Chapter 12
TBRA ACTIVITIES

This chapter provides instructions on how to set up, fund, draw funds for, and complete HOME tenant-based rental assistance (TBRA) activities.

ACTIVITY SETUP

To add a new activity, complete the Add Activity screen (see page 3-2), setting the ACTIVITY CATEGORY to **Tenant-Based Rental Assistance (TBRA)**. To update or view an existing activity, follow the instructions on page 3-6 for retrieving and displaying activities on the Edit Activity screen.

Click the [Add HOME] or [Edit HOME] Setup Detail button to display the first of two TBRA screens.

ADD/EDIT HOME SETUP DETAIL SCREEN

This screen collects Performance Measurement data about the activity and provides access to the TBRA beneficiary screen:

Field	Description
Fields in gray box	These read-only fields identify the activity that is being processed. The fields are populated with data from the common activity screen.
Performance Objective	Select the objective that best reflects your intent in setting up this activity. Descriptions of the objectives are provided on the help screen. If you leave the field blank, it will be set to **Provide decent affordable housing**.
Performance Outcome	Select the outcome that best reflects the results you are seeking to achieve with this activity. Descriptions of the outcomes are provided on the help screen. If you leave the field blank, it will be set to **Affordability**.
Will this activity be carried out by a faith-based organization?	This field is defaulted to **No**. Change it to **Yes** if the organization carrying out the activity is faith-based.
[Add TBRA Beneficiary] button	Click this button to display the Add TBRA Beneficiary screen, described on the next page.
Of Total TBRA Units, the Number of:	Data cannot be saved in these two fields until beneficiary data has been entered. See page 12-8 for field definitions.

ADD/EDIT TBRA BENEFICIARY SCREEN

This screen is completed for each household assisted with HOME TBRA funds:

Field	Description
Fields in gray box	These read-only fields identify the activity that is being processed. They are populated with data from the common activity screen.
Last Name	Enter the tenant's last name, or any useful tenant identifier.
Number of Bedrooms	Specify the number of bedrooms in the unit: **SRO/Efficiency** or **1** through **5+**.
Security Deposit	If HOME funds were used to assist with a security deposit payment, enter that amount to the nearest dollar.

Field	Description
Monthly Rent	
Tenant Rent	Enter the amount of monthly rent, to the nearest dollar, paid by the tenant on initial occupancy.
	If the tenant-paid rent includes utilities or partial utilities (e.g., heat but not electricity), these costs must be added to the rent. Use the utility allowance schedule established by the PJ in accordance with 92.252(d).
TBRA Subsidy	Enter the HOME amount that will be paid as a monthly rent subsidy (including any utility allowances) to the nearest dollar.
	If this field is zero, then the SECURITY DEPOSIT field must be greater than zero.
Total Rent	This field shows the sum of TENANT RENT and TBRA SUBSIDY. Remember, this total will exceed the rent paid to the owner if the tenant-paid rent includes utilities.
Household	
% Area Median Income	Specify the household's annual income level at the time of initial occupancy.
	Income levels are expressed as a percentage of the median income for the area, as determined by HUD with adjustments for family size. They are:
	0 - 30 percent Household annual income is at or below 30 percent of the area median income (AMI).
	30+ - 50 percent Household annual income is above 30 percent and at or below 50 percent of AMI.
	50+ - 60 percent Household annual income is above 50 percent and at or below 60 percent of AMI.
	60+ - 80 percent Household annual income is above 60 percent and at or below 80 percent of AMI.
Hispanic/Latino	Indicate if the head of household is Hispanic/Latino by selecting **Yes** or **No**. A person of Hispanic/Latino ethnicity is defined as someone of Cuban, Mexican, Puerto Rican, Central or South American, or other Spanish culture, regardless of race.

