



*FY'24*

*Strategic Community Investment Fund (SCIF)*

**HOME-FUNDED  
TENANT-BASED RENTAL  
ASSISTANCE (TBRA)  
PROGRAM**

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## **I - HOME-FUNDED TENANT BASED RENTAL ASSISTANCE (TBRA)**

### ***INTRODUCTION***

The City's HOME-funded Tenant-Based Rental Assistance (TBRA) program provides rental assistance to populations of low-income individuals who are homeless persons with special needs. The program is part of the City's strategy to provide housing and supportive services to low-income members of homeless and special needs populations.

The program is funded with HOME entitlement funds awarded annually to the City by the U.S. Department of Housing and Urban Development. As such, all activities must comply with applicable HOME regulations, which are found in 24 CFR Part 92.

The City's HOME-funded Tenant-Based Rental Assistance (TBRA) is a tool that agencies can use to assist homeless persons with special needs populations obtain stable, safe, decent and affordable housing. Targeting members of the populations they already serve, agencies may use the funds to complement services they currently provide. With the knowledge that housing by itself is ineffective in improving disabling conditions of many homeless and very low-income households, agencies may design programs that link existing services to the TBRA program. Through the required use of individual housing service plans, agencies can help link rental assistance to supportive services that help program participants cope with their disabilities and improve their economic circumstances.

The TBRA program is suitable for individuals and households who are unable to secure permanent housing because of their low income and related disabling condition or homelessness. A disabling condition is “a diagnosable substance use disorder, serious mental illness, developmental disability or chronic physical illness or disability, including the co-occurrence of two or more of these conditions. Additionally, a disabling condition may limit an individual's ability to work or perform one or more activities of daily living and may be of such nature that the condition could be improved by more suitable housing conditions.”

The TBRA program is suitable only for individuals with income since each participant is required to pay a portion of their rent and utilities.

Memphis' HOME-funded TBRA program relies on non-profit agencies selected through this SCIF application process to administer the program. Each agency designs their TBRA program to assist eligible members of the homeless with special needs population they serve on daily basis. Each must demonstrate their experience with the population they propose to help and develop a program within the guidelines provided by the City for the TBRA program. This includes estimating the number and size of the households they propose to serve for two years as well as describing the services that will be provided to ensure the participant's stability in housing. Once approved by the City, the agencies act as program administrators identifying eligible program participants and helping them lease housing. The agencies determine the eligibility of each applicant for assistance, assess their

housing service needs and help them draw up individual housing service plans while continuing to provide on-going services required to maintain their housing stability and improve their economic condition. While the City inspects proposed housing units for compliance with Housing Quality Standards, the agencies administer most other aspects of the rental assistance program including helping tenants enter leases, paying deposits and the eligible portions of monthly rent and utility costs (which will be reimbursed to the agencies by the City). Additionally, the agencies ensure the program participants pay their portions of rents and utilities and comply with their housing service plans. Each agency will help program participants maintain suitable housing to improve the effects of their disabling condition and to prevent their homelessness.

### ***ELIGIBLE APPLICANT***

Non-Profit Organizations

### ***HOME TBRA REQUIREMENTS***

This TBRA Program is funded with HOME funds from the U.S. Department of Housing and Urban Development (HUD) to provide decent affordable housing to lower income households. The program must comply with applicable HOME regulations, which are found in 24 CFR 92. The HUD requirements include the following.

