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Tenant Based Rental Assistance

HOME Team Staff

Stephanie Galvin-Riley, Director
Stephanie.Galvin-Riley@hcr.ny.gov

Marjorie McAllister, Assistant Director
Marjorie.McAllister@hcr.ny.gov

Finance and Compliance

Alex Smith
Alex.Smith@hcr.ny.gov

Leland Bearup
Leland.Bearup@hcr.ny.gov

Stephanie Schermerhorn
Stephanie.Schermerhorn@hcr.ny.gov

Project Managers

Sarah Braymer
Sarah.Braymer@hcr.ny.gov

Courtney Burke
Courtney.Burke@hcr.ny.gov

Jessica Frank
Jessica.Frank@hcr.ny.gov

Marjorie is stationed at the Buffalo office.

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Agenda

- Purpose
- What is TBRA?
- Who Can Apply?
- Program Rules & Regulations
- Order of Operations
- Setup & Completions
- Disbursements
- Amendments & Renewals

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Purpose

Bring awareness to Tenant Based Rental Assistance (TBRA)

Review TBRA regulations

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Tenant Based Rental Assistance (TBRA)

- Monthly assistance to households
- Not tied to specific units or buildings
- At or below 60% AMI
- Temporary Assistance
- Varies based on income and rent considerations

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Who Can Apply

NOT FOR PROFIT ORGANIZATIONS

UNITS OF LOCAL GOVERNMENT

PUBLIC HOUSING AUTHORITIES

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Program Rules & Regulations

Eligible & Ineligible Costs

Tier 1 Environmental Review

Tenant Selection Plan

Affirmative Marketing Plan

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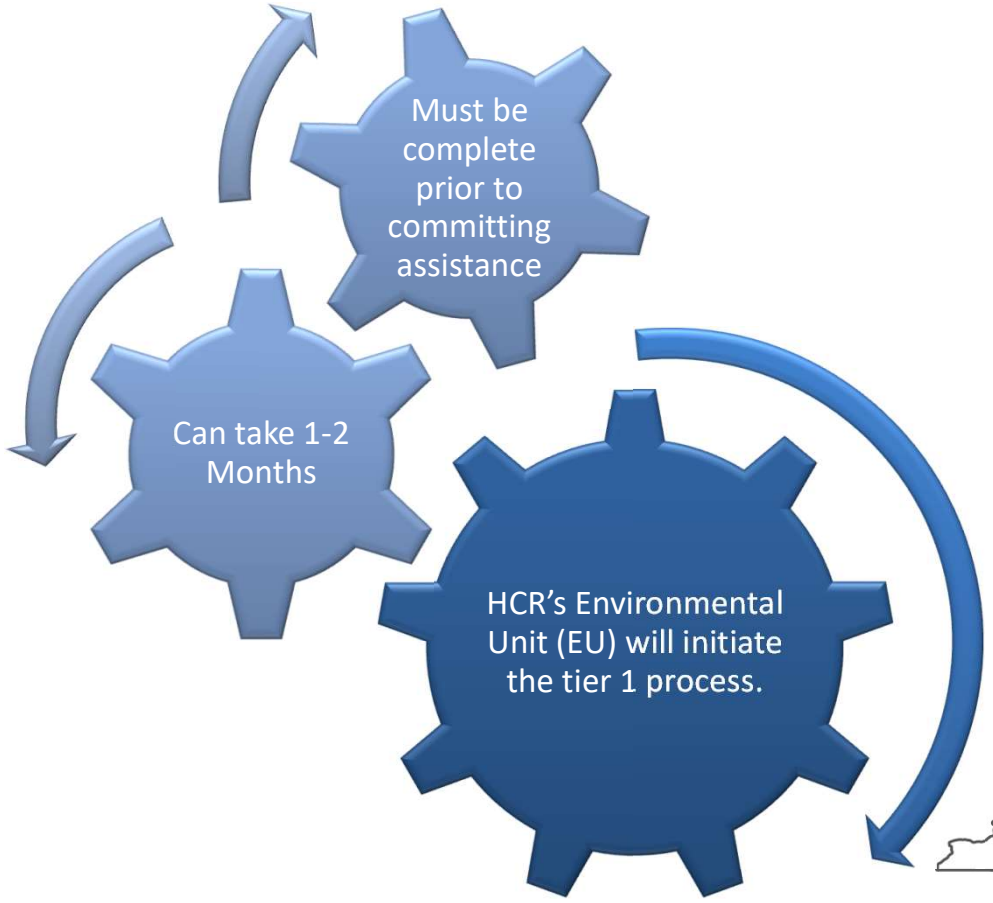
Costs

