



# **Kentucky Housing Corporation**

## **HOME Investment Partnerships Program Tenant-Based Rental Assistance (HOME TBRA)**

**NOTE: This manual outlines the policies pertaining to the HOME TBRA program only. For additional information please refer to 24 CFR Part 92.**

**A separate policy manual is available for HOME & Affordable Housing Trust Funds (AHTF) Homebuyer and Homeowner Rehabilitation programs.**

**Version: March 2022**

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## Notice

This manual serves as a reference for the Kentucky Housing Corporation’s administration of the HOME Investment Partnerships Program Tenant-Based Rental Assistance program (TBRA).

To the best of our knowledge, the information in this publication is accurate: however, neither Kentucky Housing Corporation nor its affiliates assume any responsibility or liability for the accuracy or completeness of, or consequences arising from, such information. Changes, typos, and technical inaccuracies will be corrected in subsequent publications. This publication is subject to change without notice. The information and descriptions contained in this manual cannot be copied, disseminated, or distributed without the express written consent of Kentucky Housing Corporation. This document is intended for informational purposes only. The manual contains resources and forms used to implement project(s) using HOME TBRA. The manual is not inclusive of all resources needed to successfully administer a project.

Please submit a request to the Housing Contract and Administration (HCA) Partner Agency Portal <https://kyhmis.zendesk.com/home> if you have questions or need additional assistance with materials within this manual.

Version: March 2024

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# HOME Investment Partnerships Program

## Tenant-Based Rental Assistance

### Policy Manual

**NOTE:** This manual outlines the policies pertaining to the HOME TBRA program only. It is the responsibility of HOME TBRA project applicants and grant subrecipients to read, understand, and comply with the HOME Final Rule, 24 CFR Part 92, as well as the documents and notices listed below.

- 24 CFR Part 92
- KHC's Consolidated and Annual Action Plans
- KHC's HOME TBRA Policy Manual
- KHC's HOME TBRA Application Guidelines
- KHC's HOME TBRA Grant Agreement
- HUD Notices and Updates
- KHC's HOME TBRA Toolkit
- KHC's eGram Notices
- Any other relevant state and federal laws, policies, and regulations not otherwise listed above.

#### **Program Purpose**

The purpose of the HOME Program is to expand the supply of quality, affordable housing for low- and very low-income households. Created by Congress in 1990, the HOME Investment Partnerships Program (HOME) provides funding to applicants for various types of affordable housing production and rehabilitation and to provide Tenant-Based Rental Assistance (TBRA) to low- and very-low income households throughout the Commonwealth. Kentucky Housing Corporation (KHC) administers and monitors the program for the U.S. Department of Housing and Urban Development (HUD), awarding funding to eligible applicants, including local governments, housing authorities, private developers, and nonprofit housing providers.

## **Application Criteria**

#### **Eligible Applicants**

In order to be eligible to participate in the HOME Program, an applicant must be deemed to be in good standing by the Secretary of State of the Commonwealth of Kentucky and in compliance with the requirements of 24 CFR §92.505 and all OMB requirements at 2 CFR §200.

Eligible applicants include private developers, nonprofit organizations, Community Housing Development Organizations (CHDOs), faith-based and community service organizations, and units of local government in Kentucky.

**Note: TBRA is not a CHDO set-aside eligible activity; however, CHDOs are not precluded from applying for TBRA projects.**

Applicants that meet the criteria for TBRA established by HUD may apply for funding in the competitive TBRA funding process. Applicants who are deemed ineligible as a result of KHC's suspension and debarment policy may not participate in any project that receives KHC resources. Refer to the *Minimum Thresholds* section below for additional stipulations.

The city of Owensboro, the merged governments of Lexington/Fayette and Louisville/Jefferson counties and the consortia consisting of the cities of Covington, Ludlow, Newport, Bellevue, and Dayton receive a direct allocation of HOME funds from HUD. Projects within these areas are not eligible to apply for KHC's HOME TBRA funds.

### **Public Information and Open Records Act Request**

Applicants are advised that materials contained in TBRA applications are subject to the requirements of the Kentucky open records laws at KRS 61.870.884 and the application materials may be viewed and copied by any member of the public. Applicants seeking to claim a statutory exemption to disclosure from open records requests, which may be made, must place all documents viewed as confidential in a sealed envelope marked "confidential". Applicants must be aware that if an open records request is made for any of the application materials, KHC will make an independent determination of confidentiality and may or may not agree with the applicant's determination regarding the confidentiality of the materials.

