

Housing Trust Fund Corporation
New York State HOME Program
Tenant Based Rental Assistance Detail Sheet

SHARS ID:

Activity #:

A. Total/Subtotal of HOME Funds Requested (auto-calculates):

B. Units – Amounts entered are for the whole Activity.

1. Number Designated for the homeless:
2. Of those, enter the number designated for the chronically homeless:

C. Was this activity carried out by a Faith-based organization:

D. Households Assisted

Code for Completing Households Assisted Chart on Page 2

<u># of Bedrooms</u>	<u>Occupant</u>	<u>Household % of Median</u>	<u>Household Race</u>
0 – SRO/Efficiency 1 – 1 Bedroom 2 – 2 Bedrooms 3 – 3 Bedrooms 4 – 4 Bedrooms 5 – 5 or More Bedrooms	1 – Tenant 2 – Owner 3 – Vacant Unit	1 – 0 to 30% 2 – 30+ to 50% 3 – 50+ to 60% 4 – 60+ to 80%	11 – White 12 – Black or African American 13 – Asian 14 – American Indian or Alaska Native 15 – Native Hawaiian or other Pacific Islander 16 – American Indian or Alaska Native & White 17 – Asian & White 18 – Black or African American & White 19 – American Indian or Alaska Native & Black or African American 20 – Other Multi Racial
<u>Household Size</u>	<u>Household Type</u>	<u>Assistance Type</u>	
1 – 1 Person 2 – 2 Persons 3 – 3 Persons 4 – 4 Persons 5 – 5 Persons 6 – 6 Persons 7 – 7 Persons 8 – 8 or more persons	1 – Single, non-elderly 2 – Elderly 3 – Single Parent 4 – Two Parents 5 - Other	1 – Section 8 2 – SRDI 3 - Other federal, State, or local assistance 4 – no assistance	

TBRA Disbursement Detail Form Instructions

- A. Total/Subtotal of HOME Funds Requested.** - Enter the total amount of HOME funds requested for the activity.
- B. TBRA: Units** - Number of TBRA units designated for the homeless. Of the total number of TBRA units in the activity, enter the number designated for the homeless. Homeless is defined as (1) an individual or family who lacks fixed, regular, and adequate nighttime residence; or (2) An individual or family who has a primary nighttime residence that is: (a) a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill; (b) an institution that provides a temporary residence for individuals intended to be institutionalized; or (c) a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.
Of those, the number designated for the chronically homeless. Of the number of units designated for the homeless, enter the number designated for the chronically homeless. A chronically homeless person is defined as an unaccompanied homeless individual with a disabling condition who has either: (1) been continuously homeless for a year or more, or (2) has had at least four episodes of homelessness in the past three years. A disabling condition is defined as a diagnosable substance use disorder, serious mental illness, developmental disability, or chronic physical illness or disability. For the purpose of determining chronically homelessness, a homeless person an unaccompanied individual sleeping in a place not meant for human habitation or in an emergency homeless shelter.
- C. Faith-based Organization - Was this activity carried out by a faith-based organization?** Enter "Yes if it is known or if the organization declares itself to be a faith-based organization. If not, enter "No".
- D. Household Characteristics** - Complete one line for each tenant receiving tenant-based rental assistance from the HOME Program.
1. Last Name - Enter the tenant's last name only or a unique file identification number.
 2. # of Bdrms - Enter 0 for a single room occupancy (SRO) unit or for an efficiency unit, 1 for 1 bedroom, 2 for 2 bedrooms, 3 for 3 bedrooms, 4 for 4 bedrooms, and 5 for 5 or more bedrooms.
 3. Security Deposit - Enter the amount of HOME funds to be paid to the tenant or owner as a security deposit payment (to the nearest dollar).
 4. Tenant Rent - Enter the actual monthly rent, including utilities, to be paid by the tenant at the time of activity completion (to the nearest dollar). If the rent includes utilities, or, if the rent includes partial utilities, e.g., heat, but not electricity, these utility costs must be added to the

rent. Compute utility costs for the area (and in the case of partial utilities, compute costs for utilities excluded from the rent), by using the utility allowance schedule produced by the local Public Housing Authority (PHA).

5. TBRA Rent - Enter the amount of HOME funds to be paid to the tenant or owner as a monthly rent subsidy payment, including any utility allowances (to the nearest dollar).
6. Total Rent - The total monthly rent is automatically calculated.
7. % Area Median Income - For each household assisted with HOME funds, enter one code only based on the following definitions:
 - a. 0 to 30% refers to a household whose annual income is at or below 30 percent of the median family income for the area, as determined by HUD with adjustments for smaller and larger families.
 - b. 30+ to 50% refers to a household whose annual income exceeds 30 percent and does not exceed 50 percent of the median family income for the area, as determined by HUD with adjustments for smaller and larger families.
 - c. 50+ to 60% refers to a household whose annual income exceeds 50 percent and does not exceed 60 percent of the median family income for the area, as determined by HUD with adjustments for smaller and larger families.
 - d. 60+ to 80% refers to a household whose annual income exceeds 60 percent and does not exceed 80 percent of the median family income for the area, as determined by HUD with adjustments for smaller and larger families.
8. Hispanic/Latino (Y/N) - For each household assisted with HOME funds, enter the ethnicity of the head of household as either "Yes" for Hispanic or Latino or "No" for not Hispanic nor Latino. Hispanic or Latino ethnicity is defined as a person of Cuban, Mexican, Puerto Rican, South/Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."
9. Race - For each household assisted with HOME funds, enter one code only based on the following definitions:
 - a. White. A person having origins in any of the original peoples of Europe, North Africa or the Middle East.
 - b. Black/African American. A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."
 - c. Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
 - d. American Indian or Alaska Native. A person having origins in any of the original peoples of North and South America (including Central America), and who maintains affiliation or community attachment.

- e. Native Hawaiian or Other Pacific Islander. A person having origins in any of the original people of Hawaii, Guam, Samoa or other Pacific Islands.
 - f. American Indian/Alaska Native & White. A person having these multiple race heritages as defined above.
 - g. Asian & White. A person having these multiple race heritages as defined above.
 - h. Black/African American & White. A person having these multiple race heritages as defined above.
 - i. American Indian or Alaska Native & Black or African American. A person having these multiple race heritages as defined above.
 - j. Other multi-racial. For reporting individual responses that are not included in any of the other categories listed above.
10. Size - Enter the appropriate number of persons in the household: 1, 2, 3, 4, 5, 6, 7, or 8 (for households of more than 8, enter 8).
11. Type - For each household assisted with HOME funds, enter one code only based on the following definitions:
- a. Single, non-elderly. One-person household in which the person is not elderly.
 - b. Elderly. One or two-person household with a person at least 62 years of age.
 - c. Single parent. A single parent household with a dependent child or children (18 years old or younger).
 - d. Two parents. A two-parent household with a dependent child or children (18 years old or younger).
 - e. Other. Any household not included in the above 4 definitions, including two or more unrelated individuals.
12. Paid To - Enter "Owner", if the TBRA Monthly Rent will be paid to the Owner. Enter a "Tenant", if it will be paid directly to the Tenant.
13. Newly Assisted - Enter a "Yes", if the tenant is newly assisted. Enter an "No", if the tenant's assistance is being renewed.
14. Months - Enter the number of months in the contract with the tenant. Valid entries are 1 to 24.