

# TENANT BASED RENTAL ASSISTANCE (TBRA) Scoring

## A. Applicant Information – Not a scored section

### Recipient Form

- Lead Applicant Name: \_\_\_\_\_
- E.D./CEO/President Name: \_\_\_\_\_
- Applicant Contact Name: \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Contact Person E-mail Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Federal Tax ID Number: \_\_\_\_\_ DUNS Number: \_\_\_\_\_  
Congressional District: \_\_\_\_\_ ADD District: \_\_\_\_\_ CoC Region: \_\_\_\_\_  
Kentucky House District: \_\_\_\_\_ Kentucky Senate District: \_\_\_\_\_

First-Time TBRA Applicant     Returning TBRA Applicant

Rental Assistance     Security Deposit Assistance     Utility Deposit Assistance

Final Score: \_\_\_\_\_ Is this project recommended for funding?  Yes     No

Project Request Amt \$ \_\_\_\_\_ Admin Request Amt \$ \_\_\_\_\_ TOTAL: \$ \_\_\_\_\_

Awarded Project Amt \$ \_\_\_\_\_ Awarded Admin Amt \$ \_\_\_\_\_ TOTAL: \$ \_\_\_\_\_

### Incomes to be served:

Total number of households to be served: \_\_\_\_\_

Income Levels to be served:

\_\_\_\_\_ 0-30%

\_\_\_\_\_ 31-50%

\_\_\_\_\_ 51-60%

### Populations served:

- Mentally Disabled     Developmental Disabilities     Domestic Violence Victims  
 Chemical/Alcohol Dependency     Homeless     Physically Disabled  
 Persons with HIV/AIDS     Other \_\_\_\_\_

## SCORING SUMMARY

	<u>Max. Possible Points:</u>	<u>Points Awarded:</u>
<b>Section 1 - Project Need</b>	<b>15</b>	_____
<b>Section 2 - Ready to Proceed</b>	<b>41</b>	_____
<b>Section 3 - Rental Assistance, if applicable</b>	<b>50</b>	_____
<b>Section 4 - Security Deposit Assistance, if applicable</b>	<b>0</b>	_____
<b>Section 5 - Utility Deposit Assistance, if applicable</b>	<b>0</b>	_____
<b>Section 6 - Project Design</b>	<b>22</b>	_____
<b>Section 7 - Capacity</b>	<b>105</b>	_____
<b>Overall Score</b>		_____

### TENANT BASED RENTAL ASSISTANCE APPLICATION CHECKLIST

**Nonprofit applicants must have the following attachments:**

- \_\_\_\_\_ Proof of 501(c)(3) Status
- \_\_\_\_\_ Cost Summary
- \_\_\_\_\_ Support Letters
- \_\_\_\_\_ Administrative Plan
- \_\_\_\_\_ Authorized Signature Form
- \_\_\_\_\_ Most Recent Financial Audit
- \_\_\_\_\_ Fair Housing Plan
- \_\_\_\_\_ Section 504 Plan and Self-Evaluation
- \_\_\_\_\_ Market Analysis, if applicable
- \_\_\_\_\_ Title VI Self-Survey and Assurance
- \_\_\_\_\_ Electronic Funds Transfer
- \_\_\_\_\_ Lease Agreement or Addendum
- \_\_\_\_\_ HOME TBRA Administrative Agreement
- \_\_\_\_\_ Application Fee Received

## SECTION ONE - PROJECT NEED - 15 Max. Points

TOTAL POINTS \_\_\_\_\_

The question numbers in parentheses, correspond to the questions in the application in each section.

Applicant justified the need for the TBRA program in their area (included supporting data, number of families on their waiting list, etc). (Question 1)

- 5 pts. Applicant justified the need
- 3 pts. Somewhat justified the need
- 0 pts. Did not justify the need

If Applicant is only requesting to offer a “deposit only program”, did applicant explain how their agency will ensure households can pay rent when their HOME TBRA rental assistance ends? (Question 2)

- 0 pts. Applicant described – **OR** - Not offering a “deposit only program”
- 3 pts. Somewhat described
- 5 pts. Did not described

Applicant described the barriers that prevent households from acquiring affordable housing in their community (included employment/unemployment, public transportation issues, poverty info, etc.). (Question 3)

- 5 pts. Applicant described
- 3 pts. Somewhat described
- 0 pts. Did not described

Applicant provided the data on the number of households in the service area and the number that are eligible for the TBRA program. (Question 4)

- 5 pts. Applicant provided data and number that are eligible
- 3 pts. Somewhat provided data and number that are eligible
- 0 pts. Did not provide data or number that are eligible

