

# Tenant Based Rental Assistance (TBRA-H)

## Application Guidelines



**City of Mesa**  
**Housing and Community Development**  
**Division**

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HCD's Tenant Based Rental Assistance Program provides several forms of housing rental assistance for residents in the City of Mesa for low- and moderate-income households. The program's primary purpose is to expand the supply of affordable housing through rental assistance, security and utility deposit assistance.

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## DISCLAIMERS

The information presented in these pages should not be construed as an exhaustive list of the regulations and requirements governing the City of Mesa Department of Housing and Community Development (HCD) financing for its housing production program. Most regulations pertain to CDBG, HOME, and/or NSP program funding. Additional exhibits, documentation, and/or attachments may be required. For more information, please visit HUD online: [www.hud.gov/offices/cpd](http://www.hud.gov/offices/cpd).

Property owners and program administrators assume all risk of any funds expended before funding is formally approved.

Upon filing an application, you acknowledge that you assume all risks of change in HCD's rules and regulations or policies concerning this program, together with any adverse effects upon you therefrom and any resulting costs thereof.

## INTRODUCTION

Thank you for your interest in providing affordable rental housing in the City of Mesa. Each year, the City receives an allocation of HOME Investment Partnership funds (HOME) and Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD). The City's Housing and Community Development (HCD) administers this allocation to expand the supply of quality and affordable housing and to help stabilize City of Mesa neighborhoods. The Tenant-Based Rental Assistance Program (TBRA-H) is funded through the HOME Program.

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

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-H-H) is designed to assist members experiencing homelessness to obtain stable, safe, decent and affordable housing.

With the knowledge that housing by itself is ineffective in improving the conditions for those experiencing homelessness and very low-income households, agencies are required to design a program that links existing services to the TBRA-H program and offered as an option to the TBRA-H tenants.

The program design shall also include the required use of individual housing service plans that can help link rental assistance to supportive services that help program participants cope with various challenges and improve their economic circumstances.

The TBRA-H program is suitable for individuals and households who are unable to secure permanent housing because of their low income, related disabling condition and homelessness. A disabling condition is a diagnosable substance use disorder, serious mental illness, developmental disability or 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. A disabling condition is not required, Individuals and families selected for this program should be assessed and prioritized based on their vulnerability and complex needs, which often include a disabling condition.

The City of Mesa HOME-funded TBRA-H program relies on non-profit agencies selected through this application process to administer the program. Each agency designs their TBRA-H program to assist eligible members of the homeless and/or special needs population they serve on a 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-H 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 by identifying eligible program participants and helping them lease housing.

The agency determines the eligibility of each applicant for assistance, assesses their housing service needs and helps 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 agency administers most other aspects of the rental assistance program including: helping tenants enter into leases, paying deposits, and paying the eligible portion of monthly rent and utility costs (which will be reimbursed to the agency by the City).

Additionally, the agency ensures the program participants pay their portion of the rent and utilities and comply with their housing service plan. Each agency will help program participants maintain suitable housing to improve the effects of their disabling condition and to prevent their homelessness.

## **PURPOSE OF THIS MANUAL**

### **HOME-funded Tenant-Based Rental Assistance (TBRA-H) for homeless and special needs populations.**

The purpose of these guidelines is to outline the City's policies and requirements for Subrecipients administering and implementing TBRA-H, ensuring they understand the requirements of the program, and instructing them on how to apply for funding. This manual contains the basic program guidelines for HCD's Tenant-Based Rental Assistance Program.

The policies and requirements identified in this plan are consistent with the City's Consolidated Plan.

## **STRATEGIC GOALS**

The Housing and Community Development has developed the following goals in addressing homelessness in Mesa and is making funding available to help in achieving these goals. The following housing and services have been identified as follows:

- 1) Navigation Services
  - a. Improve coordination of existing outreach/navigation services, including assessment and prioritization of identified persons/families experience homelessness (by-name list) within Mesa and region.
  - b. Include other access points including police, fire, libraries, park ranger, Valley Metro, and hospitals to work with navigators (on-call navigator for these departments/organizations).

- 2) Expand current offering of homeless services to include day-drop-in navigation center designed to quickly move individuals/families from homeless into housing and services and not create dependence on homeless services.
  - a. Access each homeless individual for prioritization and housing/service needs
  - b. Housing outcome focus
  - c. Identification and service connection protocol
  - d. Youth triage to appropriate services
  - e. Showers, cleanliness resources
  - f. Internet and computer access available
- 3) Identify and increase available housing and services
  - a. HOME Tenant Based Rental Assistance funding
  - b. Rapid rehousing
  - c. CDBG acquisition for HOME funding to develop additional permanent supportive housing for persons experiencing homelessness
  - d. Wraparound services for those entering housing

## HOME TBRA-H REQUIREMENTS

This TBRA-H 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-H may be provided only to individuals / households whose incomes are equal to or less than 60% of the median income in the Phoenix/Mesa Standard Metropolitan Statistical Area. (See HUD's current income guidelines in the Agency Profile.)
- TBRA-H may be provided only to residents of Mesa who are members of homeless as defined below.
- Rents must be reasonable and cannot exceed the current HUD Fair Market Rents for Phoenix/Mesa (See HUD's current Fair Market Rents Guidelines in the Agency Profile.)
- Tenants are required to pay a share of their rent and utilities.
- 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-H rental assistance contracts with individuals / households cannot be for less than one (1) year and may not exceed two (2) years.
- TBRA-H 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-H assistance is not project based. TBRA-H 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-H 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 Subrecipient (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 Subrecipient 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 under the TBRA-H program as a Subrecipient, the agency will enter into a contract with the City for funds to serve a specific number of households over a two-year period. Additional workshops and individual training sessions will be available to Subrecipients to familiarize them with the City's policies and procedures and help them begin administration of their TBRA-H program.

The Subrecipient is responsible for their TBRA-H program design, identifying eligible program participants, developing a housing service plan and helping locate an appropriate housing unit for eligible participants. inspecting the housing units before the Subrecipient determines rent reasonableness, enters into contractual agreements with tenants and landlords, and makes monthly rental assistance payments. The sponsoring agencies are responsible for timely payment of rent.