Eligible Costs	Ineligible Costs
• Monthly Rental Assistance • Utility Assistance • Security Deposits	• Duplication of Assistance (HCV) • Relocation Assistance • Overnight or Temporary Shelter • Arrears

Tier 1 Environmental Review



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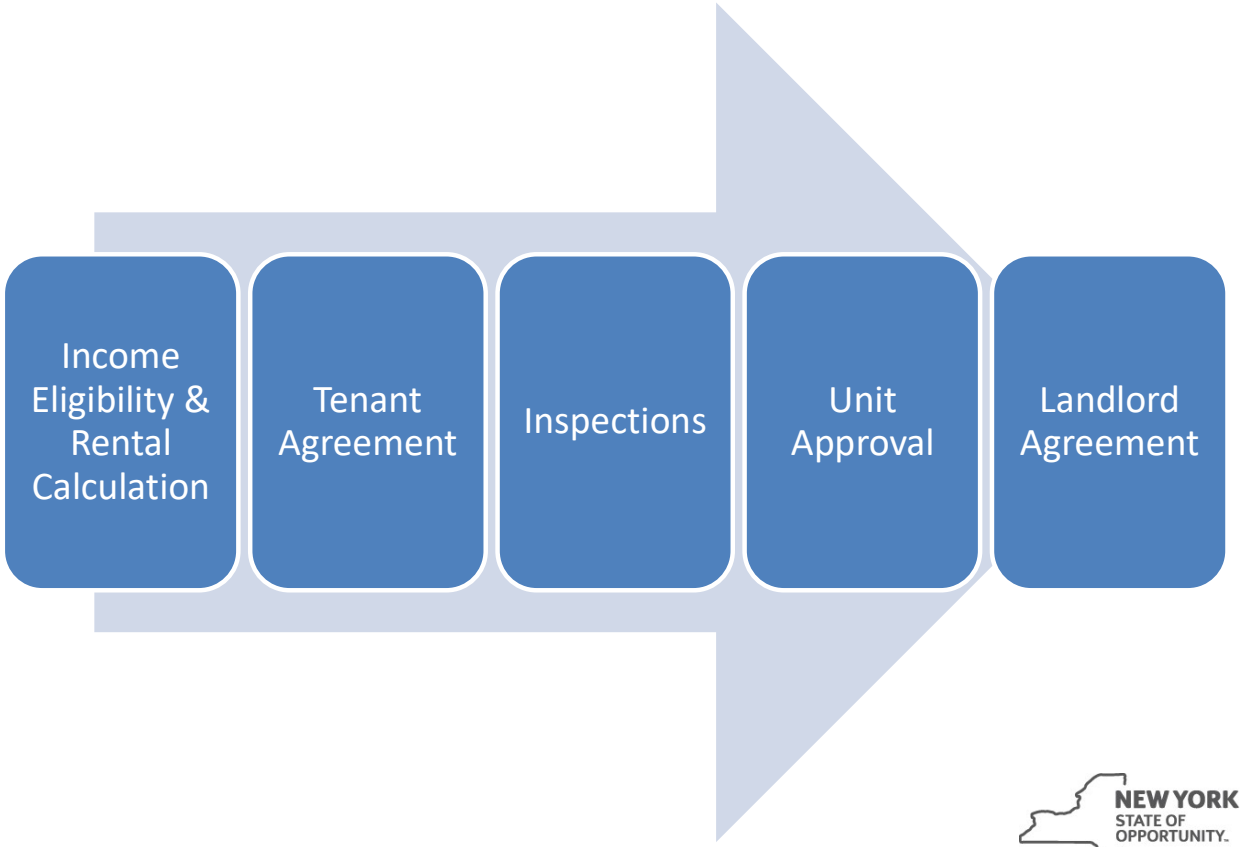
Tenant Selection Plan

