hints

- See the table of contents in the administrative plan to get overall format.
- Read the entire administrative plan and inserted questions before responding.
- Meet with staff and program partners to discuss and determine **how the program will be administered.**
- The “**how**” must be decided in order to respond to the questions in the administrative plan.

Helpful Hints

- Don't over think the questions in the administrative plans, some require very short answers.
- Pay attention to language in the administrative plan that is directly above or below the questions.
- Demonstrating that there is a local market need (using recent, relevant local data) for the program being proposed is important



Question and Answer Session

Wrap Up

- Please submit all questions on the content of this presentation to: OCRinfo@nyshcr.org
- Please include **HOME Local Application** in the subject line of your e-mail.
- See Q&A spreadsheet with questions from this webinar answered by HOME Local staff, to be posted on the HCR website.
- Thank you! We welcome your applications to provide low-income tenants with tenant based rental assistance using HOME Local Program funds!