Additionally, the sponsoring agencies will ensure that the program participants receive appropriate services (as described in the TBRA-H their application) during the term of their TBRA-H-funded housing. The sponsoring agencies and the City will work collaboratively to operate the program.

## HOW TO APPLY FOR FUNDING

### Notice of Funding Availability (NOFA)

HCD will routinely announce and publish housing production funding rounds in the form of a NOFA. Specific information regarding each NOFA (such as targeted properties, amounts and types of funding, and application/proposal deadlines) will be indicated on the HCD website at <http://mesaaz.gov/residents/housing-community-development> when available.

### Before Completing an Application

1. Read through this Program Manual
2. Review the HCD HOME, CDBG or NSP Guidelines online at <http://mesaaz.gov/residents/housing-community-development>
3. Attend HCD training workshops, when available (dates and times published in NOFA).
4. Secure a letter of interest from a private construction lender or proof of funds.

### Submit a Complete Application

You must submit two hard copies of your completed application AND one electronic version of the “HCD Tenant Based Rental Assistance Program Application.” At least one set must be provided in a three-ring binder and contain original signatures. Excel-based versions may be obtained from the HCD website at <http://mesaaz.gov/residents/housing-community-development>. Applications and exhibits should be submitted to HCD at the address on the cover of this manual no later than the date specified in the NOFA.

### Required Application Contents:

1. HCD TBRA-H Program Application (both electronic file & hard copies).
2. Additional forms and attachments (hard copies):
  - a. Description of organization
  - b. Program team experience
  - c. Organizational charge
  - d. Partnership agreements with other service providers (if applicable)
  - e. Articles of Incorporation (if applicable)
  - f. Bylaws
  - g. Proof of non-profit, and
  - h. Roster of board members (if applicable)
3. City of Mesa Business License
4. Certification of Corporate Good Standing (dated not more than 6 months old)
5. HCD Conflict of Interest Disclosure Statement
6. Administrative Guidelines

## FINANCIAL SECTION

1. Attach your most recent Single Audit or Financial Statement. For entities that receive \$750,000 or more in federal funding, the Single Audit is required. For entities under this threshold, attach your most recent Financial Statement.
2. In the last two years, have you received an audit or monitoring finding (Single Audit, HUD, Office of Inspector General or any other Federal, State or local agency)? \_\_\_ Yes \_\_\_ No  
If yes, attach your Corrective Action Plan.
3. Agencies that receive Federal funds are subject to the uniform administrative requirements of 2 CFR Part 200. Attach your organization's financial policies and procedures (or the sections) that include, but are not limited, to the following information:
  - a. Accounts Payable and Accounts Receivable procedures
  - b. Purchasing procedures and standards
  - c. Bank Reconciliation
  - d. Internal Controls
  - e. Conflict of Interest Statement
  - f. Separation of Duties
4. Budget for this application Activity / Project only (see Section 5 for Construction Project)
  - a. Funding Source/Revenue
  - b. Funding Use/Expense
5. Construction Project Budget (if applicable)
  - a. Expense Budget
  - b. Revenue Budget
  - c. If you included committed revenue funds from other sources for this construction project in the above budget, you must attach the confirmation of commitment from each source (i.e., Commitment Letter, Award Document, etc.)
6. Total Agency funding resources budget

## APPLICATION CRITERIA

Applications for HOME TBRA-H must meet a number of criteria. These are explained in greater detail in the following pages of the guidelines.

1. The application can request funds for households to be provided rental assistance for up to 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.
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 to 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 with obtaining mainstream services for which they are eligible. Mainstream health and social services programs include TANF, Medicaid, SSI, Food Stamps, Workforce Investment Act, and Veterans Health Care programs.
8. The application must describe steps the applicant will take to encourage/assist 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, 2018.

## **PRIORITY POPULATIONS**

Applications should address goals and objectives for homeless and special needs populations listed in the City's Five-Year Strategy Consolidated Plan for serving homeless and special needs populations.

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

1. 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 or who cannot maintain permanent housing due to low income and circumstances that made them homeless.

Mentally ill individuals or households headed by a mentally ill person who is 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.

2. Physically-disabled individuals who are unable to maintain stability in housing due to low income and the effects of their disability.
3. 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.
4. Victims of domestic violence moving from a transitional housing program to housing independent of the abuser.
5. 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-H assistance.**

## **PROGRAM OVERVIEW**

HCD's Tenant-Based Rental Assistance Program's (TBRA-H) primary purpose is to expand the supply of affordable rental units by providing rental assistance and security and utility deposit assistance for HOME program qualified individuals and families who are homeless.

## **ELIGIBLE COSTS**

HOME TBRA-H 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-H cannot be used for the following costs:

- Paying administrative or operating costs of applicant agencies
- Paying project-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-H 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.
- Use of TBRA-H funds for utility or security deposit without rental assistance.
- Payment of rental for a tenant that is also an owner of the housing unit.
- Tenant is not homeless by definitions stated in the program. (Written proof of homelessness is required.)
- TBRA funds cannot be used to displace other available funds such as emergency funds.
- TBRA-H funds cannot be used for overnight or temporary shelter for homeless persons.
- TBRA-H funds cannot be used to reduce the tenant's rent payment to 30% of income. For example, if the household is already receiving assistance under the Section 8 program, the household may not also receive assistance under a HOME TBRA-H program.
- TBRA-H beyond a 24-month approval. (24-month limit begins on first day of a lease.)
- TBRA-H to assist homeless persons whose income exceeds 60% of AMI.