### **Minimum Thresholds**

In addition to meeting basic eligibility criteria, additional minimum thresholds may be set by KHC during the TBRA competitive funding round. Such thresholds will be outlined in specific TBRA funding round application guidelines.

Threshold waivers will be granted on a case-by-case basis at KHC's sole and absolute discretion. Agencies wishing to request a threshold waiver must complete the online Housing Contract Administration (HCA) Project Waiver/Modification Request form prior to the application submission deadline following the specific timeframes outlined in the TBRA funding round application guidelines.

### **Maximum Funding Requests**

KHC limits the amount of funds an applicant may request.

KHC reserves the right to award less or greater amounts than requested. This determination may be based on such factors as the capacity of the applicant or administrator, a project's readiness to proceed, the number of applications received, geographic distribution of funds, and any other factors that KHC deems appropriate and necessary.

TBRA awards are for a two-year period, unless otherwise stated.

### **Match and Leverage Requirements**

There is no match or leverage requirement for TBRA.

### **State Clearinghouse Review**

The Kentucky State Clearinghouse review is not applicable to HOME TBRA.

## **Program Requirements and Administration**

### **Administration Plan**

All subrecipients must develop written policies and procedures (Administration Plan) describing how they will administer their HOME TBRA program. Administration Plans must be in accordance with the policies included herein, 24 CFR 92, and all other policies and regulations relevant to the administration of the HOME TBRA program.

### **Eligible Costs (Activities)**

#### **TBRA program funds may be used:**

- To provide rental assistance to help pay the cost of monthly rent and utility costs for up to 24 months. (Extension of assistance for up to an additional 24 months may be allowed. Refer to the *Length of TBRA Assistance* section for more information).
- To pay security and/or utility deposits.
  - *Security deposit assistance* may be provided as long as the procedures in §92.209(j) are followed and regardless of whether the tenant is receiving on-going tenant-based rental assistance.
  - For those jurisdictions which have adopted the Uniform Residential Landlord Tenant Act, security deposit is defined as “an escrow payment made to the landlord under rental agreement for the purpose of securing the landlord against financial loss due to damage to the premises occasioned by the tenant’s occupancy other than ordinary wear and tear.”
  - The amount of a security deposit may not exceed the equivalent of two month’s rent for the unit.
  - *Utility deposit assistance* may be provided **only in conjunction with** either rental assistance or a security deposit program.
- To cover related soft costs for a TBRA project which includes unit inspections and income determinations.

#### **TBRA administrative (admin) funds may be used:**

- To pay for reasonable planning and administrative expenses associated with operating a TBRA program. Administration of TBRA is eligible only under general management oversight and coordination under §92.207(a).

## Ineligible Costs (Activities)

### HOME TBRA funds may not be used for the following activities:

- Application fees for housing units.
- Applicant background checks.
- Telephone and cable deposits.
- Landlord vacancy and/or damage claims.
- Down payment and/or closing costs in conjunction with a lease-purchase program.
- To make commitments to specific owners for specific projects. Tenants must be free to use the assistance in any eligible unit.
- To assist resident owners of cooperative housing that qualifies as homeownership housing. Cooperative and mutual housing may qualify as either rental or owner-occupied housing, depending on the provisions of the agreement applying to the unit.
- To prevent displacement of or provide relocation assistance to tenants as a result of activities other than the HOME Program.
- To provide TBRA to homeless persons for overnight or temporary shelter. Any HOME TBRA subsidy must be sufficient to enable a homeless person to rent a transitional or permanent housing unit that meets Housing Quality Standards (HQS).
- To provide assistance for more than 24 months. The term of rental assistance contract providing assistance with HOME funds may not exceed 24 month, but may be renewed, subject to the availability of HOME funds.
- To duplicate existing rental assistance programs that already reduce the tenant's rent payment to 30 percent of income. For example, if the household is already receiving assistance under the Section 8 Housing Choice Voucher Program (Section 8), the household may not also receive assistance under a HOME TBRA program for the same expense, but the household may be eligible for a security deposit on a Section 8 Housing Choice Voucher Program unit.
- To provide assistance outside of the agency's service area.

