

## **SPECIAL PROGRAMS**

### **HOME RENTAL ASSISTANCE PROGRAM**

**1. The HOME Tenant-Based Rental Assistance (TBRA) program** is authorized under the U.S. Housing and Community Development Act of 1992. Federal regulations governing the administration of the program are contained in 24 CFR Parts 5 and 92. The Housing Authority of the City of Columbia, Missouri (CHA) will administer a local TBRA program under a Subrecipient Agreement between CHA and the City of Columbia, Missouri. This Agreement provides HOME Investment Partnership Program (HOME) funds from the U.S. Department of Housing and Urban Development (HUD) for the purpose of assisting low income and very-low income households to obtain decent, safe and affordable rental housing.

The mission of the program is:

**“To provide housing assistance to under-served populations of very-low income persons and families as defined under HUD HOME regulations.”**

The goal of the program is:

**“To obtain provide a stable living environment for the individual participants and families through the provision of housing assistance and supportive services for integration into the greater Columbia community”.**

Partnerships will be developed with participating local agencies to refer qualified and eligible individuals and families. The partnerships to be developed with local agencies to provide a support network for participants will include, but are not limited to, the Boone County Mental Health Court, the McCambridge Center, The Women’s Shelter, Probation and Parole, and other affiliated agencies.

Operation of this local HOME TBRA program will be consistent with provisions of the CHA Section 8 Administrative Plan adopted February 2002, as subsequently amended, except those provisions and forms specific to the HOME TBRA program as detailed in this addendum.

**2. Eligibility.** An eligible person for this local HOME TBRA program is a very-low income person or family as identified in the Consolidated Plan for the City of Columbia as persons with special needs. Very-low income is defined as an annual household income not in excess of 50 percent of the median income for the area, as published annually by HUD. During the period of assistance, CHA will annually determine that the family continues to be a low-income household to be eligible for continued assistance for the two-year term of the HOME TBRA grant.

### **3. Housing Provisions**

- A. The housing component of the TBRA Program will vary dependent on availability of local HOME funds and approval of renewal funding. Referral agencies are subject to change if program experience suggests a change to maintain full utilization.
- B. All housing units approved for participation must pass a physical inspection before the HOME rental assistance contract is signed. The inspection shall be conducted according to Housing Quality Standards as defined by HUD.
- C. The HOME TBRA program may be used only within the City of Columbia.
- D. HOME coupons are not portable to another jurisdiction.
- E. All contract rents must be reasonable based on rents that are charged for comparable unassisted rental units.
- F. The lease shall not contain prohibited lease provisions as contained in 24CFR 92.253.
- G. Part 5 Annual Income as defined in 24 CFR 5.609 shall be used for calculating income and allowances.
- H. The amount of the monthly assistance shall not exceed the difference between a rent standard for the unit size and 30 percent of the family's monthly adjusted income, as defined in 24CFR Parts 5 and 92.
- I. Rent standards shall be the same Payment Standards adopted by CHA for the Housing Choice Voucher Program and shall be based on the applicable fair market rent (FMR), or may exceed the FMR by up to 10% for 20% of the units assisted.
- J. The minimum rent shall be Twenty-Five Dollars (\$25.00).
- K. HOME funds may be used for security deposit grants not to exceed the equivalent of one month's rent for the unit, which shall be paid to the landlord. Any refund due the tenant at move-out shall be refunded to the tenant.
- L. HOME funds may be used for utilities deposits, which shall be paid to the utilities company.

**4. Service Provisions.** The services to be offered by the participating agencies in conjunction with the housing assistance are assessment, assertive case management, counseling, substance abuse and/or psychiatric rehabilitation, medication services, 24-hour support, crisis intervention and fiduciary services.

**5. Program Administration.** The program will be administered utilizing the following process:

- A. Based upon the eligibility criteria, participating agencies will make an initial case finding.
- B. The participating agency making the initial case finding will conduct an initial screening. The screening will include obtaining demographic information from the participating individual, a signed Agreement to Participate from the participating individual, and a provision of a brief orientation to the program.

