

TBRA Key Processing Steps

- **Step 1: Marketing and Outreach Activities**
 - The Program Administrator's (PA's) marketing approach must address:
 - How the program will be announced
 - Where applications will be taken
 - When applications will be accepted
 - Method for taking applications
 - The willingness of owners to participate in the HOME TBRA program significantly affects the options and opportunities available to coupon holders. PAs should conduct outreach to owners of rental properties to stimulate their interest in the program.
- **Step 2: Accept Applications**
 - All application must be in written form as prescribed by MSHDA that enables the PA to determine household income and eligibility. A tenant file should be created for each application.
 - This file should ultimately contain:
 - Application
 - Documentation of household's eligibility
 - Copies of program forms
 - Correspondence
 - Generally speaking, PA's will place all applicants who appear to be eligible on the waiting list, pending verification of the information provided.
- **Step 3: Determining Eligibility**
 - Applicants are selected from the waiting list in the order established by the PA's preference policy.
 - To determine the applicant's eligibility, the PA must verify:
 - The households eligibility for its preference status
 - The household size and composition
 - Households income and adjustments to income
 - Applicants who are determined ineligible must be notified in writing of this decision, and must be given the opportunity to appeal the decision. Applicants who are determined eligible will be issued coupons.
- **Step 4: Issuing Coupons**
 - The issuance of HOME Rental Assistance Coupon authorizes the household to begin the search for housing. The coupon is generally issued in person, during a counseling session with the household, often called the TBRA Briefing. The purpose of the briefing is to ensure the household (1) understands their responsibilities, as well as those of the owner and the PA, and (2) has sufficient guidance to make an informed choice of housing.
 - The briefing should cover:
 - Roles and responsibilities of the tenant, owner and PA
 - Limitations on the rent the owner may charge
 - Subsidy calculations
 - Security deposit calculations
 - Coupon expiration and extension policies
 - Guidance in selecting a unit
 - Lead-based paint information
 - Fair Housing Information
 - The PA should consider maintaining a list of available properties to assist households in their search.
- **Step 5: Unit/Lease Approval**
 - Once the household has located a unit and the owner has agreed to participate, the household and the owner jointly submit the Request for Lease Approval/Rental Unit Information (this provides essential information about the property). The submission of this document triggers the PA's inspection, rent negotiations, and review of owner's lease.
 - Once the unit has been approved, a final subsidy calculation is required to determine the PA's and the tenant's share of the rent.
- **Step 6: Contract/Lease Execution**
 - The Lease Agreement, Lease Addendum and the HOME Rental Assistance Contract are executed.
- **Step 7: Initiation of Payments**
 - In order to access funds, information concerning the project must first be provided through the HOME CMI or IDIS systems. As with all HOME funds, TBRA draw down form the U.S. Treasury must be expended within 15 days. Draws must be made at least monthly to cover rental assistance payments.
 - PAs should maintain their financial records in such a manner that is easily possible to summarize subsidy amounts provided by household and by owner. PAs must report to the Internal Revenue Service annually the amount of rental income paid to owners.