## PROGRAM HIGHLIGHTS

<b>Program Goals</b>	To increase neighborhood and family stability via affordable rental housing and improve the quality of life.
<b>Target Geography</b>	Citywide Program
<b>Funding Preferences</b>	<ul style="list-style-type: none"> <li>• Homeless</li> <li>• No displacement of existing residents</li> <li>• Local ownership and property management</li> <li>• Supportive Service provided</li> <li>• Matriculation Program (Transition to permanency)</li> </ul>
<b>Eligibility Who Can Apply:</b>	<ul style="list-style-type: none"> <li>• Nonprofit organizations, and property owners.</li> <li>• Demonstrated rental housing management experience.</li> <li>• Demonstrated experience TBRA-H program, HUD funding.</li> <li>• Experienced service providers</li> </ul>
<b>Eligible Activities:</b>	<p>Rental Assistance, Security &amp; Utility Deposit Assistance.</p> <p>Targeting members of the populations already served or using agency funds to complement services they currently provide to existing clientele is ineligible.</p> <p><b><i>This program is not intended to provide long term or permanent assistance to renters, agencies, or Subrecipients.</i></b></p>
<b>Properties:</b>	Rental units meeting health, safety, and HOME program standards Households earning 60% of Area Median Income or less
<b>Tenant Eligibility:</b>	<ul style="list-style-type: none"> <li>• The program participant must meet the criteria under paragraph (1) the "at risk of homelessness" definition or who meet the criteria in paragraph (2), (3), or (4) of the homeless definition in 576.2 for homeless prevention assistance.</li> <li>• City of Mesa resident for at least 3 months or evicted from Mesa residence within past 1-4 months.</li> <li>• Household must meet both of the following circumstances: (1) no appropriate subsequent housing options have been identified; and (2) the household lacks the financial resources.</li> </ul>
<b>Factors that help a project move through the process</b>	<ul style="list-style-type: none"> <li>• High-quality service providers and systems to aid in the transition to permanency</li> <li>• Capacity</li> <li>• Familiarity with all requirements outlined in this manual</li> <li>• Timely submission of all required documents</li> <li>• Addresses "High" need of the City's Consolidated Plan and Analysis of Impediments to Fair Housing Choice</li> </ul>

## HOMELESS PERSONS

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 is 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.*

## PERSONS WITH A DISABLING CONDITION

A disabling condition is "a diagnosable substance use disorder, serious mental illness, developmental disability or 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:

- have a physical, mental or emotional impairment that is expected to be of long- continued and in definite 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
- 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 other dependable source is required.

## OTHER REQUIREMENTS AND INFORMATION

Following approval of the TBRA-H application, the applicant becomes known as the Subrecipient. The following describes responsibilities of the Subrecipient for the TBRA-H program:

- 1 Evidence of funds equal to 25 percent of the total TBRA-H award (match requirement) will be required with the application.

2. Subrecipients will be required to provide documentation of eligibility for program participants to the City.
3. Agencies awarded TBRA-H funding will be required to maintain liability insurance, listing the City as the additional insured.
4. Subrecipients 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. Subrecipients 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. Subrecipients must develop, in conjunction with the City, formal policies and procedures for the TBRA-H program including a termination policy.
7. Subrecipients 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-H assistance, program participants must be able to live independently or have verifiable, on-going assistance that ensures their independence.
9. Subrecipients must comply with confidentiality requirements pertaining to records, housing sites and services provided to victims of domestic abuse.
10. The wait list will be maintained according to the VI-SPDAT score, length of homelessness, and then by date and time of application.

## LEASE REQUIREMENTS

The term of the lease between the tenant and the landlord must be one year, unless both agree otherwise.

The lease agreement may **NOT** contain any of the following provisions:

- Agreement by the tenant to be sued or to admit guilt, or a judgment in favor of the owner in a lawsuit brought in connection with the lease.
- Agreement by the tenant that the owner may take, hold or sell the personal property of the household members without notice to the tenant and a court decision on the rights of the parties (this does not apply to personal property left by the tenant after move-out).

- Agreement by the tenant not to hold the owner or its agents legally responsible for any action or failure to act, whether intentional or negligent.
- Agreement by the tenant that the owner may institute a lawsuit without notice to the tenant.
- Agreement that the owner may evict the tenant (or other household member) without a civil court proceeding where the tenant has the right to present a defense, or before a court decision on the rights of the tenant and the owner;
- Agreement by the tenant to waive a trial by jury;
- Agreement by the tenant to waive tenant's rights to appeal or otherwise challenge a court decision; or
- Agreement by the tenant to pay attorney fees or other legal costs, even if the tenant wins in court.

## **REQUIREMENTS REGARDING ONGOING MANAGEMENT**

### **Affirmative Fair Housing Marketing Plan**

All property managers and property owners are required to submit an Affirmative Fair Housing Marketing Plan that outlines methods for providing information and otherwise attracting eligible persons in the housing market area to the available housing without regard to race, color, national origin, sex, sexual orientation, religion, familial status or disability.

The Affirmative Marketing Plan must include methods to be used by owners to inform and solicit applications from persons not likely to apply for the housing unit without special outreach (such as use of community organizations, places of worship, employment centers, fair housing groups, or housing counseling agencies).

### **Nondiscrimination Against Rental Assistance Subsidy Holders**

The owner cannot refuse to lease units to a HOME Tenant-Based Rental Assistance tenants based on the status of the prospective tenant as a TBRA-H assistance recipient.

### **Property Management and Maintenance Service Standards**

All Subrecipients managing TBRA-H programs financed with HCD funds become fully acquainted with and approve the property management policies and leasing plan of the properties being leased by the TBRA-H tenants. The property manager/owner will be required to submit a Management Plan with Lease Agreement for your review and approval prior to your approval.

## **Annual Recertification**

Rental projects funded by HCD are audited each year for compliance in the following areas:

- Certification of tenant income
- Rent and utility allowances
- Housing unit inspection approval
- Owner’s written agreements – including Affirmative Fair Housing Marketing Plan, Management Plan, and Management Agreement.

## **THRESHOLD REQUIREMENTS FOR FUNDING**

In addition to fulfilling the “Regulatory Compliance” requirements outlined in the previous section, project must meet the “Threshold Requirements” listed below. Any application that does not meet the requirements below may be rejected.

### **Complete Application**

Your application must be complete. Incomplete applications will not be considered for funding until all required information is submitted.