Field	Description
Race	Select the race of the head of household: **White**: A person having origins in any of the original peoples of Europe, North Africa, or the Middle East. **Black/African American**: A person having origins in any of the black racial groups of Africa. **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. **American Indian/Alaskan Native**: A person having origins in any of the original peoples of North and South America (including Central America) and who maintains a tribal affiliation or community attachment. **Native Hawaiian/Other Pacific Islander**: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. **American Indian/Alaskan Native & White**: A person having these multiple racial origins as defined above. **Asian & White**: A person having these multiple racial origins as defined above. **Black/African American & White**: A person having these multiple racial origins as defined above. **American Indian/Alaskan Native & Black/African American**: A person having these multiple racial origins as defined above. **Other Multi-Racial**: Category used for reporting individual responses that are not included in any of the categories listed above.
Size	Specify the number of persons in the household, **1** through **8+**.

Field	Description
Type	For each occupied unit, specify the type of household occupying the unit: **Single, Non-Elderly** – One person under the age of 62. **Elderly** – One or more persons, each of whom is at least 62 years old. **Single Parent** – A single parent with one or more dependent children 18 years old or younger. **Two Parents** – Two parents with one or more dependent children 18 years old or younger. **Other** – Any household not included in the above definitions, including two or more unrelated persons. If the previous field is **1 person**, then this field must be either **Single, Non-Elderly** or **Elderly**.
Tenant Contract	
Paid To	Indicate if the HOME subsidy will be paid to the **Owner** or to the **Tenant**.
Newly Assisted	If the tenant is newly assisted with HOME TBRA funds, select **Yes**. If the tenant's assistance is being renewed, select **No**.
Months	Enter the number of months in the contract with the tenant, **1** through **24**.

When you have finished, click [Save] to save your input and return to the TBRA screen. This screen is shown in edit mode, which includes a BENEFICIARY UNITS TOTAL and a one-row, read-only display of the data entered on each Add Beneficiary screen (beneficiary rows are displayed in alphabetical order by tenant LAST NAME).

To add data about another household, click the [Add TBRA Beneficiary] button. To update or delete existing data about a household, click the Edit or Delete link in the last column.

Once beneficiary data has been added for all assisted units, complete the last two Performance Measurement (PM) fields on the TBRA screen.

Note: PJs are not required to ask program participants about their homeless status in order to report on these PM indicators. The indicators refer to the units a PJ has developed and designated specifically for homeless persons, not to the individuals who occupy the units.

Field	Description
Of Total TBRA Units, the Number of:	
Units Designated for Homeless Persons and Families	Enter the total number of TBRA units developed specifically for occupancy by persons who met HUD's definition of homeless at entry. The HUD definition of "homeless" is an individual or family who lacks a fixed, regular, and adequate nighttime residence or whose primary nighttime residence is either: • 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); or • an institution that provides a temporary residence for individuals intended to be institutionalized; or • a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.
Of Units Designated for Homeless Persons and Families, Number of Units for the Chronically Homeless	Of the UNITS DESIGNATED FOR HOMELESS PERSONS AND FAMILIES, enter the number designated for those who were chronically homeless at entry. HUD's definition of "chronically homeless" is an unaccompanied homeless individual with a disabling condition who has either: • been continuously homeless for a year or more, or • 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. "Homelessness" is defined as sleeping in a place not meant for human habitation or in an emergency homeless shelter.

When you have finished, click the [Save] button to save your data and display the Edit Activity screen (see page 3-8).

ACTIVITY FUNDING AND DRAWDOWNS

A TBRA activity may be funded with HOME EN (Entitlement), SU (General Subgrant), AD (Administration), PI (Program Income), PA (Program Income for Administration), HP (Recaptured Homebuyer), and IU (Repayment to Local Account) as soon as you have entered beneficiary data for at least one household. None of the CHDO fund types (CR, CO, CL, or CC) can be used.

For detailed information about activity funding and drawdowns, see Chapters 18 and 19.

ACTIVITY COMPLETION

Unlike other HOME housing activities, there are no separate completion screens for TBRA activities. Once data has been entered for every household receiving assistance and the final draw for the activity has been made, the final step for completing a TBRA activity is to change the ACTIVITY STATUS to **Completed** (see page 3-11).

Remember, the HOME final rule at 24 CFR 92.502(d)(1) requires PJs to enter all completion data and update the status of the activity to **Completed** within 120 days of the final draw for the activity.