

HOME-TBRA Pre-Submittal Conference

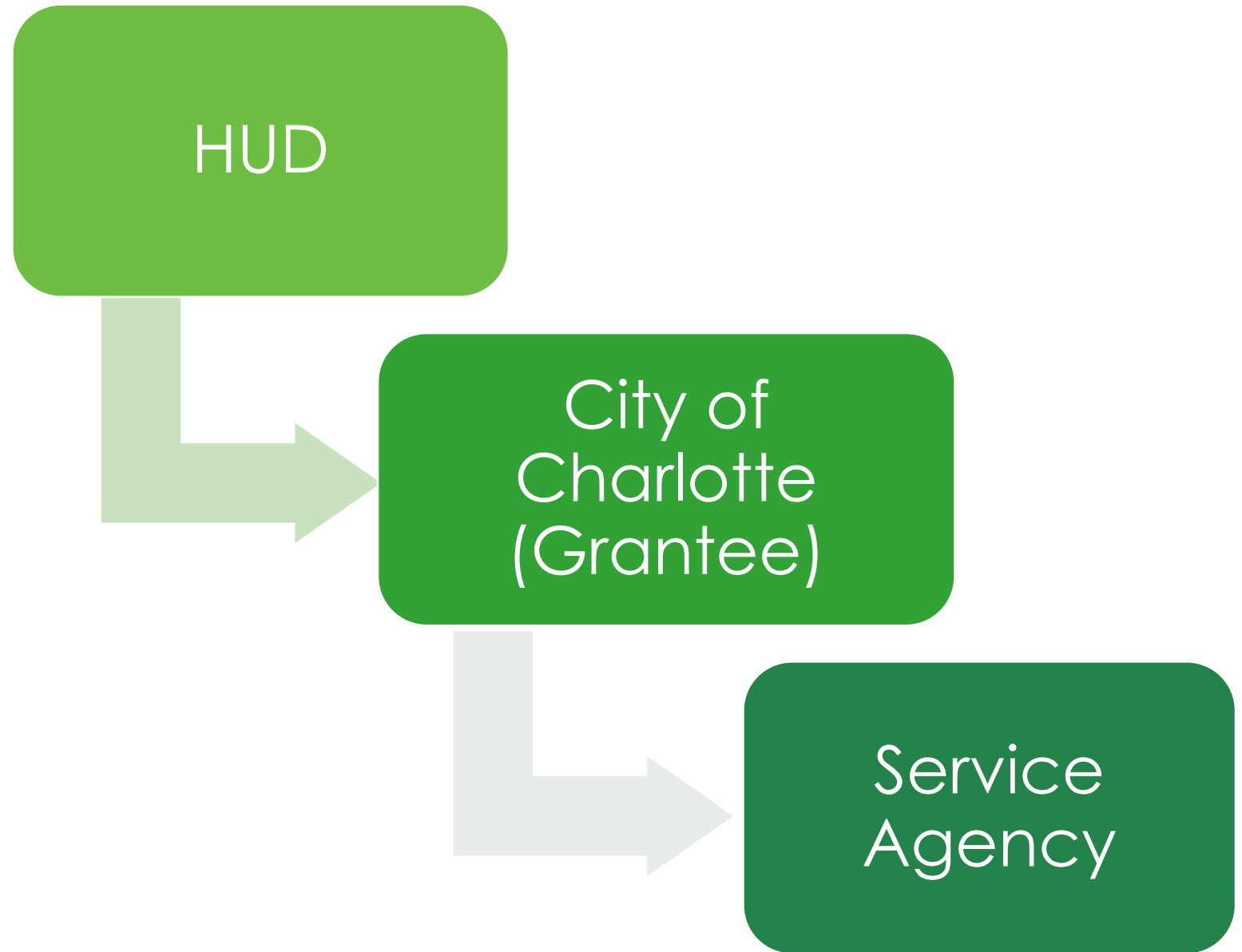
HOUSING AND NEIGHBORHOOD SERVICES
HOUSING SERVICES

What is HOME-TBRA?

- Tenant-Based Rental Assistance (TBRA) is one of several eligible activities under HOME Investment Partnership Program (HOME) funding.
- TBRA is a rental subsidy that grantees can use to help low-income individual households afford housing costs such as monthly rental assistance and security deposits.
- HOME-TBRA is a long-term commitment compared to some of the other programs offered in the same capacity.



How do the funds flow down?



Contracting with the City of Charlotte

City has contracting requirements.

- Insurance
- Detailed invoicing
- Financial expectations

Funding is provided on a reimbursement basis.

Payments may take up to 60 days to process.

Eligible Cost

Monthly Rental/Utility
Assistance

Security Deposit
Assistance

**Cannot exceed 2x monthly rent
amount*

Utility Deposit Assistance

Inspection Fees

*Note: Utility Deposit
Assistance is an eligible
cost only if rental
assistance or a security
deposit payment is
provided*

Client Eligibility

- Eligible households must be at or below 60% of Area Median Income (AMI), and
- Live in the City of Charlotte

Note: There is also restrictions around providing assistance where the head of household is enrolled in institution of higher education.

Additional Program Information

CPD Part 5 Income Calculator & Income Documentation

- HUD requires the Part 5 Income Eligibility Calculator sheets be signed and dated by staff completing form and all adults 18 and over in household reporting income.

Note: This includes income from all members of the household age 18 or older and any household member under the age 18 that receives income paid to another household member that is age 18 or older (i.e., child support, disability payments, etc.)