### **Experience of TBRA-H Program Management Team**

Applicant must provide documentation to demonstrate sufficient financial, service, and program managerial capabilities. The managing team must provide evidence of experience similar to that proposed in the application. Resumes and references of the managing TBRA-H team & partner(s) must also be included. The skills and roles of all TBRA-H team members and partners should be indicated.

If an applicant has projects or contractual agreements with HCD, the applicant **must** have a satisfactory record for those projects. Anyone who has previously defaulted on any HCD agreement will not be considered eligible.

### **Conflict of Interest**

No employee, agent, consultant, officer, or elected or appointed official of the HCD or of the City of Mesa who exercises any functions or responsibilities with respect to the project activities set forth in a HCD for housing production application, or who is in a position to participate in a decision- making process or gain inside-information with regard to such activities, has or will have obtained a financial interest or benefit from the proposed project activity or has or will have an interest in any contract, subcontract, or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties during their tenure and for one year thereafter. Additionally, all non- arm’s-length business interests and transactions of all individuals, companies, and corporations having a

financial interest or benefitting from the Subrecipient's TBRA-H contract with HCD must be disclosed with the application submission.

### **Consistent with Local Needs & Demand**

Each application will also be evaluated to ensure it is consistent with assisting the City with meeting local needs and demand as evidenced by both of the following:

Consistency with the 2015-19 City of Mesa Impediments to Fair Housing Choice targeted market types as defined by the Notice of Funding Availability (NOFA).

To view the [2015 Impediments to Fair Housing Choice](http://mesaaz.gov/residents/housing-community-development), follow this link:  
<http://mesaaz.gov/residents/housing-community-development>

Consistency with the City of Mesa Consolidated Plan, including but not limited to the priorities listed below:

- Affordable housing for small low-moderate income households
- Affordable housing for large low-moderate income households
- Affordable housing for persons with special needs
- Affordable housing for elderly households

To view the Mesa Consolidated Plan: [Consolidated Plan](#)

*The City may, in its sole discretion, consider waiving any of the requirements.*

## **OTHER PROJECT SELECTION CRITERIA**

Upon satisfying the requirements outlined in the "Regulatory Compliance" and "Threshold Requirements" sections above, an application will be evaluated under the following criteria. These are not stringent requirements but fulfilling one or more may increase the likelihood that a project is funded or is funded more promptly by HCD.

### **Readiness to Proceed**

Proposals will be evaluated on the overall status of the project and likeliness to proceed smoothly during the current construction season. Specific items that work in an applicant's favor include:

1. Application is complete and detailed
2. Applicant's ability to financially carry the TBRA-H program until HCD is awarded funds from HUD (60 days anticipated)
3. Organizational financial health
4. "Shovel-ready" – reasonable timeline showing that work can commence promptly upon receipt of award

## Financial Feasibility

Proposals will be measured by the extent to which the applicant has demonstrated the overall soundness of the Subrecipient's financial health and soundness their TBRA-H program.

Leverage of other funding sources. Combining other public and/or private funds to minimize the amount requested from the City is encouraged.

financial viability. All costs and assumptions must be consistent with industry standards and those standards outlined in the next section of this guide. The operating cash flow must demonstrate that the project has revenue sufficient to operate through the compliance period.

Funding sources are documented. The exact level of commitment, conditions and time frame for expending funds is clearly indicated. This threshold may also be evaluated based on the experience of applicant(s) in obtaining these commitments.

## APPLICATION REVIEW AND SELECTION PROCESS

The City will appoint a Review Committee to review and rank eligible applications and to recommend projects for approval to the Housing and Community Development Advisory Board and City Council. Final decision is made by the City Council. 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 submitted an application for TBRA-H 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

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

**Project summary.** Up to 5 points will be awarded based on the extent to which the summary provides a brief overview of the TBRA-H project. 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-H program (low-income and homeless, at imminent risk of homelessness, and/or 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 efforts 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- H 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 Subrecipient will take to ensure that housing is accessible to persons with disabilities and 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 project 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 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/Subrecipient.** Up to 25 points will be awarded for the description of the experience/capacity of the organization applying for TBRA-H 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-H project 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' startup time for each project. TBRA-H assistance is limited to two years which must end no later than June 30, 2021).

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 PROJECT 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 project. The City will make its best efforts to

complete all required reviews and award documents so that contract can be effective July 1, and rental assistance can be available beginning by at least September 1.

### **ASSIGNMENT OF BEDROOM SIZES (SUBSIDY STANDARDS)**

City of Mesa HCD will issue a certificate for a particular bedroom size – the bedroom size is a factor in determining the family’s level of assistance. The following guidelines will determine each family’s unit size without overcrowding or over-housing:

<b>Number of Bedrooms</b>	<b>Number of Persons</b>	
	<b>Minimum</b>	<b>Maximum</b>
0	1	1
1	1	2
2	2	4
3	3	6
4	4	8

These standards are based on the assumption that each bedroom will accommodate no more than two (2) persons. Two adults will share a bedroom unless related by blood.

Bedroom size will also be determined using the following guidelines:

- A. Parent or parents will be assigned one bedroom.
- B. One bedroom for every two household members regardless of age, sex, or relationship.
- C. Unrelated adults will not be required to share a bedroom.
- D. Live-in aides will get a separate bedroom.

City of Mesa HCD will grant exceptions to normal occupancy standards when a family requests a larger size than the guidelines allow and documents a medical reason why the larger size is necessary.

The family unit size will be determined by City of Mesa HCD in accordance with the above guidelines and will determine the maximum rent subsidy for the family. However, the family may select a unit that may be smaller than the family unit size. If the family selects a smaller unit, the payment standard for the smaller size will be used to calculate the subsidy.

## **APPROVAL TO LEASE A UNIT**

Units approved for Leasing must have all of the following conditions met:

- The unit is eligible;
- The unit is inspected by City of Mesa HCD and passes HQS;
- The lease is approvable and includes the language of the tenancy addendum;
- The rent to owner is reasonable;
- The family's share of rent does not exceed 30% of their monthly adjusted income;
- The owner has not been found to be debarred, suspended, or subject to a limited denial of participation by HUD or City of Mesa HCD; and
- The family continues to meet all HOME TBRA-H eligibility and screening criteria.