Income Requirements	Preferences	Application Selection	Notice of Rejection
Reasonable Accommodations	Tenant Education	Deadline to locate a unit	Minimum Tenant Contribution

Affirmative Marketing Plan

- Identification of "least likely to apply."
- Informing participants about fair housing and AMP.
- Informing and solicitating least likely to apply.
- Documentation of affirmative efforts.
- Assess results and make corrective actions
- A process to address fair housing complaints.
- A process to appeal rejected applications.

Order of Operations



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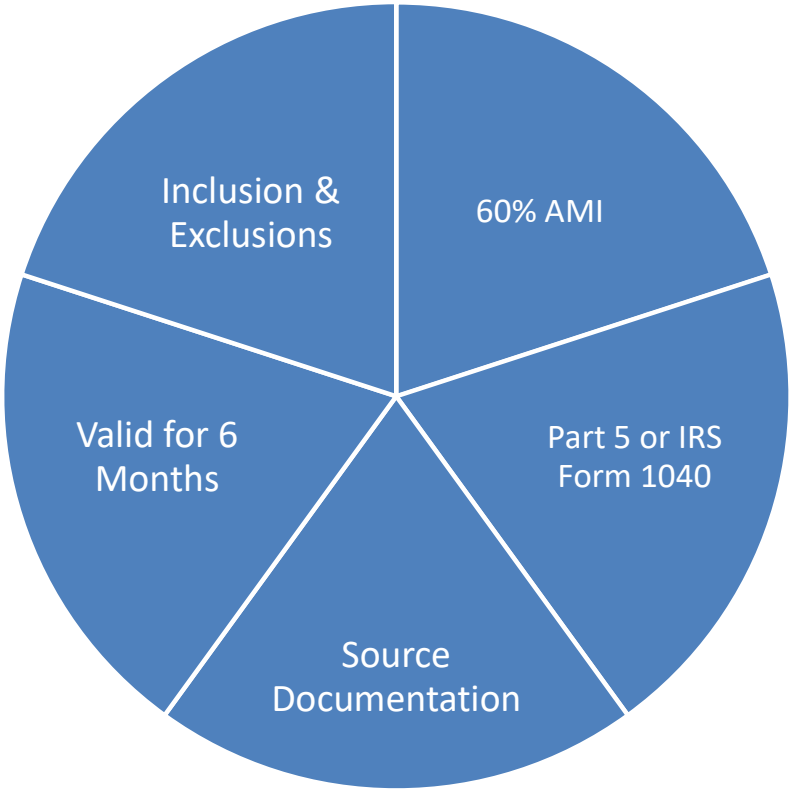
- **Income**
- Tenant Agreement
- Inspection
- Unit Approval
- Landlord Agreement