- TBRA may be provided only to individuals / households whose incomes are equal to or less than 60% of the median income in the Memphis Standard Metropolitan Statistical Area. (See HUD's current income guidelines in the Agency Profile.)
- TBRA may be provided only to residents of Memphis who are members of the homeless with special needs population as defined below.
- Rents must be reasonable and cannot exceed the current HUD Fair Market Rents for Memphis (See HUD's current Fair Market Rents Guidelines in the Agency Profile.)
- Tenants are required to pay a share of their rents and utilities. Consequently, tenants with no income are not suitable for the TBRA program.
- The program will pay the difference between 30% of the program participant's monthly adjusted income (tenant's share of the rent) and the monthly rent which cannot exceed HUD's Fair Market Rent (FMR).
- TBRA rental assistance contracts with individuals / households cannot be for less than one (1) year and may not exceed two (2) years. However, contracts can be renewed at the end of the one or two-year contract pending the availability of HOME funds and the on-going need of the participants.
- TBRA is not appropriate for short-term housing.
- Assisted units must meet Housing Quality Standards and will be inspected before a lease can be signed and annually thereafter to ensure continued compliance.
- TBRA assistance is not program based. TBRA allows the tenant to choose the unit and the assistance can move with the tenant as long as any new unit complies with HQS, rent standards, and other requirements.

**PROGRAM DESIGN**

The City’s HOME TBRA program is similar to the Section 8 Housing Program in that it requires participant eligibility determinations, unit compliance with Housing Quality Standards, and payment of rents which cannot exceed HUD’s Fair Market Rent. However, the housing program is administered by the Program Sponsor (Applicant Agency) working with the City’s Division of Housing and Community Development (HCD) to enter into contract and inspect the proposed housing units. The Program Sponsor will be responsible for determining the eligibility of program participant, assisting them in finding appropriate housing and signing contracts / leases and paying the appropriate portion of the monthly rent to the landlord.

After being approved for TBRA assistance, the agency will enter into a contract with the City for funds to serve a specific number of households over a Two-year period. That number will be **no fewer than 10 households**. A workshop and individual training sessions will be available to program sponsors to familiarize them with the City’s policies and procedures and help them begin administration of their TBRA program

The sponsor agency is responsible for identifying eligible program participants, developing a housing service plan and helping locate an appropriate housing unit for eligible participants. The City (HCD) will inspect the housing units before the sponsor agency determines rent reasonableness, enters into contractual agreements with tenants and landlords, and makes monthly rental assistance payments. The sponsoring agencies may receive monthly advances to ensure timely payment of rents. Additionally, the sponsoring agencies will ensure that the program participants receive appropriate services (as described in the TBRA application) during the term of their TBRA-funded housing. The sponsoring agencies and the City will work collaboratively to operate the program.

Costs of operating the program will be provided by the City under a separate contract. The City will provide a lump sum amount based on the chart below. **These funds may be used only to pay the salaries of a primary housing case manager as well as mileage and communications costs for that position.**

Estimated Operating Cost Awards

Number of Households to be Served	Lump Sum Operating Cost
10	\$60,000
11	\$60,000
12	\$60,000
13	\$60,000
14	\$60,000
15	\$60,000
16 +	25% of Total Award

## ***APPLICATION CRITERIA***

Applications for HOME TBRA Vouchers must meet a number of criteria. These are explained in greater detail in the following pages of this application.

1. The application can request funds for **no fewer than 10** households to be provided rental assistance over a Two-year period. The estimated cost will be based on the number of households to be served, the size of those households (and the corresponding size of housing units they require) and the fair market rents for those units. (If an agency serves primarily large households with rents significantly higher than the average rental cost.)
2. The application should address one of the priority populations described below.
3. The application must describe the priority population’s characteristics and needs including the need for rental assistance and housing as well their income level.
4. The application must describe the agency’s experience serving the priority population.
5. The application must describe how the applicant will assist program participants obtain and maintain stability in housing.
6. The application must include a description of services currently provided to the population in addition to those to be provided during the rental assistance period. The services may be provided by the applicant or by another entity with which the applicant has a Memorandum of Understanding.
7. The application must also describe how the applicant will assist program participants obtain mainstream services for which they are eligible. Mainstream health and social services programs include TANF, Medicaid (TennCare), SCHIP, SSI, Food Stamps, Workforce Investment Act, and Veterans Health Care Programs.
8. The application must describe steps the applicant will take to encourage program participants to move to permanent independent housing at the end of the rental assistance period.
9. Application must include the program implementation schedule beginning July 1, 2023.