## **HCD DISAPPROVAL OF OWNER**

City of Mesa HCD will deny participation by an owner at the direction of HUD. City of Mesa HCD will also deny the owner's participation for any of the following reasons:

- The owner has violated any obligations under a TBRA-H Housing Assistance Payments Contract;
- The owner has committed fraud, bribery, or any other corrupt or criminal act in connection with any Federal housing program;
- The owner has engaged in drug-related criminal activity or any violent criminal activity;
- The owner has a history or practice of non-compliance with HQS for units leased under TBRA-H or with applicable housing standards for units leased with project-based TBRA-H assistance or leased under any other Federal housing program;
- The owner has a history or practice of renting units that fail to meet State or local codes; or
- The owner has not paid State or local real estate taxes, fines, or assessments.
- The owner refuses (or has a history of refusing) to evict families for drug-related or violent criminal activity, or for activity that threatens the health, safety, or right of peaceful enjoyment of:

- premises by tenants;
- residences by neighbors; or
- other conflicts of interest under federal, state, or local law.

## INELIGIBLE/ELIGIBLE HOUSING

The following types of housing cannot be assisted under the TBRA-H Tenant-Based Program:

1. A public housing or Indian housing unit;
2. A unit receiving project-based assistance under a Section 8 Program;
3. Nursing homes, board and care homes, or facilities providing continual psychiatric, medical or nursing services;
4. College or other school dormitories;
5. Units on the grounds of penal, reformatory, medical, mental, and similar public or private institutions;
6. A unit occupied by its owner. This restriction does not apply to cooperatives or to assistance on behalf of a manufactured home owner leasing a manufactured home space; and
7. A unit receiving any duplicative federal, state, or local housing subsidy. This does not prohibit renting a unit that has a reduced rent because of a tax credit.

City of Mesa HCD will **not** approve a lease for any of the following special housing types, except as a reasonable accommodation for a family with disabilities: (1) congregate housing, (2) group homes, (3) shared housing, (4) cooperative housing, and (5) single room occupancy housing

City of Mesa HCD **will** approve leases for the following housing types: (1) single family dwellings, (2) apartments, and (3) manufactured housing which must include the lot rent.

## **DETERMINATION OF FAMILY INCOME**

Income determination guidelines and definitions including annual income are specified in the federal regulations currently found in 24 CFR 5.609.

## **RENT AND HOUSING ASSISTANCE PAYMENT**

### **RENT REASONABLENESS:**

City of Mesa HCD will not approve an initial rent or a rent increase in any of the tenant-based programs without determining that the rent amount is reasonable. Reasonableness is determined prior to the initial lease and at the following times:

- Before any increase in rent to owner is approved;
- If 60 days before the contract anniversary date, there is a 5% decrease in the published FMR as compared to the previous FMR; and
- If City of Mesa HCD or HUD directs that reasonableness be re-determined.

## **COMPARABILITY**

In making a rent-reasonableness determination, City of Mesa HCD will compare the rent for the unit to the rent of comparable units in the same or comparable neighborhoods. City of Mesa HCD will consider the location, quality, size, number of bedrooms, age, amenities, housing services, maintenance, and utilities of the unit and the comparable units.

City of Mesa HCD will maintain current survey information on rental units in the jurisdiction. City of Mesa HCD will also obtain from landlord associations and management firms the value of the array of amenities.

City of Mesa HCD will establish minimum base rent amounts for each unit type and bedroom size. To the base City of Mesa HCD will be able to add or subtract the dollar value for each characteristic and amenity of a proposed unit.

Owners are invited to submit information to the survey at any time. Owners may review the determination made on their unit and may submit additional information or make improvements to the unit that will enable City of Mesa HCD to establish a higher value.

The owner must certify the rents charged for other units. By accepting the housing assistance payment each month, the owner is certifying that the rent to owner is not more than the rent charged by the owner for comparable unassisted units in the premises.

## Fair Market Rent

The Fair Market Rent (FMR) published by HUD determines the maximum subsidy for a family.  
<https://www.hudexchange.info/resource/2933/hud-fair-market-rents/>

### FY 2019 Fair Market Rent (FMR) Documentation

#### System The Final FY 2019 FMRs for All Bedroom

#### Sizes

Final FY 2019 FMRs By Unit Bedrooms					
Year	Efficiency	1-Bedroom	2-Bedroom	3-Bedroom	4-Bedroom
Final FY 2019 FMR	\$744	\$868	\$1,073	\$1,551	\$1,776
Final FY 2018 FMR	\$684	\$815	\$1,013	\$1,474	\$1,697

Maricopa County, Arizona is part of the Phoenix-Mesa-Scottsdale, AZ MSA, which consists of the following counties: Maricopa County, AZ; and Pinal County, AZ. All information here applies to the entirety of the Phoenix-Mesa-Scottsdale, AZ MSA.

## HOME INCOME ELIGIBILITY LIMITS

Household Size (persons)	100% AMI (Approximate)	50% AMI Limit (HOME)	60% AMI Limit (HOME)	80% AMI Limit (CDBG)	120% AMI Limit (NSP)
1		25,550	\$30,660	\$40,850	\$61,250
2		\$29,200	\$35,040	\$46,650	\$70,000
3		\$32,850	\$39,420	\$52,500	\$78,750
4	\$72,900	\$36,450	\$43,740	\$58,300	\$87,500
5		\$39,400	\$47,280	\$63,000	\$94,500
6		\$42,300	\$50,760	\$67,650	\$101,500
<i>last updated:</i>					<i>June 2019</i>

<https://www.hudexchange.info/manage-a-program/home-income-limits/> or [Income Eligibility Limits](https://www.huduser.gov/portal/datasets/il/il2019/2019summary.odn) or [www.huduser.gov/portal/datasets/il/il2019/2019summary.odn](https://www.huduser.gov/portal/datasets/il/il2019/2019summary.odn)