- Sixty [60] days of income documentation is required from each client within household 18 and over (i.e., pay stubs, benefit statements, pension letter, unemployment, etc.)

Unit Eligibility

- **Must pass a Housing Quality Standards [HQS] Inspection prior to receiving assistance.**
- **In addition to HQS Inspection, Lead Visualization Inspection must be completed for all units.**
- **Minimum period for rental assistance is the full term of a one-year lease (12 months).**
- **Unit must be within Charlotte city limits.**
- **Unit Gross Rent [Base Rent + Utility Allowance (as calculated on Utility Schedule)] must be at or below TBRA rent standard [provided from the City]**
- **Unit must meet Rent Reasonableness.**



Housing Assistance Payment [HAP] Agreement

- Must be signed and dated by all applicable parties
- Must match the term of the Lease [one year]

HOME TBRA Housing Assistance Payment (HAP) Agreement

Client Information:

Name: _____

Address: _____

Contact: _____

Landlord Information

Company Name: _____

Rep Name: _____

Address: _____

Phone#: _____

Email: _____

Guarantor Information:

Subrecipient Name: _____

Address: _____

Employee Name: _____

Phone#: _____

Email: _____

Signature: _____

Date: _____

Subrecipient Notes

TO BE COMPLETED BY (Subrecipient)

The (subrecipient) hereby promises and agrees to payment of the following rental subsidy for client/tenant to the landlord mentioned above. The Housing Assistance Payment Agreement will remain active as long as the client/tenant is in compliance with the rules and regulations of (subrecipient) and the terms of the lease agreement. The amount of the monthly housing assistance payment from the City of Charlotte through (subrecipient) to the owner is subject to change during the HAP contract term in accordance with Program policies. The client/tenant will be responsible for monthly payments directly to the landlord, for the lease beginning _____ and ending _____. Any failure on behalf of any party to adhere to the terms of the lease or inspection requirements may result in the termination of the subsidy.

The landlord must provide to (subrecipient) a copy of any notice to vacate or any complaint under state or local law to commence an eviction action against the tenant. The Landlord must adhere to protections provided under the Reauthorization of 2013 Violence Against Women Act (VAWA) and provide to (subrecipient) any program participant's request to transfer under the 2013 Reauthorization of VAWA, and result(s) of the request

[See next page for subsidy breakdown]

By signing below you acknowledge that duplication of benefits has been reported (if applicable) and agree to the terms set forth by (subrecipient) and will participate in accordance with State of North Carolina and local laws governing landlord and tenant relationships. All parties attest that any information provided by you concerning this guarantee is correct to the best of your knowledge. All parties retain a copy after all required signatures are obtained.

Client & Landlord Signatures

Client Printed Name: _____

Client Signature: _____

Date: _____

Landlord Printed Name: _____

Landlord Signature: _____

Date: _____

FY2023 City of Charlotte- Housing Neighborhood Services

Last updated 7/1/2022

HAP Terms Breakdown

Term of Subsidy					
Subrecipient Subsidy					
Client Subsidy					
Total Rent					
Utility Allowance- only applicable					

Other Items Paid

Items	Amount
Security Deposit	
Utility Deposit	

FY2023 City of Charlotte- Housing Neighborhood Services

Last updated 7/1/2022

Student Eligibility Form

Must be completed for all clients receiving
Tenant Based Rental Assistance [TBRA]



Student Eligibility Form

Please complete this form based on the Head of Household to determine eligibility regarding enrollment in higher education. Please choose from the dropdown "Yes" or "No" regarding the questions below. Note: If items are left blank, form is considered incomplete.

No assistance shall be provided under Section 8 of the 1937 Act to any individual who:

_____ Is enrolled as a student at an institution of higher education, as defined under section 102 of the Higher Education Act of 1965 (20 U.S.C. 1002);

_____ Is under 24 years of age;

_____ Is not a veteran of the United State military;

_____ Is unmarried;

_____ Does not have a dependent child;

_____ If not a person with disabilities, as such term is defined in section 3(b)(3)(E) of the 1937 Act and was not receiving assistance under Section 8 of the 1937 Act as of November 30, 2005; and

_____ Is not otherwise individually eligible, or has parents who, individually or jointly, are not eligible on the basis of income to receive assistance under section 8 of the 1937 Act.

Note: If "Y" is marked above for all of the criteria listed, the client will be ineligible to receive assistance under the HOME TBRA program.

_____ The Head of Household is currently not enrolled in a higher education program

Acknowledgment:

Client Signature _____ Date _____

Subrecipient Signature _____ Date _____

Client Files, Invoicing, Reporting

All client files must have applicable documentation to be reimbursed

HMIS/Client ID#'s
Numbers associated with
billing

Must include all applicable
backup documentation

Reporting
(Scorecards must be
submitted Monthly)

Proposals

- ☐ Use the checklist found on page 3 of the RFP.
- ☐ For numbered forms, use provided formats.
- ☐ For staffing, only provide staff directly related to the program/activity funded.
- ☐ There are no limits on amount of funds requested.
- ☐ Contracts are for one year.

How Proposals Will Be Evaluated

- ☐ Qualifications and experience
- ☐ Proposed approach
- ☐ Proposed cost effectiveness
- ☐ Availability to complete program work in a timely manner
- ☐ Acceptance of the terms of the contract

Submission Process



September 22, 2023 – 5:00pm

Submit a pdf of proposal via email

Rebecca Pfeiffer

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Questions

email to:
rebecca.pfeiffer@charlottenc.gov