## Income Eligibility for TBRA Beneficiaries (Tenants)

There are two key rules regarding the income eligibility of households under a HOME TBRA program—initial income and income at annual recertification:

- **Initial Income Eligibility:** Income of participating households must be verified before assistance is provided. Income limits are established by household size and revised annually by HUD. For initial income eligibility, a household qualifies for TBRA assistance if its **annual gross income does not exceed 60 percent of Area Median Income (AMI)** indicated on the HOME Income Limits. Programs must ensure that 20 percent of all households served have an income that does not exceed 50 percent AMI.
- **Annual Recertification Income Eligibility:** The subrecipient must recertify family income, size and composition at least annually. Income limits are established by household size and revised annually by HUD. A household may still be served with HOME TBRA so long as its income does not exceed 80 percent AMI (HUD's Low-Income Limit) **after** project entry. If at annual recertification a household's income exceeds 80 percent AMI, the household is no longer eligible for HOME TBRA and assistance can no longer be provided. The subrecipient must give reasonable (minimum of 30 days) notice to the tenant and the owner.

### Calculating Household Income:

- Household income: Household income under HOME-funded TBRA program must be calculated using the definition of annual income at 24 CFR Part 5 (Section 8).
- The subrecipient must determine annual income by reviewing source documents for at least two months, evidencing annual income (for example, wage statement, interest statement, unemployment compensation) for the TBRA-assisted household.
  - Income and asset source documentation for new TBRA recipients is good for a six-month period (180 days). If TBRA assistance is not provided before the six months has expired, the household's income eligibility must be reviewed again before assistance may be provided.
  - Income eligibility criteria must be met regardless of the type of TBRA program operated by the subrecipient (e.g., rental assistance, utility deposits, security deposits, etc.).

### Tenant Selection Requirements

Subrecipients administering HOME-funded TBRA programs **must have a written tenant selection policy** that clearly specifies how households will be selected for participation in its TBRA program. There are two major components of tenant selection –income eligibility (as referenced above) and preferences established by the subrecipient. Preferences: Subrecipients can use HOME-funded TBRA programs to support a variety of local goals and initiatives, including the establishment of preferences.

- Residency preference: The subrecipient may opt to establish a residency preference as part of its community-wide program. A residency preference requires TBRA participants to be residents of the subrecipient service area, but must adhere to the following:
  - Subrecipients may establish a residency preference as long as the application of the preference does not have the effect of discriminating on the basis of race, color, religion, sex, nation origin, disability, familial status, age, sexual orientation, gender identity, or marital status.
  - The subrecipient's definition of "resident" must include persons who currently reside in the service area, and those who are currently working or have a verified job offer in the service area
  - Subrecipients may **not** establish a requirement for minimum length of residency.
- Preferences for targeted populations: Subrecipients are permitted to design local selection criteria that meet the housing needs of specific populations.
  - Preferences for persons with disabilities: Subrecipients may establish a preference for individuals with mental or physical disabilities.
    - Generally, TBRA and related services may be made available to **all** persons with disabilities that can benefit from such services.
    - Subrecipients may also provide a preference for a specific category of individuals with disabilities (e.g., persons with AIDS or severe mental illness) if the specific category is identified in the Consolidated Plan as having unmet needs and the preference is needed to narrow the gap in benefits and services available to such persons. In addition, the provision of assistance must be



necessary to provide housing, aid, benefit, or services that are as effective as those provided to others.

- Preferences for persons with other special needs: Subrecipients may establish a preference for individuals with special needs (seniors, homeless persons, etc.).
  - TBRA may be provided exclusively to persons with a particular type of special need, if the specific category of need is identified in the Consolidated Plan as having unmet need and the preference is necessary to bridge the gap in benefits and services received by such persons.
  - As with the general TBRA program, appropriate **non-mandatory** social services may be provided in conjunction with the TBRA.
- Selection for TBRA assistance may be conditioned on successful participation in a self-sufficiency program. The family's failure to continue 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 on Section 8 waiting list: HOME TBRA Program Participants do not jeopardize their position on the local Section 8 waiting list while receiving HOME TBRA assistance. If Section 8 assistance becomes available, recipients of TBRA will qualify for tenant selection preferences to the same extent as when they received HOME TBRA under this subsection.
- Eligibility may NOT be contingent upon participation in medical-, disability-, or drug rehabilitation -related services, and cannot be administered in a manner that limits opportunities for persons with disabilities.

### **Eligible TBRA Units and Rent Reasonableness**

The HOME TBRA program offers households great flexibility in selecting a housing unit. Households must be free to select the unit of their choice.