## UTILITY ALLOWANCE

City of Mesa HCD utilizes the utility allowances as established by local public housing authorities. The local PHA utility allowance schedule is for all tenant-paid utilities (except telephone), for cost of tenant-supplied refrigerators and ranges, and for other tenant-paid housing services (e.g., trash collection (disposal of waste and refuse)). The utility allowance schedule is determined based on the typical cost of utilities and services paid by energy-conservative households that occupy housing of similar size and type in the same locality. City of Mesa HCD receives the updated PHA utility allowance schedules on an annual basis

City of Mesa HCD uses the appropriate utility allowance for the size of dwelling unit actually leased by the family (rather than the family unit size as determined under City of Mesa HCD subsidy standards). At each reexamination, City of Mesa HCD applies the utility allowance from the most current utility allowance schedule. City of Mesa HCD will approve a request for a utility allowance that is higher than the applicable amount on the utility allowance schedule if a higher utility allowance is needed as a reasonable accommodation to make the program accessible to and usable by the family member with a disability.

The utility allowance will be subtracted from the family's share to determine the amount of the Tenant Rent. The Tenant Rent is the amount the family owes each month to the owner. The amount of the utility allowance is then still available to the family to pay the cost of their utilities. Any utility cost above the allowance is the responsibility of the tenant. Any savings resulting from utility costs below the amount of the allowance belong to the tenant.

### Allowances for Tenant Furnished Utilities and Other Services – Effective January 1, 2019

Effective January 1, 2019		Mesa, Arizona					
Allowances for Tenant-Furnished Utilities and Other Services							
Utility	Service Provider	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	Natural Gas – SW Gas	\$ 14	\$ 17	\$ 18	\$ 19	\$ 21	\$ 22
	Natural Gas – C.O.M	\$ 11	\$ 13	\$ 14	\$ 15	\$ 16	\$ 18
	Electric – SRP	\$ 6	\$ 7	\$ 8	\$ 9	\$ 11	\$ 12
	Electric – C.O.M.	\$ 6	\$ 7	\$ 9	\$ 10	\$ 12	\$ 13
Cooking	Natural Gas – SW Gas	\$ 4	\$ 4	\$ 6	\$ 8	\$ 10	\$ 12
	Natural Gas – C.O.M.	\$ 3	\$ 3	\$ 5	\$ 6	\$ 8	\$ 9
	Electric – SRP	\$ 4	\$ 5	\$ 7	\$ 9	\$ 11	\$ 14
	Electric – C.O.M.	\$ 4	\$ 5	\$ 7	\$ 9	\$ 11	\$ 13
Other Electric (plug ins, etc.)	SRP	\$ 16	\$ 18	\$ 26	\$ 33	\$ 40	\$ 47
	City of Mesa	\$ 15	\$ 18	\$ 25	\$ 33	\$ 40	\$ 47
	SRP	\$ 17	\$ 20	\$ 27	\$ 35	\$ 42	\$ 50

Air Conditioning or EVAP	City of Mesa	\$ 15	\$ 18	\$ 25	\$ 32	\$ 39	\$ 46
Water Heating	Natural Gas – SW Gas	\$ 8	\$ 9	\$ 13	\$ 17	\$ 21	\$ 24
	Natural Gas – C.O.M.	\$ 6	\$ 7	\$ 10	\$ 13	\$ 16	\$ 20
	Electric – SRP	\$ 9	\$ 11	\$ 14	\$ 17	\$ 20	\$ 23
	Electric – C.O.M.	\$ 9	\$ 11	\$ 14	\$ 17	\$ 20	\$ 23
Water		\$ 32	\$ 33	\$ 38	\$ 43	\$ 48	\$ 55
Sewer		\$ 22	\$ 22	\$ 25	\$ 32	\$ 38	\$ 45
Trash Collection		\$ 30	\$ 30	\$ 30	\$ 30	\$ 30	\$ 30
Range/Microwave (If Provided by Tenant)		\$ 11	\$ 11	\$ 11	\$ 11	\$ 11	\$ 11
Refrigerator (If Provided by Tenant)		\$ 12	\$ 12	\$ 12	\$ 12	\$ 12	\$ 12
Flat Fee Electric (SRP)		\$ 21	\$ 21	\$ 21	\$ 21	\$ 21	\$ 21
Flat Fee Electric (C.O.M.)		\$ 13	\$ 13	\$ 13	\$ 13	\$ 13	\$ 13
Flat Fee Gas (SW Gas)		\$ 11	\$ 11	\$ 11	\$ 11	\$ 11	\$ 11
Flat Fee Gas (C.O.M.)		\$ 17	\$ 17	\$ 17	\$ 17	\$ 17	\$ 17
<b>UTILITY ALLOWANCE TOTAL :</b>		\$	\$	\$	\$	\$	\$

Source: City of Mesa Housing Department & The Nelrod Company

September 2018 Updated

<https://www.huduser.gov/portal/resources/utilallowance.html>

## TYPES OF INSPECTIONS

There are seven types of inspections City of Mesa HCD requires to be performed:

- Initial Inspection - An inspection that must take place to insure that the unit passes HQS before assistance can begin.
- Annual Inspection - An inspection to determine that the unit continues to meet HQS.
- Complaint Inspection - An inspection caused by receiving a complaint on the unit by anyone.
- Special Inspection - An inspection caused by a third party, i.e., HUD, Subrecipient, etc., needing to view the unit.
- Emergency - An inspection that takes place in the event of a perceived emergency. These will take precedence over all other inspections.
- Quality Control Inspection - Supervisory inspections on at least 20% of the total number of units that were under lease during previous fiscal year.

### **§92.209 Tenant-based rental assistance: Eligible costs and requirements.**

(a) *Eligible costs.* Eligible costs are the rental assistance and security deposit payments made to provide tenant-based rental assistance for a family pursuant to this section. Eligible costs also include utility deposit assistance, but only if this assistance is provided with tenant-based rental assistance or security deposit payment. Administration of tenant-based rental assistance is eligible only under general management oversight and coordination at §92.207(a), except that the costs of inspecting the housing and determining the income eligibility of the family are eligible as costs of the tenant-based rental assistance.