- C. Referrals will be made to CHA based upon a determination that the potential participant is qualified and eligible for the HOME TBRA program.
- D. CHA will screen all adult household members for criminal history. The placement of individuals within the program is based solely on minimum eligibility requirements and the established criteria/recommendations of the participating agencies.
- E. The participating agency making a referral must also certify that the referral is in compliance with the following nondiscrimination laws on the basis of race, color, sex, religion, creed, national or ethnic origin, age, Family or marital status, handicap or disability or sexual orientation:
  - 1. The Fair Housing Act (42 USC 3601-19) and implementing regulations at 24 CFR 100; Executive Order 11063, as amended by Executive Order 12259 (3 CFR 1958-1963 Comp., p. 652 and 3 CFR 1980 Comp., p. 307) and implementing regulations at 24 CFR part 107; and Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and implementing regulations issued at 24 CFR part 1.
  - 2. The prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1974 (42 U.S.C. 6101-071) and implementing regulations at 24 CFR part 146.
  - 3. The prohibitions against discrimination against handicapped individuals under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and implementing regulations at 24 CFR part 8.
- F. The participating agency making the referral must also certify that services including but not limited to any one of the following will be provided:
  - (1) assessment
  - (2) assertive case management
  - (3) counseling
  - (4) substance abuse and/or psychiatric rehabilitation
  - (5) medication services
  - (6) 24 hour support and crisis intervention
  - (7) fiduciary services
- G. The participant may be referred to CHA for housing assistance by the participating agency, or the participant may make application directly to CHA. Applications will be coordinated through the Section 8 Specialist and Section 8 Assistant II. An interview date and time will be established to provide information to the participating agency. The participant should bring the following documents to the interview for use in determining household composition:

1. Picture identification (such as a driver's license, a state I.D., or an employment tag or badge) for the head(s) of household.
2. Social Security cards for all Family members. Social Security numbers that appear on valid driver's license may be used in place of a Social Security Card.
3. Birth Records for all Family members 18 years of age and younger.

H. The participating agency must have the case manager attend the interview.

I. CHA will conduct an intake interview with the participant. It will include a financial means questionnaire to verify income eligibility and perform the appropriate rent calculation. At this time, income verification from all sources of income including: Social Security, Aid to Families with Dependent Children, employment, Child Support, unemployment and/or retirement benefits, income from Family or friends and verification of all assets including privately owned homes, real estate and checking and/or savings accounts must be provided. Each participant must pay rent in accordance with Section 3(a) (1) of the U.S. Housing Act of 1937, which is the highest of:

1. 30 percent of the Family's monthly adjusted income;
2. 10 percent of the Family's monthly income; or
3. If the Family is Receiving payments for welfare assistance from a public agency and if part of the payments, adjusted in accordance with the Family's actual housing costs, is specifically designated by the agency to meet the Family's housing costs, the portion of the payments that is so designated; with the exception that the gross income of a person occupying intermediate care facility assisted under Title XIX of the Social Security Act is the same as if the person were being assisted under the Title XCVI of the Social Security Act.
4. Minimum rent as established by CHA's Board of Commissioners.

J. The participating agencies will assist individual participants with finding and maintaining their apartments.

K. Once a potential appropriately sized bedroom unit is located, CHA will perform a housing inspection. The unit must meet the applicable housing quality standards (HQS) under 24 CFR 882.109. Assistance will not be provided for units that fail to meet the HQS. CHA will also inspect the units at least annually to insure that the units continue to meet the HQS.

L. Participants must enter into an occupancy agreement for a term that is consistent with local practice.

## **6. Termination of Assistance**

Termination of assistance may occur when a participant or any member of tenant's household violates HOME TBRA program requirements or conditions of occupancy including but not limited to:

- A. Violation of terms of the HOME Coupon.
- B. Violation of terms of the lease.
- C. Refusal to accept services under the program from the referral agency.
- D. Illegal drug activities or violent criminal activities in or near the leased premises.
- E. Participant's household income exceeds the income limit for low-income households as defined by HUD

## **7. Grievance Procedures**

The CHA Grievance Procedure shall apply to the HOME TBRA program.

**TENANT BASED RENTAL ASSISTANCE (TBRA) CERTIFICATION**

I certify that the selection of \_\_\_\_\_, Social Security number \_\_\_\_\_ for admission to the TBRA program administered by the Housing Authority of the City of Columbia, Missouri is in compliance with the following requirements for nondiscrimination on the basis of race, color, religion, sex, national origin, age, familial status and handicap:

(1) The Fair Housing Act (42 USC 3601-19) and implementing regulations at 24 CFR 100; Executive Order 11053, as amended by Executive Order 12259 (3 CFR 1958-1963 Comp., pp. 652 and 3 CFR 1980 Comp., p. 307) and implementing regulations at 24 CFR part 107; and Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and implementing regulations issued at 24 CFR part 146.

(2) The prohibitions against discrimination on the basis of age under the Age Discrimination Act of 11974 (42 U.S.C. 6101-07) and implementing regulations at 24 CFR part 146.

(3) The prohibitions against discrimination against handicapped individuals under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and implementing regulations at 24 CFR part 8.

I further certify that the above individual meets program requirements for participation in the local TBRA program and that the individual/family will receive case management services in conjunction with the housing assistance under the TBRA Program.

I further understand that by making this referral to CHA for the HOME TBRA program, I agree to provide documentation to CHA of the dollar value of case management services provided to this individual and family for matching fund purposes.

\_\_\_\_\_  
Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agency