- **Public or private:** Units under the TBRA program may be publicly- or privately- owned. Publicly-owned units include public housing, Section 811, Section 202, HOPE 6, Continuum of Care, and HOPWA.
- **Combining rental assistance with another rental assistance program:** HOME TBRA rental assistance **cannot** be provided to a program participant who is receiving tenant-based rental assistance (e.g. Section 8 or Continuum of Care rental assistance) or living in a housing unit receiving project-based rental assistance or operating assistance through other public sources.
- **Combining security and utility deposit assistance with another security or utility deposit program:** HOME TBRA security and utility deposit assistance **cannot** be provided to a program participant who is receiving security deposit or utility deposit assistance through other public sources.
- **Rents must be reasonable:** Subrecipients must disapprove a lease if the subrecipient determines the rent is not reasonable, based on rents that are charged for comparable unassisted rental units.
- **HOME-funded units are OK:** Households may select units developed or rehabilitated with HOME assistance. However, the subrecipient may not require the household to select a HOME unit as a condition of receiving TBRA. Households must be permitted to move out at the end of the HOME lease term, taking their TBRA assistance with them.
- **LIHTC funded units are OK:** Households may select units developed or rehabilitated with Low Income Housing Tax Credit assistance. However, the TBRA program administrator should check<sup>9</sup> with the owner/management to ensure that other project based rental assistance is not also tied to the proposed unit.

- **RD funded units *may* be OK:** Households may select units developed or rehabilitated with Rural Development assistance through USDA. However, the TBRA program administrator must check with the owner/management to ensure that other project based rental assistance is not also tied to the proposed unit.
- **Portability is NOT an option:** Subrecipients may allow eligible TBRA participants to use their TBRA assistance in units within their service area. KHC does not allow TBRA assistance to be used outside of the subrecipient's service area.

### Property and Occupancy Standards

The Section 8 Housing Quality Standards (HQS) must be used for HOME TBRA activities until HUD approves and KHC has instructed HOME TBRA Administrators to use another the new Inspection standards called NSPIRE. Inspection to verify compliance with HQS/NSPIRE and occupancy standards are made both at initial move-in and annually during the term of the TBRA assistance. If security deposit assistance alone is provided, an inspection is required only at the time the program provides the security deposit assistance.

- The subrecipient must adhere to KHC's mandatory occupancy standards available on the HCA Partner Agency Portal.

### Occupancy Standards

- **Eligible unit size:** The occupancy standards are used to provide consistent criteria for determining the unit size for which the household is eligible.
- When the household is selected for the HOME TBRA program, the subrecipient should counsel the household about the unit size for which the household is eligible.
  - If the household will be permitted to select a unit that is larger or smaller than the eligible unit size, the subrecipient should explain the impact of this choice on the tenant's payment.
  - The subrecipient may refer the household to appropriate units, but may not require the household to select the referral unit.
- Subrecipient must ensure that the property complies with standards and requirements for as long as the unit is occupied by a TBRA recipient.
  - The subrecipient must conduct an annual inspection to ensure that the unit still meets HQS/NSPIRE.

### Lease Requirements

- TBRA must be provided through an assistance contract with an owner that leases a unit to an assisted household. KHC requires subrecipient to approve the lease between the household and the owner.
- The tenant's lease must comply with the requirements in §92.253(a) and (b).
- **Written lease:** The lease between the owner and the TBRA recipient must be in writing and signed by both parties. A written lease is required regardless of what the state considers as a legal lease. The subrecipient must review the lease.

- **Term:** The term of the lease between the tenant and the owner must be **at least one year**, unless both agree otherwise.
- **What the lease may not say:** The lease **may not** contain the following provisions:
  - Agreement by the tenant to be sued or to admit guilt, or a judgment in favor of the owner in a law suit brought in connection with the lease;
  - Agreement by the tenant that the owner may take, hold, or sell the personal property of 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 members) 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 the tenant's right to appeal or otherwise challenge a court decision;
  - Agreement by the tenant to pay attorney fees or other legal costs, even if the tenant wins in court; or
  - Agreement by the tenant to participate in any specific supportive services as a term or condition of the lease. Services may not be mandatory.
- **Termination:** The subrecipient must establish standards it will use to approve or reject a lease relating to when a landlord may elect to terminate or refuse to renew the lease of a TBRA household. These standards must be in writing. They must also be included within the lease.
- **Rent increases:** The subrecipient must review and approve rent increases by the landlord renting to tenants participating in the TBRA program. Owners may adjust rents as leases are renewed (generally annually). The subrecipient must disapprove a lease if the rent is not reasonable.