**“READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE  
PREPARING YOUR APPLICATION.”**

***PRIORITY POPULATIONS***

Applications should address goals and objectives for homeless with special needs population listed in the City's Fiscal Three-Year Strategy for serving the homeless with special needs population.

The following populations will be given priority for tenant based rental assistance funding. \*

- Homeless individuals living in an emergency shelter or who would be living on the street or in an emergency shelter without HUD’s homelessness assistance who cannot maintain permanent housing due to low income and circumstances that made them homeless
- Households at imminent risk of homelessness through eviction or foreclosure because of their inability to make required payments
- Mentally ill individuals or households headed by a mentally ill person who are unable to maintain stable housing due to low income and the effects of the illness
- Developmentally disabled individuals who are unable to maintain residential stability due to low income and the effects of their disability
- Physically disabled individuals who are unable to maintain stability in housing due to low income and the effects of their disability
- Graduates of alcohol and drug treatment recovery programs (including families as well as individuals unaccompanied by children) who require assistance in paying rents in decent, safe and affordable housing to support and maintain their sobriety
- Homeless families including families who have children over the age of 11 years old, larger families, families with male primary caregivers, and two-parent families while the applicant agency provides supportive services to help them transition them out of homelessness
- Victims of domestic violence moving from a transitional housing program to housing independent of the abuser
- Elderly individuals or households headed by an elderly person who are at risk of homelessness due to low income and health problems.

**\*Agencies serving persons with HIV/AIDS should seek HOPWA funding for TBRA assistance.**

### ***ELIGIBLE COSTS***

HOME TBRA is rental subsidy that can be used to help individual households afford housing costs which include

- Rent
- Utility costs (limited to eligible allowances for the unit size and service available)
- Security deposits; and
- Utility deposits

### ***INELIGIBLE COSTS***

HOME TBRA cannot be used for the following costs:

- Paying administrative or operating costs of applicant agencies
- Paying program based rental assistance - - agencies cannot make commitments to property owners since tenants must be free to select their own unit
- Paying application fees to apartment landlords
- Making payments to assist resident owners of cooperative housing that qualifies as home ownership housing
- Making payments to prevent displacement or provide relocation assistance to tenants as a result of activities of the HOME program
- Providing TBRA to homeless persons for overnight, temporary or emergency shelter.
- Providing adequate subsidy to enable program participants to rent a transitional or permanent housing unit that meets HQS for a minimum of one year and a maximum of two years.
- Making payments in combination with other rental assistance programs that already reduce the tenant's rent payment to 30 percent of income.



## ***ELIGIBLE PROGRAM PARTICIPANTS***

### ***Definition of household***

All households and individuals assisted through the HOME TBRA program must have incomes not exceeding 60 percent of the median income for the Memphis Metropolitan Statistical Area as adjusted for household size. These income guidelines are provided in the SCIF General Application packet.

Additionally, all households and individuals must be homeless with a member of a special need population. For the purposes of this program, these populations include the following: persons with a disability, which may be mental, emotional, physical or developmental; the elderly and victims of domestic violence. (Persons with HIV/AIDS are served through HOPWA-funded TBRA programs.) Members of homeless and special needs populations must meet at least one of the following definitions.

### **HOMELESS OR AT IMMINENT RISK OF HOMELESSNESS**

A homeless person is someone who is living on the street or in an emergency shelter, or who would be living on the street or in an emergency shelter without HUD’s homelessness assistance. An individual who resides in one of the places described below:

A homeless family with children includes a family composed of the following types of homeless persons: at least one adult parent or guardian and one child under the age of 18, a pregnant woman, or an adult in the process of securing legal custody of a person under the age of 18. Guidelines for determining homelessness are found in Appendix A.