Income Eligibility



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Income

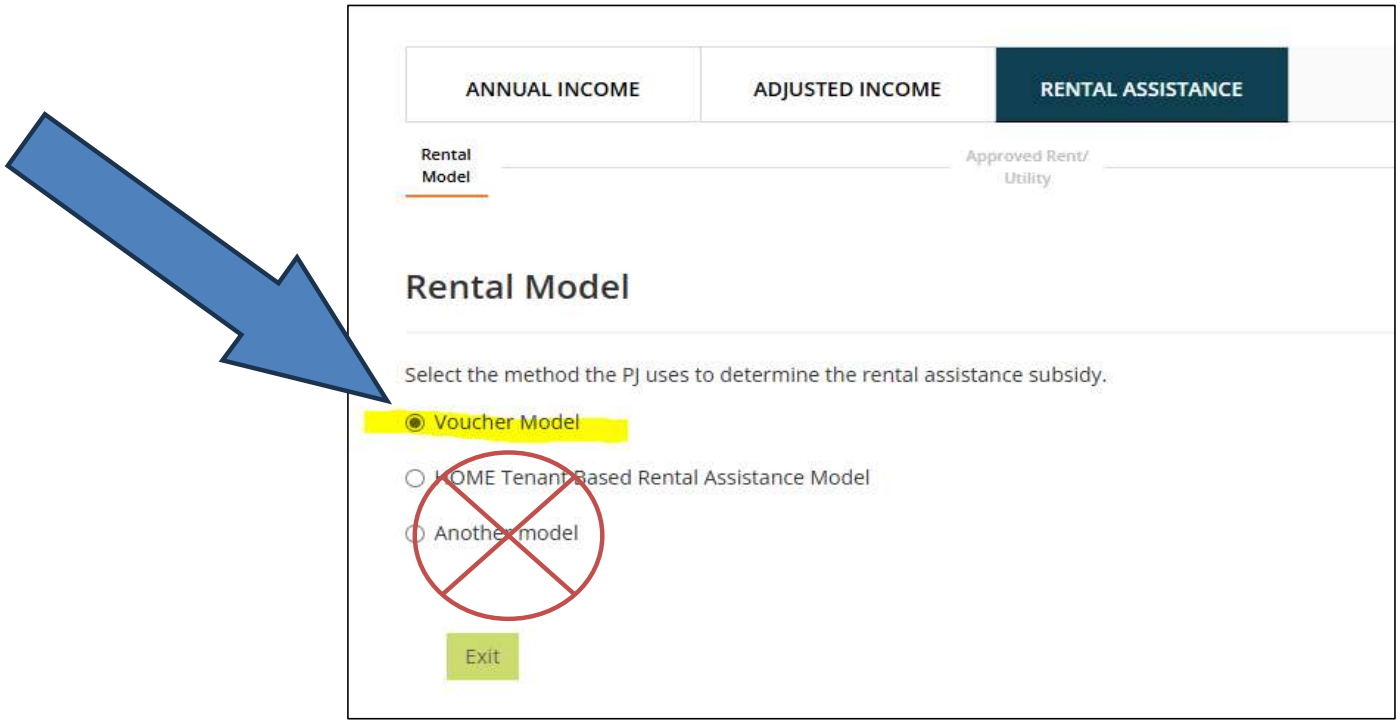
Tenant Agreement

Inspection

Unit Approval

Landlord Agreement

CPD Calculator – Rental Assistance



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Income

Tenant Agreement

Inspection

Unit Approval

Landlord Agreement

Payment (Rent) Standard

Bedroom Size

Inclusive of rent plus utilities

Used to calculate the monthly subsidy

80% - 100% of Fair Market Rent (FMR)