(b) *General requirement.* A participating jurisdiction may use HOME funds for tenant-based rental assistance only if the participating jurisdiction makes the certification about inclusion of this type of assistance in its consolidated plan in accordance with 24 CFR 91.225(d)(1), 91.325(d)(1), or 91.425(a)(2)(i), and specifies local market conditions that lead to the choice of this option.

(c) *Tenant selection.* The participating jurisdiction must select low-income families in accordance with written tenant selection policies and criteria that are based on local housing needs and priorities established in the participating jurisdiction's consolidated plan.

(1) *Low-income families.* Tenant-based rental assistance may only be provided to very low- and low- income families. The participating jurisdiction must determine that the family is very low- or low- income before the assistance is provided. During the period of assistance, the participating jurisdiction must annually determine that the family continues to below-income.

(2) *Targeted assistance.* (i) The participating jurisdiction may establish a preference for individuals with special needs (e.g., homeless persons or elderly persons) or persons with disabilities. The participating jurisdiction may offer, in conjunction with a tenant-based rental assistance program, particular types of non- mandatory services that may be most appropriate for persons with a special need or a particular disability. Generally, tenant-based rental assistance and the related services should be made available to all persons with special needs or disabilities who can benefit from such services. Participation may be limited to persons with a specific disability if necessary to provide as effective housing, aid, benefit, or services as those provided to others in accordance with 24 CFR 8.4(b)(1)(iv).

(ii) The participating jurisdiction may also provide a preference for a specific category of individuals with disabilities (e.g., persons with HIV/AIDS or mental illness) if the specific category is identified in the participating jurisdiction's consolidated plan as having unmet need and the preference is needed to narrow the gap in benefits and services received by such persons.

(iii) *Self-sufficiency program.* The participating jurisdiction may require the family to participate in a self- sufficiency program as a condition of selection for assistance. The family's failure to continue

(iv) participation in the self-sufficiency program is not a basis for terminating the assistance; however, renewal of the assistance may be conditioned on participation in the program. Tenants living in a HOME- assisted rental project who receive tenant-based rental assistance as relocation assistance must not be required to participate in a self- sufficiency program as a condition of receiving assistance.

(v) *Homebuyer program.* HOME tenant-based rental assistance may assist a tenant who has been identified as a potential low-income homebuyer through a lease-purchase agreement, with monthly rental payments for a period up to 36 months (i.e., 24 months, with a 12-month renewal in accordance with paragraph (e) of this section). The HOME tenant-based rental assistance payment may not be used to accumulate a down payment or closing costs for the purchase; however, all or a portion of the homebuyer- tenant's monthly contribution toward rent may be set aside for this purpose. If a participating jurisdiction determines that the tenant has met the lease-purchase criteria and is ready to assume ownership, HOME funds may be provided for down payment assistance in accordance with the requirements of this part.

(vi) Preferences cannot be administered in a manner that limits the opportunities of persons on any basis prohibited by the laws listed under 24 CFR 5.105(a). For example, a participating jurisdiction may not determine that persons given a preference under the program are therefore prohibited from applying for or participating in other programs or forms of assistance. Persons who are eligible for a preference must have the opportunity to participate in all programs of the participating jurisdiction, including programs that are not separate or different.

(3) *Existing tenants in the HOME-assisted projects.* A participating jurisdiction may select low-income families currently residing in housing units that are designated for rehabilitation or acquisition under the participating jurisdiction's HOME program. Participating jurisdictions using HOME funds for tenant- based rental assistance programs may establish local preferences for the provision of this assistance. Families so selected may use the tenant-based assistance in the rehabilitated or acquired housing unit or in other qualified housing.

(d) *Portability of assistance.* A participating jurisdiction may require the family to use the tenant-based assistance within the participating jurisdiction's boundaries or may permit the family to use the assistance outside its boundaries.

(e) *Term of rental assistance contract.* The term of the rental assistance contract providing assistance with HOME funds may not exceed 24 months, but may be renewed, subject to the availability of HOME funds. The term of the rental assistance contract must begin on the first day of the term of the lease. For a rental assistance contract between a participating jurisdiction and an owner, the term of the contract must terminate on termination of the lease. For a rental assistance contract between a participating jurisdiction and a family, the term of the contract need not end on termination of the lease, but no payments may be made after termination of the lease until a family enters into a new lease.

(f) *Rent reasonableness.* The participating jurisdiction must disapprove a lease if the rent is not reasonable, based on rents that are charged for comparable unassisted rental units.

(g) *Tenant protections.* The tenant must have a lease that complies with the requirements in §92.253 (a) and (b).

(h) *Maximum subsidy.* (1) The amount of the monthly assistance that a participating jurisdiction may pay to, or on behalf of, a family may not exceed the difference between a rent standard for the unit size established by the participating jurisdiction and 30 percent of the family's monthly adjusted income.

(2) The participating jurisdiction must establish a minimum tenant contribution to rent.

(3) The participating jurisdiction's rent standard for a unit size must be based on:

(i) Local market conditions; or

(ii) The Section 8 Housing Choice Voucher Program (24 CFR part 982).

(i) *Housing quality standards.* Housing occupied by a family receiving tenant-based assistance under this section must meet the requirements set forth in 24 CFR 982.401. The participating jurisdiction must inspect the housing initially and re-inspect it annually.

(j) *Security deposits.* (1) A participating jurisdiction may use HOME funds provided for tenant-based rental assistance to provide loans or grants to very low- and low-income families for security deposits for rental of dwelling units whether or not the participating jurisdiction provides any other tenant-based rental assistance under this section.

(2) The relevant State or local definition of "security deposit" in the jurisdiction where the unit is located is applicable for the purposes of this part, except that the amount of HOME funds that may be provided for a security deposit may not exceed the equivalent of two month's rent for the unit.