To be considered at imminent risk of homelessness, the following conditions must be met:

- Eviction, foreclosure, or utility termination is imminent
- The household has an inability to make the required payments due to a sudden reduction in income
- The assistance is necessary to avoid eviction or termination or services and
- There is a reasonable prospect that the family will be able to resume payments within a reasonable period of time.

### **PERSON WITH A DISABLING CONDITION**

A disabling condition is “a diagnosable substance use disorder, serious mental illness, developmental disability or chronic physical illness or disability, including the co-occurrence of two or more of these conditions.” Additionally, a disabling condition may limit an individual’s ability to work or perform one or more activities of daily living.

A person shall be considered to have a disability if the person is determined to:

- a) have a physical, mental or emotional impairment that is
  - expected to be of long continued and indefinite duration.

- substantially impedes his or her ability to live independently; and
  - is of such a nature that such disability could be improved by more suitable housing conditions; or
- b) have a developmental disability, as defined in section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001-6007).

## **VICTIM OF DOMESTIC VIOLENCE**

A victim of domestic violence is an individual or adult with children who is homeless because of battering by an intimate partner. Documentation from law enforcement, case manager or another dependable source is required.

## **ELDERLY**

An elderly person is 62 years of age or older. A household will be considered elderly if the head of the household is 62 years of age or older. Reliable documentation of age must be provided.

## **PERSON with AIDS**

A person who is diagnosed with acquired immunodeficiency (AIDS) syndrome or related diseases and the person's family. Documentation of the person's diagnosis of AIDS must be submitted and be from a reliable source. **(Persons with HIV/AIDS are served through the HOPWA Grant.)**

## ***OTHER REQUIREMENTS AND INFORMATION***

Following approval of the TBRA application, the applicant becomes known as the Program Sponsor. The following describes responsibilities of the Program Sponsor for the TBRA program.

1. Funds equal to 25 percent of the total TBRA award (but not less than \$60,000) will be provided to the Program Sponsor for the HOME TBRA program for operating costs. Funds may only be used to pay the costs of the salary of a primary housing case manager and their transportation and communication costs.
2. Program sponsors will be required to provide documentation of eligibility for program participants to the City.
3. Agencies awarded TBRA funding will be required to maintain liability insurance in the amount of \$2 million, listing the City as the additional insured.

4. Program sponsors must ensure program applicants /participants are not subjected to discrimination on the grounds of race, color, national origin, religion, sex, age, disability or familial status.
5. Program sponsors must develop a formal tenant selection process that assures the creation of a chronological waiting list made up of eligible clients. Clients must be served on a first come, first serve basis.
6. Program sponsors must develop in conjunction with the City, formal policies and procedures for the TBRA program including a termination policy.
7. Program sponsors must ensure that an individual housing plan is developed for each program participant that includes provision of services commensurate with the need of the program participant.
8. During the term of TBRA assistance, program participants must be able to live independently or have verifiable, on-going assistance that ensures their independence.
9. Program sponsors must comply with confidentiality requirements pertaining to records, housing sites and services provided to victims of domestic abuse.
10. Program sponsors whose TBRA program serves homeless persons or persons at imminent risk of homelessness must be members of the Community Alliance for the Homeless, and to agree to provide data for the Homeless Management Information System (HMIS).

## **I. APPLICATION REVIEW AND SELECTION PROCESS**

### ***THRESHOLD REQUIREMENTS***

All proposals submitted by the deadline will be reviewed by Homeless and Special Needs Department staff for technical completeness and adherence to the format required, and in this TBRA Program Application Packet. Applications submitted after the deadline will also be rejected. The applicant will be informed of the rejection by letter.

Technically complete applications will be reviewed by City staff to determine applicant and program eligibility.