Community Exemption

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- Income
- Tenant Agreement
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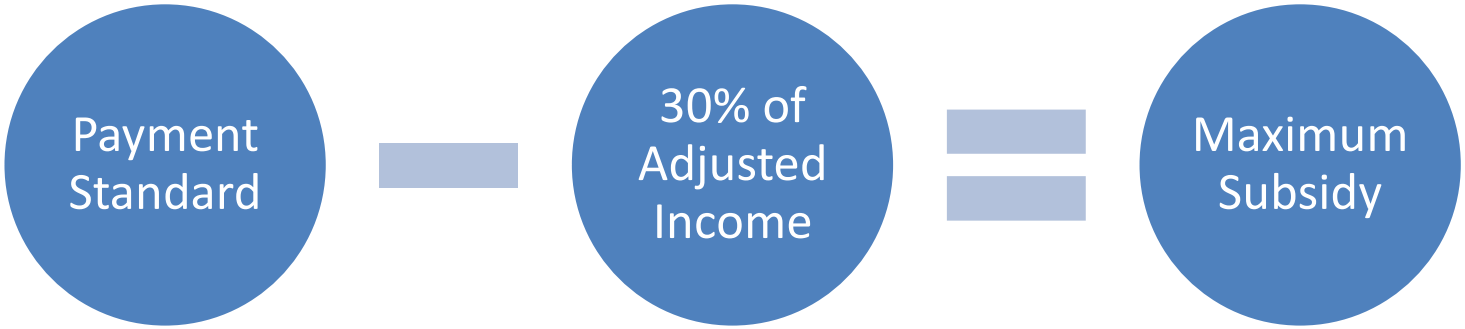
Voucher Model



$2,000 $600 $1,400

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Rent < Payment Standard

- Payment Standard: $1,300
- 30% of Adjusted Income: $285
- Rent: $1,150
- $1,300 - $285 = $1,015
- Tenant Contribution: **$135**

Rent > Payment Standard

- Payment Standard: $1,300
- 30% of Adjusted Income: $285
- Rent: $1,380
- $1,300 - $285 = $1,015
- Tenant Contribution: **$356**

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Income

Tenant Agreement

Inspection

Unit Approval

Landlord Agreement

Tenant Written Agreement

Between the LPA & Tenant

Up to 24 Months

Witten Agreement Date = Tenant Signature Date

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- Income
- Tenant Agreement
- **Inspection**
- Unit Approval
- Landlord Agreement

TBRA Inspections

- Tier 2
- HQS
- Lead Based Paint

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Income

Tenant Agreement

Inspection

Unit Approval

Landlord Agreement

Tier 2 Environmental Review

Must be completed prior to signing the landlord contract

Can be done for an entire building

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Income

Tenant Agreement

Inspection

Unit Approval

Landlord Agreement

Housing Quality Standards

HQS establishes minimum criteria necessary for health and safety.

- Sanitary facilities
- Food preparation and refuse disposal
- Space and security
- Thermal environment
- Illumination and electricity
- Structure and materials
- Interior air quality
- Water supply
- Lead-based paint
- Access
- Site and neighborhood
- Sanitary condition
- Smoke Detectors