(3) Only the prospective tenant may apply for HOME security deposit assistance, although the participating jurisdiction may pay the funds directly to the tenant or to the landlord.

(4) HOME funds for security deposits may be provided as a grant or as a loan. If they are provided as a loan, the loan repayments are program income to be used in accordance with §92.503.

(5) Paragraphs (b), (c), (d), (f), (g), and (i) of this section are applicable to HOME security deposit assistance, except that income determinations pursuant to paragraph (c)(1) of this section and Housing Quality Standard inspections pursuant to paragraph (i) of this section are required only at the time the security deposit assistance is provided.

(k) *Program operation.* A tenant-based rental assistance program must be operated consistent with the requirements of this section. The participating jurisdiction may operate the program itself, or may contract with a PHA or other entity with the capacity to operate a rental assistance program. The tenant-based rental assistance may be provided through an assistance contract to an owner that leases a unit to

an assisted family or directly to the family. In either case, the participating jurisdiction (or entity operating the program) must approve the lease.

(l) *Use of Section 8 assistance.* In any case where assistance under section 8 of the 1937 Act becomes available, recipients of tenant-based rental assistance under this part will qualify for tenant selection preferences to the same extent as when they received the HOME tenant-based rental assistance under this part.

[61 FR 48750, Sept. 16, 1996, as amended at 62 FR 28928, May 28, 1997; 67 FR 61756, Oct. 1, 2002; 78 FR 44668, July 24, 2013]

## ACRONYMS

ACC	Annual Contributions Contract
CACC	Consolidated Annual Contributions Contract
CFR	Code of Federal Regulations
DES/DDD:	Arizona Department of Economic Security/Division of Developmental
Disabilities DOC	Arizona Department of Commerce
FMR	Fair Market Rent
FSS	Family Self Sufficiency (program)
HAP	Housing Assistance Payment
HCD	City of Mesa Housing and Community Development
HCDA	Housing and Community Development Act
HQS	Housing Quality Standards
HUD or DOC	Department of Housing and Urban Development
INS	(U.S.) Immigration and Naturalization Service
HOME	Home Investment Partnership Act
NAHA	(Cranston-Gonzalez) National Affordable Housing
Act NOFA	Notice of Funding Availability
OMB	(U.S.) Office of Management and Budget
PBC	Project-Based Certificate(program)
QHWRA	Quality Housing and Work Responsibility Act of 1998
PHA	Public Housing Agency
TTP	Total Tenant Payment

## HOUSING AND COMMUNITY DEVELOPMENT RESOURCES AND USEFUL CONTACTS

<b>General HCD Information, Applications &amp; Forms</b>	Executive Director – Liz Morales	<a href="mailto:Liz.morales@mesaaz.gov">Liz.morales@mesaaz.gov</a> , (480) 644-4546
<b>HCD Community Revitalization &amp; Development Management Team</b>	Development Project Manager – Ray Thimesch HOME Program Manager – Ra’Chel’Ni Mar’Na NSP Program Manager - Ray Thimesch CDBG Program Manager – Dennis Newburn	<a href="mailto:Ray.Thimesch@mesaaz.gov">Ray.Thimesch@mesaaz.gov</a> , (480) 644-5421 <a href="mailto:Rachelni.Marna@mesaaz.gov">Rachelni.Marna@mesaaz.gov</a> , (480) 644-3020 <a href="mailto:Dennis.Newburn@mesaaz.gov">Dennis.Newburn@mesaaz.gov</a> , (480) 644-5867
<b>HCD Community Revitalization &amp; Development Staff</b>	HOME Program Specialist, Maurice Brundidge CDBG Program Specialist, Deanna Grogan CDBG Program Specialist, Constance Bachman	<a href="mailto:Maurice.Brundidge@mesaaz.gov">Maurice.Brundidge@mesaaz.gov</a> , (480) 644-2967 <a href="mailto:Deanna.Grogan@mesaaz.gov">Deanna.Grogan@mesaaz.gov</a> , (480) 644-2320 <a href="mailto:Constance.Bachman@mesaaz.gov">Constance.Bachman@mesaaz.gov</a> , (480) 644-3364
<b>HCD Design &amp; Construction</b>	Ra’Chel’Ni Mar’Na	<a href="mailto:Rachelni.Marna@mesaaz.gov">Rachelni.Marna@mesaaz.gov</a> , (480) 644-3020
<b>Fair Housing</b>	Dennis Newburn	<a href="mailto:Dennis.Newburn@mesaaz.gov">Dennis.Newburn@mesaaz.gov</a> , (480) 644-5867
<b>Environmental Review</b>	Ray Thimesch Maurice Brundidge	<a href="mailto:Ray.Thimesch@mesaaz.gov">Ray.Thimesch@mesaaz.gov</a> , (480) 644-5421 <a href="mailto:Maurice.Brundidge@mesaaz.gov">Maurice.Brundidge@mesaaz.gov</a> , (480) 644-2967
<b>City Plan Review</b>	TBA	
<b>MBE/WBE Compliance</b>	Dennis Newburn	<a href="mailto:Dennis.Newburn@mesaaz.gov">Dennis.Newburn@mesaaz.gov</a> , (480) 644-5867
<b>Section 3 Compliance</b>	Dennis Newburn	<a href="mailto:Dennis.Newburn@mesaaz.gov">Dennis.Newburn@mesaaz.gov</a> , (480) 644-5867
<b>Prevailing Wage/Davis-Bacon</b>	Constance Bachman	<a href="mailto:Constance.Bachman@mesaaz.gov">Constance.Bachman@mesaaz.gov</a> , (480) 644-3364
<b>Low Income Housing Tax Credits</b>	Ra’Chel’Ni Mar’Na Maurice Brundidge	<a href="mailto:Rachelni.Marna@mesaaz.gov">Rachelni.Marna@mesaaz.gov</a> , (480) 644-3020 <a href="mailto:Maurice.Brundidge@mesaaz.gov">Maurice.Brundidge@mesaaz.gov</a> , (480) 644-2967
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