1. Applicant eligibility - Applicant eligibility is determined based to a large extent on the SCIF Matrix of Required Documents. Staff will review required documents listed in the Matrix of Required Documents to determine if the agency is eligible to participate in the TBRA Program. If the City determines these standards are not met, the program will be rejected, and the applicant agency notified by letter. If the applicant is found to be eligible, the application will be reviewed for program eligibility.

2. Program eligibility - Staff will review the TBRA proposals to determine if the proposed populations and proposed program meet TBRA requirements. This includes ensuring only eligible activities and clients will be served and the application requests funding for at least 10 households. If any of the activities or participants are not eligible, the application will be rejected, and the applicant agency notified by letter. If all the activities and the populations to be served are found to be eligible, the application will be submitted to the review committee for consideration.

### ***APPLICATION REVIEW AND SELECTION PROCESS***

1. The City will appoint a Review Committee to review and rank eligible applications and to recommend programs for approval. The committee will include persons not employed by the City to obtain certain expertise and knowledge. These individuals may include representatives from other funding sources within Memphis and from programs that work with agencies that serve the homeless and special needs populations. The City will not appoint individuals that have assisted or plan to assist applicants with preparing applications for these funds. Nor will it appoint individuals that are employed by agencies that applied for FY 2023 TBRA funding.

Committee members will review eligible applications and will decide whether to require on-site visits to agencies or agency presentations to the Committee. The City will make available to committee members all City-funded grants and monitoring information related to grants previously awarded to the applicants.

### ***RATING AND RANKING***

***Applicant must have a minimum score of 75 to be considered for funding.***

Committee members will rate and rank all eligible applications. The points awarded for the rating factors total 100. The factors for rating and ranking applicants are listed below and in **the appendix**. Each applicant should carefully read the factors for rating and ranking applications described below.

**Program summary** Up to 5 points will be awarded based on the extent to which the summary provides a brief overview of the TBRA program. This will include the applicant's name, population to be served, number of households to be served, their income, and services to be provided

**Population to be served** Up to 25 points will be awarded for the description of the population to be served by the TBRA program (low-income and homeless, at imminent risk of homelessness, as disabled individuals, victims of domestic violence, or elderly). The description should indicate the characteristics of the population and document their need for housing and supportive services. Additionally, the application should indicate where the clients will come from and any outreach proposed to bring them into the program.

**Housing where participants will reside** Up to 10 points will be awarded for the description of the assistance the applicant will provide to the client in finding housing that will be provided through the TBRA program. This will include how the housing will be identified and selected, and how it will fit the needs of the population. The application should also describe the role of community amenities and services in the selection of the housing and the steps the program sponsor will take to ensure that housing is accessible to persons with disabilities in compliance with applicable Federal laws (Section 504).

**Supportive services** Up to 20 points will be awarded for the description of the supportive services / case management that the program participants will receive. The application should indicate how the type (case management, job training, mental health services) and scale (the frequency and duration) of the services will fit the needs of the participants. It will also describe who will provide the services, where the services will be provided and transportation available to ensure the participants are able to access services. The details of the plan should also show how the agency will ensure participants are linked to mainstream resources.

**Self-sufficiency** Up to 10 points will be awarded for the description of how the agency will assist participants to maximize their ability to live independently and to move toward permanent housing by the end of the period of rental assistance.

**Experience and capacity of applicant / program sponsor** Up to 25 points will be awarded for the description of the experience / capacity of the organization applying for TBRA funding and any other agencies that will provide services to the participants during the rental assistance period. The description should demonstrate that the agency and collaborating organizations have the organizational infrastructure as well as appropriate experience and credentials to effectively implement the TBRA program and provide the supportive services or sponsorship described.

**Anticipated implementation schedule** Up to 5 points will be awarded for the description of the implementation process and schedule provided. Please note the City's schedule allows up to six months start up time for each program. TBRA assistance is limited to two years which must end no later than June 30, 2025.

The Review Committee will rate each application using the Scoring Sheet and will come to a consensus as to the rating of each. The applications will then be ranked from highest to lowest using the ratings. Rental assistance will be awarded based on the ratings. The City reserves the right to limit funding awarded to each agency.