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Income

Tenant Agreement

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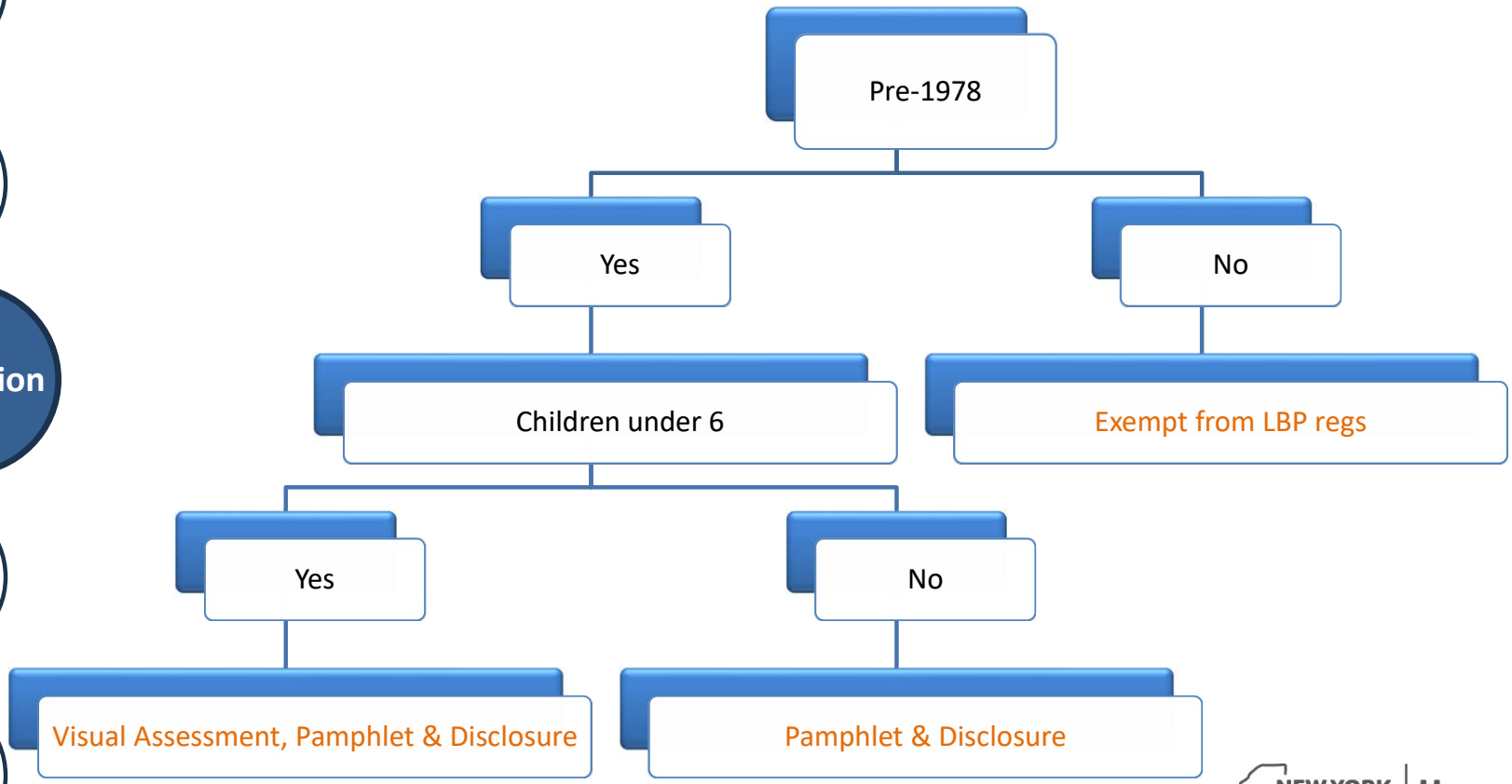
Lead Based Paint



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Income

Tenant Agreement

Inspection

Unit Approval

Landlord Agreement

Rent Reasonableness

RENT REASONABLENESS CHECKLIST AND CERTIFICATION

24 CFR 574.320 (a)(3) Rent reasonableness. The rent charged for a unit must be reasonable in relation to rents currently being charged for comparable units in the private unassisted market and must not be in excess of rents currently being charged by the owner for comparable unassisted units.

	Proposed Unit	Unit #1	Unit #2	Unit #3
Address				
Number of Bedrooms				
Square Feet				
Type of Unit/Construction				
Housing Condition				
Location/Accessibility				
Amenities Unit: Site: Neighborhood:				
Age in Years				
Utilities (type)				
Unit Rent Utility Allowance Gross Rent				
Handicap Accessible?				
Most Recently Charged Rent For Proposed Unit		Reason for Change		

CERTIFICATION:

A. Compliance with Payment Standard

_____ + _____ = _____Proposed
Contract Rent Utility Allowance Proposed Gross Rent

Approved rent does not exceed applicable Payment Standard of $_____.

B. Rent Reasonableness

Based upon a comparison with rents for comparable units, I have determined that the proposed rent for the unit ____ IS _____ IS NOT reasonable.