## SECTION TWO - READY TO PROCEED – 41 Max. Points

TOTAL POINTS \_\_\_\_\_

Applicant described plan for client outreach and referrals, including referral agencies (How do families learn about the program? Did they identify referral agencies?). (Question 1)

- 5 pts Applicant described plan and included referral agency information
- 3 pts Somewhat described plan and referral agency information
- 0 pts Did not describe plan and did not include referral agency information

There are an adequate number of housing units in the service area that meet HQS. (Question 2)

- 3 pts. Yes
- 0 pts. No

The applicant described how they propose to house their clients (Do they have a landlord referral list?). (Question 2a)

- 5 pts Applicant described how to house their clients – **OR** - There is an adequate number of housing units
- 3 pts Somewhat described
- 0 pts Did not describe

Applicant described how they will determine that there are enough housing units that meet HQS and how they will outreach to landlords. (Question 3)

- 5 pts Applicant described
- 3 pts Somewhat described
- 0 pts Did not describe

Applicant described how they will ensure that there will be enough landlords participating in the program. (Question 4)

- 5 pts Applicant described
- 3 pts Somewhat described
- 0 pts Did not describe

**Applicant described how their procedures for maintaining their waiting list are in conformance with the fair housing requirements regarding: (Question 5)**

•How households will be added and removed:

- 5 pts Applicant described
- 3 pts Somewhat described
- 0 pts Did not describe

• In the order clients will be served:

- 5 pts Applicant described
- 3 pts Somewhat described
- 0 pts Did not describe

• How often their waiting list will be updated:

- 5 pts Applicant described
- 3 pts Somewhat described
- 0 pts Did not describe

• If applicant is proposing a “deposit only program”, applicant described how their program will ensure that the rents charged to the households are reasonable and affordable.

- 0 pts Applicant described – **OR** – Not offering a “deposit only program”
- 3 pts Somewhat described
- 5 pts Did not describe

Applicant has identified households that are income-eligible. (Question 6)

- 3 pts Households are identified
- 0 pts Households are not identified

**SECTION THREE - RENTAL ASSISTANCE -50 Max. Points**

**TOTAL POINTS** \_\_\_\_\_

Applicant described intake process. (Question 1)

Is intake process appropriate? (Is the applicant favoring a particular group? Or excluding one?) (Question 1)

- 5 pts Applicant described
- 3 pts Somewhat described
- 0 pts Did not describe

- 5 pts. All appropriate
- 3 pts Some appropriate
- 0 pts None appropriate

Applicant described the briefing process. (Question 2)

- 5 pts Applicant described
- 3 pts Somewhat described
- 0 pts Did not describe

Applicant described if adequate assistance will be provided to households in their housing search (Are any services provided, for example transportation). (Question 3)

- 5 pts Applicant described
- 3 pts Somewhat described
- 0 pts Did not describe

Applicant described who will perform HQS inspections and their experience. (Question 4)

- 5 pts Applicant described
- 3 pts Somewhat described
- 0 pts Did not describe

Applicant described the staff and their experience of who will examine the landlord's proposed lease. (Question 5)

- 5 pts Applicant described
- 3 pts Somewhat described
- 0 pts Did not describe

Applicant described the process that staff will use to review leases. (Question 6)

- 5 pts Applicant described
- 3 pts Somewhat described
- 0 pts Did not describe

Applicant described the staff and their experience who will verify income initially and at recertification. (Question 7)

- 5 pts Applicant described
- 3 pts Somewhat described
- 0 pts Did not describe

If the applicant is fronting the rental subsidy, they described a plan to cover the costs on the front end and identified the sources of funds to be used? (Question 8)

- 0 pts Applicant described – **OR** - Not fronting rental subsidy
- 3 pts Somewhat described
- 5 pts Did not describe

Applicant identified the staff and how they will assist households in maintaining stable housing. (Question 9)

- 5 pts Applicant described
- 3 pts Somewhat described
- 0 pts Did not describe

If a household is permitted to move during the two year assistance period, are the criteria for determining if the move is eligible reasonable? (Question 10)

- 0 pts Criteria is reasonable – **OR** - Households are not permitted to move.
- 3 pts Somewhat reasonable
- 5 pts Is not reasonable

Applicant described a reasonable plan to ensure that households will be able to acquire affordable housing after the HOME TBRA assistance ends (Are services described?). (Question 11)