The Director of the Division of Housing and Community Development will review and approve Committee recommendations.

### ***FUNDING AWARD AND PROGRAM IMPLEMENTATION PROCESS***

**As soon as awards are approved, the City will contact agencies by letter to announce the awards and to begin negotiation of the award agreements. If agency awards are less than original requests, the agency will be asked to revise the scope of services and timetable for the program. The City will make its best efforts to complete all required reviews and award documents so that contract can be effective July 1, 2023 and rental assistance can be available beginning by at least October 1, 2023.**

### ***PROGRAM COMPLETION AND EXPENDITURE OF FUNDS***

HOME-funded TBRA awarded through this process must be used and HOME funds spent by June 30, 2026. Consequently, agencies should identify program participants and sign leases / contracts before October 1, 2023. Applicants can expect a lapse of three months from the time they request inspection of a unit by the City until the client is housed.

### **WHO TO CONTACT FOR ASSISTANCE.**

Inquiries regarding this grant program should be directed to **Dexter Jefferies** at [dexter.jefferies@memphistn.gov](mailto:dexter.jefferies@memphistn.gov) or (901) 636.7352 or **Kimberly Mitchell** at 901.636.7347, [kimberly.mitchell@memphistn.gov](mailto:kimberly.mitchell@memphistn.gov).

**III - HOME Tenant-Based Rental Assistance Application/Program Information. (Sample: All Applications must be submitted via the submission portal).**

Agency / Program Sponsor	
EIN Number	
Agency Address	
City / State / Zip Code	
Agency Director	
Telephone Number	
Contact Person	
E-mail Address	
Population to be Served	

1. Provide a brief overview of the TBRA program which includes the name of the applicant / program sponsor, the number of households to be served, the priority population to be served, the amount of funds requested for rental assistance and a brief description of the operation of the proposed program.
2. Describe the priority population to be served by the proposed TBRA Program including:
  - a) characteristics of the population and their need for rental assistance and services (this must include information to demonstrate population is low-income, homeless and/or special needs)
  - b) estimated average annual income level of clients (remember, they must pay 30% of their adjusted income for rent)
  - c) clients’ need for case management, supportive services, and related assistance
  - d) where the clients will come from
  - e) any outreach proposed for the program
3. Describe the assistance you will provide clients in selecting the housing where they will reside. This should include:

- a) guidance in selecting type of housing where participants will reside (apartments, single family, etc.)
  - b) how the housing will be identified and selected
  - c) how it will fit the needs of the population
  - d) the role of community amenities and services in the selection of the housing
  - e) steps agency will take to ensure that accessible housing is made available to participants that require such accommodations
4. Describe the supportive services / case management your agency will provide to participants in the TBRA program.
- a) What type of services will be provided? How will the type of services and the scale (the frequency and duration of services and contact) fit the needs of the participants?
  - b) Where will the services be provided and what transportation will be available to ensure participants can access the services?
  - c) If households with children are served, what services will be provided specifically for the children?
  - d) How will your agency ensure that the participants receive assistance in identifying and applying for mainstream benefits for which they are eligible? (i.e., food stamps, TANF, Medicaid (TennCare), SSI, and Veterans Health Services.)
  - e) How will your agency assure the participant's access to necessary and appropriate services during the period of rental assistance? (This includes but is not limited to mental health care, sobriety counseling, assistance for the physically disabled, and such.)
  - f) How will the services be funded? (An award of CDBG funds will be provided to pay the salary of a housing case manager, and associated travel and communication costs.)
5. Describe how the TBRA assistance and complementary services will help participants become more self –sufficient and live more independently. Indicate steps that will be taken to help participants’ access to permanent housing by the end of the contract period.
6. If other agencies will be involved in providing services to program participants, describe your plan for coordinating this program with the other agencies that will serve the program participants. Include a Memorandum of Agreement between your agency and other service providers, if applicable.
7. Provide an implementation schedule for the TBRA program. Assume a three - month period between initial determination of eligibility of the client and the client being housed. Funding will provide a lump sum for program delivery and rental assistance for each program participant during the 3-year term of the contract.