Name: _____ Signature: _____ Date: _____

Search – "HUD Rent Reasonableness Checklist"

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Term Limits & Requirements

- Must start on the first day of the lease
  - *Addendum if mid-lease
- Cannot exceed the Tenant Agreement
- Subsidy & Tenant Portion
- Must be signed by the landlord & LPA

Notices

Flood History & Damage	Source of Income Discrimination	VAWA -Violence Against Women Act
• Lease must contain specific notice language	• Template in TBRA Admin plan	• Link to template in TBRA Admin plan

Setup & Completion

Setup can be submitted only when:

- ✓ First File Part 1 is approved
- ✓ The tenant income qualified
- ✓ The unit was inspected and passed an HQS inspection
- ✓ The rent was determined reasonable
- ✓ The lease was reviewed and approved and submitted with set up
- ✓ Tier 2 environmental approval received
- ✓ The landlord and tenant written agreements/contracts signed and dated
- ✓ LBP Visual Assessment completed

Setup & Completion

D. Monthly Rent & Utility		
TBRA Security Deposit	$ -	$ -
Tenant Portion of Rent	$ 243.51	$ 50.00
TBRA Rent Subsidy	$ 1,121.49	$ 1,450.00
Total Rent	$ 1,365.00	$ 1,500.00
E. Household Characteristics		
% Area Median Income	51 - 60 %	0 - 30%
Hispanic/ Latino	Yes	No
Race	Other Multi Racial	White
Size	1 Person	7 Persons
Type	Elderly	Two Parents
F. Tenant Contract		
TBRA Subsidy Paid To	Owner	Owner
Newly Assisted	Yes	Yes
Months (1 - 24)	12	12
G. HOME Totals		
HOME TBRA Project Delivery	$ 1,200.00	$ 1,200.00
Total HOME TBRA Setup Amount	**$ 14,657.88**	**$ 18,600.00**

HOME TBRA Setup/Completion Form 5/28/2024

homeidis@hcr.ny.gov

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Disbursements

B. Activity & Financial Information

1) Activity Information

a.	IDIS Activity Number:	12345	67890
b.	Payment Type:	Partial Payment	Partial Payment
c.	Last Name:	Smith	Boyd
d.	First Initial:	M	T
e.	Address:	123 Main St., Albany, NY	123 Park Ave, Schenectady, NY

2) Activity Amounts

a.	HOME Setup Amount:	$ 10,000.00	$ 13,500.00
b.	Total Previously Requested:		$ 3,000.00
c.	Total Balance After Request:	$ 6,480.00	$ 5,250.00
d.	Months Charged this request:	2	2
e.	Months of TBRA Remaining:	10	10

3) Request Amounts

a.	Security Deposit this request:	$ 1,000.00	$ 1,500.00
b.	Utility Payments this request	$ 70.00	$ 100.00
c.	Rental Subsidy this request:	$ 2,000.00	$ 3,000.00
d.	Project Delivery this request:	$ 300.00	$ 500.00
e.	Soft Costs this request:	$ 150.00	$ 150.00
f.	**Total HOME this request:**	**$ 3,520.00**	**$ 5,250.00**

4)	Total TBRA Request:	**$ 8,770.00**

disbursements@hcr.ny.gov

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Amendments

The lease is amended or renewed to update the term or rent charged

Amend up to 24 months from the original execution date

Change units within the same building or complex (everything else stays the same)

Renewals

Limited to 24 months at a time

Recertify Income Annually

Conduct HQS Inspection Annual

Review and approve lease for changes

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Agenda

- [x] Purpose
- [x] What is TBRA?
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2025 Funding Round

- Applications open: Thursday July 17, 2025
- Applications close: Thursday September 11, 2025, at 4 pm
- Approximately $15 Million to award
- Community Development Online Application System (CDOL)
- Strengthening Your Application: Support for New and Emerging Applicants Webinar – June 3rd @ 1 pm
- Application Webinar – TBD / in July

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Submit all questions to
HOMEProgram@hcr.ny.gov
Include HOME TBRA in the
subject line