**THRESHOLD CHECKLIST**

TENANT-BASED RENTAL ASSISTANCE (TBRA)

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| **Code Reference** | **Description** | **Required** |
| Application | Complete Application | Yes |
| Application | Repay/Forfeit FundsThe Subrecipient Organization has not worked on any housing project/program where it had to repay or forfeit any funds awarded by a federal, state or local program. | Must answer & explain |
| Application | Project TimelineProject must be completed within 24 months of the executed contract. | Yes |
| Application | Local SupportThe application shall demonstrate local support for the proposed activity. | Yes |
| Application | HOME CertificationThe application shall include a HOME certification that the applicant will comply with all applicable state and federal laws and regulations. | Yes |
| Application | Evidence of NeedThe application shall provide evidence of the need for the proposed activity, the potential impact of the proposed activity, the feasibility of the proposed activity, and the impact of additional housing resources on the existing related housing market. | Yes |
| Application | Award LimitAn award shall be limited to no more than $1,000,000 for a tenant-based rental assistance activity. | Yes |
| Federal24 CFR 92.209 | RentsFor TBRA, gross rents shall not exceed the jurisdiction's applicable rent standard and shall be reasonable, based on rents charged for comparable, unassisted rental units | Yes |
| Federal24 CFR 92.209 | HQS StandardsApplicant agreed that all TBRA assisted units will meet HQS standards. | Yes |
| Federal24 CFR 92.216 | Household IncomesFor TBRA, only households with incomes at or below 80% AMI shall be assisted; 90% of the households served shall have incomes at or below 60% AMI. | Yes |
| Federal24 CFR 92.250 | GAP FinancingThe application shall show that a need for HOME assistance exists after all other financial resources have been identified and secured for the proposed activity. | Yes |
| State265-39.3(16) | Eligible HOME ApplicantApplication is from a qualified, eligible HOME applicant. | Yes |
| State265-39.4(16),39.4(1) | Eligible HOME ActivitiesFunds requested are for an eligible HOME activity/activities. | Yes |
| State265-39.6(16),39.6(1) | HOME Purpose & Consolidated PlanThe application shall propose a housing activity consistent with the HOME fund purpose and eligibility requirements and the state consolidated plan. | Yes |
| State265-39.6(16),39.6(2) | CapacityThe application shall document the applicant's capacity to administer the proposed activity. Such documentation may include successful administration of prior housing activities...  | Yes |
| State265-39.8(16),39.8(3) | General AdministrationSubrecipients shall identify general administrative costs in the HOME application. IFA reserves the right to negotiate the amount of funds provided for general administration, but in no case shall the amount for general administration exceed 10% of a total HOME award. Only local government and nonprofit recipients are eligible for general administrative funds. Subrecipients must certify that all general administrative costs reimbursed by HOME are separate from and not reimbursed by HOME as technical assistance costs. | Only if applying for Admin. funds |