Program participants shall be limited to two years of rental assistance under this contract.

8. Complete the following charts to indicate the number and size of households you expect to serve and the estimated cost. The maximum number of households to be funded with FY 2022 funds will be between 45 and 50 households. No agency should request more than one third of that amount. Assume that each household will be housed for TWO years.

Unit Size	A Number of Units	B HUD Fair Market Rent	C Number of Months	D Total Rent Per Unit Size
0 Bedrooms		\$800	24	\$
1 Bedroom		\$902	24	\$
2 Bedrooms		\$1,032	24	\$
3 Bedrooms		\$1,365	24	\$
4 Bedrooms		\$1,584	24	\$
Total Request				\$

9. Describe any barriers to the implementing the program you anticipate.

**HOMELESS PARTICIPANT ELIGIBILITY GUIDELINES**



**Homeless Definition**

CRITERIA FOR DEFINING HOMELESS			
Category 1	Literally Homeless	(1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: (i) Has a primary nighttime residence that is a public or private place not meant for human habitation; (ii) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or (iii) Is exiting an institution where (s)he has resided for 90 days or less <u>and</u> who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution	
Category 2	Imminent Risk of Homelessness	(2) Individual or family who will imminently lose their primary nighttime residence, provided that: (i) Residence will be lost within 14 days of the date of application for homelessness assistance; (ii) No subsequent residence has been identified; <u>and</u> (iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing	
Category 3	Homeless under other Federal statutes	(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who: (i) Are defined as homeless under the other listed federal statutes; (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homelessness assistance application; (iii) Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; <u>and</u> (iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers	
Category 4	Fleeing/ Attempting to Flee DV	(4) Any individual or family who: (i) Is fleeing, or is attempting to flee, domestic violence; (ii) Has no other residence; <u>and</u> (iii) Lacks the resources or support networks to obtain other permanent housing	



# Homeless Definition

CRITERIA FOR DEFINING HOMELESS			
Category 1	Literally Homeless	(1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: (i) Has a primary nighttime residence that is a public or private place not meant for human habitation; (ii) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregative shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); OR (iii) Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution	
Category 2	Imminent Risk of Homelessness	(2) Individual or family who will imminently lose their primary nighttime residence, provided that: (i) Residence will be lost within 14 days of the date of application for homeless assistance; (ii) No subsequent residence has been identified; and (iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing	
Category 3	Homeless under other Federal statutes	(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who: (i) Are defined as homeless under the other listed federal statutes; (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application; (iii) Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; and (iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers	
Category 4	Fleeing/ Attempting to Flee DV	(4) Any individual or family who: (i) Is fleeing, or is attempting to flee, domestic violence; (ii) Has no other residence; and (iii) Lacks the resources or support networks to obtain other permanent housing	

## REVIEW/RATING SHEET

**Applicants must have a minimum score of 75 to be considered for funding.**

**Applicant:** \_\_\_\_\_

**Total Amount Requested:** \_\_\_\_\_ **Units Proposed:** \_\_\_\_\_

**1. Program Summary: 0 - 5 points** **Score** \_\_\_\_\_

Application includes a brief overview of the program, which includes the name of the applicant, population to be served, description of supportive services and number of households to be served by the TBRA program.

**Notes:**

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**2. Population to be Served: 0 -25 points** **Score** \_\_\_\_\_

Application identifies the population to be served by the proposed TBRA program, including:

- (a) Their characteristics (income level, homeless, special needs, etc.) and needs for housing and supportive services.
- (b) Where they will come from (streets, emergency shelters, or transitional housing for homeless persons who came from street/shelters, recovery programs, referrals from agencies serving special needs populations).
- (c) The outreach proposed to bring them into the program.