- 5 pts Applicant described
- 3 pts Somewhat described
- 0 pts Did not describe

#### **SECTION FOUR - SECURITY DEPOSIT ASSISTANCE – 0 Max. Points**

**TOTAL POINTS** \_\_\_\_\_

Applicant described criteria for determining security deposit assistance. (Question 1)

- 0 pts Applicant described – **OR** – Applicant not offering security deposit assistance
- 3 pts Somewhat described
- 5 pts Did not describe

If the applicant permits multiple security deposits during the 24 month timeframe, is the policy described? (Question 2)

- 0 pts Applicant described – **OR** -Does not permit multiple security deposits
- 3 pts Somewhat described
- 5 pts Did not describe

#### **SECTION FIVE – UTILITY DEPOSIT ASSISTANCE - 0 Max. Points**

**TOTAL POINTS** \_\_\_\_\_

Applicant described the criteria for determining utility deposit assistance. (Question 1)

- 0 pts Applicant described – **OR** – Applicant not offering utility deposit assistance
- 3 pts Somewhat described
- 5 pts Did not describe

If applicant permits multiple utility deposits during the 24 month timeframe, is the policy on frequency of utility deposit assistance described? (Question 2)

- 0 pts Applicant described **OR** does not permit multiple utility deposits
- 3 pts Somewhat described
- 5 pts Did not describe

## SECTION SIX - PROJECT DESIGN - 22 Max. Points

TOTAL POINTS \_\_\_\_\_

Applicant provided a reasonable rationale for the number of HOME TBRA Vouchers proposed. (Question 1)

- 2 pts. Applicant provided reasonable rationale
- 0 pts. Applicant did not provide reasonable rationale

Applicant will target special populations (BONUS QUESTION). (Question 2)

- 3 pts. Will target special populations
- 0 pts. Will not target special populations

Applicant described their reason for targeting this population and plan for identifying these populations. (BONUS QUESTION). (Question 3)

- 2 pts. Applicant described
- 0 pts. Applicant did not describe – **OR** – Will not target special populations

Applicant will provide services for their tenants in conjunction with their TBRA program (BONUS QUESTION). (Question 4)

- 3 pts. Will provide services
- 0 pts. Will not provide services

If services will be provided, applicant described the types of services, how they will be delivered, and who will provide each service (BONUS QUESTION) (Question 4a)

- 2 pts. Applicant described
- 0 pts. Applicant did not describe – **OR** – Services will not be provided.

**If the proposed program does/could involve structures built before January 1, 1978, did the applicant described: (Question 5-Question 6)**

• Measures taken to fully understand its responsibilities in regard to lead-based paint and the effect on the proposed program

- 0 pts. Applicant described – **OR** – Will not involve structures built before January 1, 1978
- 3 pts. Somewhat described
- 5 pts. Did not describe

• Described who will perform the visual assessments.

- 0 pts. Applicant described – **OR** – Will not involve structures built before January 1, 1978
- 3 pts. Somewhat described
- 5 pts. Did not describe

• Described the training the person has who will perform the visual assessment.

- 0 pts. Applicant described – **OR** – Will not involve structures built before January 1, 1978
- 3 pts. Somewhat described
- 5 pts. Did not describe

• Described who will perform the rehabilitation or repair work (if necessary) on units.

- 0 pts. Applicant described – **OR** – Will not involve structures built before January 1, 1978
- 3 pts. Somewhat described
- 5 pts. Did not describe

• Described how applicant will verify work was performed by a certified RRP contractor.

- 0 pts. Applicant described – **OR** – Will not involve structures built before January 1, 1978
- 3 pts. Somewhat described
- 5 pts. Did not describe

• Described how clearance will be obtained after repairs and cleanup, including who will pay for clearance testing.

- 0 pts. Applicant described – **OR** – Will not involve structures built before January 1, 1978
- 3 pts. Somewhat described
- 5 pts. Did not describe

Applicants Cost Summary appears correct and appears to be sufficient funds budgeted to undertake the project. (Attachment)

- 5 pts. Correct
- 3 pts. Somewhat correct
- 0 pts. Not correct

**SECTION SEVEN – CAPACITY OF APPLICANT/ADMINISTRATOR - 105 MAX POINTS**

**TOTAL POINTS** \_\_\_\_\_

Applicant described how staff will utilize the agency’s Administrative Plan to administer the TBRA Program. (Question 2)

- 5 pts. Applicant described
- 3 pts. Somewhat described
- 0 pts. Did not describe

<b>Compliance Scores Replaced with Capacity Score Card Score</b>	Applicant Score Maximum 100 pt	_____ Pts
--	-----------------------------------	-----------