The description reflects that the applicant has a clear understanding of the characteristics and needs of the population; description of where clients will come from clearly reflects that client meet HUD’s definition of low-income, homeless and the appropriate special needs definition; the outreach or referral plan is adequate and appropriate and reflects coordination of services and housing with other providers as appropriate to reduce or eliminate duplication of services.

**Notes:**

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**3. Housing Where Participants Will Reside: 0 - 10 points**                      **Score** \_\_\_\_\_

Demonstrate each of the following:

- (a) The assistance the applicant will provide clients in finding appropriate housing.
- (b) The **COMMUNITY AMENITIES** (e.g. medical facilities, grocery store, recreation facilities, schools, etc.) the applicant will urge clients to access these amenities when identifying housing.
- (c) Assistance the applicant will provide to ensure the housing will be **ACCESSIBLE** to persons with disabilities in accordance with applicable laws.

Assistance plan, type and scale of the housing, community amenities, accessibility, and rationale for development of a program are appropriate to the population.

**Notes:**

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**4. Supportive Services the Participants Will Receive: 0 - 20 points**                      **Score** \_\_\_\_\_

Application describes the following services the program participants will receive:

- (a) How the **TYPE** (e.g., case management, mental health treatment, alcohol and/or drug treatment or recovery services, job training, etc.) **and SCALE** (e.g., the frequency and duration) of the supportive services will fit the needs of the participants.
- (b) **WHERE** the supportive services will be provided **and** what **TRANSPORTATION** will be available to the participants to ensure their access to those services.
- (c) The details of the applicant’s plan to ensure that all homeless clients will be individually assisted to identify, apply for and obtain benefits under each of the following mainstream health and social services programs for which they are eligible: TANF, Medicaid, SCHIP, SSI, Food Stamps, Workforce Investment Act and Veterans Health Care Programs.

Type, scale and site(s) for delivery of supportive services are appropriate; transportation is available and accessible; applicant’s plan to ensure that clients access mainstream social service programs is clear, thorough and appropriate to the population to be served.

**Notes:**

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**5. Self-Sufficiency: 0 - 10 points**    **Score** \_\_\_\_\_

Application describes how participants will be assisted **both** to increase their INCOMES and to maximize their ability to LIVE INDEPENDENTLY.

The application clearly describes the steps that the applicant / sponsor will take to assist participants to increase their incomes and to maximize their ability to live independently.

**Notes:**

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**6. Experience / Capacity of Applicant: 0 -25 points**

**Score** \_\_\_\_\_

Application describes the experience/capacity of applicant requesting the TBRA funds (preferably no more than three typed pages), including:

1. The specific type and length of experience of the applicant directly related to their role in carrying out the TBRA assistance program and experience working with the target population.

The capacity and/or experience described clearly indicates that the applicant has the organizational infrastructure, financial capacity and appropriate credentials to effectively develop, implement and manage the program and/or provide supportive services. **Note:** Credentials may be professional, academic, or the equivalent as appropriate to the activities to be performed and population to be served.

**Notes:**

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**7. Implementation Schedule: 0 – 5 points**

**Score** \_\_\_\_\_

Application describes the steps in the implementation process and provides a schedule for each step.

The schedule includes all necessary steps to implement the program and provides a realistic schedule for completion of all steps.

**Notes:** \_\_\_\_\_

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**SAMPLE BUDGET WORKSBOOKS (AGENCY and PROGRAM).**

**Notes: These are threshold items.**

**The “Agency Budget Workbook” must be downloaded from the “Applicant Profile”. Complete the workbook and upload in the respective location. Complete all worksheets in the workbook.**

**The “Program Budget Workbook” must be downloaded from the “Program Application” with submission portal. Complete the workbook and upload in the respective location. Complete all worksheets in the workbook.**