### Calculating the Rental Subsidy

- KHC has elected to utilize the Section 8 Housing Choice Voucher method (24 CFR Part 982) to calculate subsidy amounts. Subrecipients must utilize the KHC HOME TBRA Subsidy Worksheet located on the HCA Partner Agency Portal at <https://kyhmis.zendesk.com/home>.
- **Maximum TBRA payment (subsidy):** The maximum amount that the HOME TBRA **program** may pay to assist any given household is the difference between 30 percent of the household's **adjusted** monthly income using the requirements in 24 CFR Part 5.611 and the rent limit established by KHC, or the subrecipient may choose to use HUD's Fair Market Rent (FMR) known as the payment (rent) standard. This gap is then the constant amount of the monthly TBRA assistance. The household is free to select an actual unit

that costs more or less than the subrecipient's payment (rent) standard. **NOTE: KHC typically refers to the rent limit as the payment standard. However, the term *payment standard* means the same thing as the term *rent standard*, which is used in 24 CFR Part 92.**

- Regardless of whether the unit cost of the actual unit selected is more or less than the payment (rent) standard, the monthly TBRA to the household remains fixed at the gap between what the household can afford and the subrecipient's payment (rent) standard.
  - **Unit costing more:** If the household selects a unit costing more than the payment (rent) standard, the household's monthly payment will exceed 30 percent of its monthly adjusted income. Should a household elect a unit that exceeds KHC's payment standard, or the HUD FMR, the subrecipient should obtain documentation signed by the household that it understands the unit is considered unaffordable to their income level.
  - **Unit costing less:** If the household selects a unit costing less than the payment (rent) standard, the household's monthly payment will be less than 30 percent of its monthly adjusted income.

### **Minimum Tenant Payment**

The HOME Program rules require the subrecipient to establish a minimum tenant payment. **Minimum tenant payment:** The subrecipient may use its discretion in setting this minimum payment level. The minimum payment must be established at a dollar figure (such as \$50). KHC allows the minimum tenant payment to be as low as \$1.

### **Selecting a Payment (Rent) Standard**

In establishing a payment (rent) standard, subrecipients may either use the current HUD Fair Market Rent (FMR) (updated and published annually by HUD) or they may set the standard at 110% of the FMR<sup>1</sup>. Whichever method is selected, it must be clearly stated in the agency's HOME TBRA Administration Plan and must be applied consistently with all assisted households.

### **Length of TBRA Assistance**

- HOME TBRA rental assistance contracts with individual households may not exceed 24 months. However, contracts **can** be renewed for up to an additional 24 months and every 24 months thereafter, subject to availability of HOME funds. HOME TBRA Assistance to a client may not exceed the number of months remaining in the current allocation of HOME TBRA.
- The 24 month period begins on the first day of the lease and ends upon termination of the lease.

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<sup>1</sup> Subrecipients serving Daviess County may select the FMR or 90% of the FMR.

- TBRA assistance cannot exceed the number of months remaining in your current HOME TBRA allocation.

### **Deposit Assistance**

HOME regulations allow the security deposit payment to be made to the tenant or the owner and the utility deposit payment to be made to the tenant or the appropriate utility company. KHC recommends that deposit payments be made directly to an owner or utility company.

The amount of security deposit paid should be based upon local market practice. However, the maximum amount of HOME funds that may be provided for a security deposit is the equivalent of two months' rent for the unit. Only the prospective tenant, not the owner or landlord, may apply for HOME security deposit assistance.

Utility deposits may be made only in conjunction with the provision of rental assistance or security deposit programs, and cannot be operated separately as a "stand alone" program. Utility deposits may be paid for any of the tenant-paid utility services included on the utility allowance chart provided by the local public housing authority that administers the section 8 program for that area. Telephone and cable deposits are ineligible.

**Note: Funds for assistance for security deposits or utilities must be in the form of a grant to, or on behalf of, the tenant. All returned security deposits must be granted back to the client upon move out.**

### **Structure and Repayment of KHC Subsidy**

There is no repayment of HOME assistance for HOME TBRA activities by the individual households to the sponsoring agency. All HOME TBRA to individual households will be in the form of a grant. In the event of non-compliance by a sponsoring agency, repayment by the agency of HOME TBRA funds to KHC will be required.

### **Recapture of Funds**

KHC reserves the right to:

- Withdraw its conditional funding commitment if items are not submitted by the applicant by the date referenced in the commitment letter.
- Recapture funds if funds are not committed and/or expended by the dates referenced in the funding agreement, or if the project substantially changes after the funding commitment.
- Periodically review the applicant's progress toward timely commitment and expenditure of the HOME allocation. If KHC determines that the project is no longer feasible or is not progressing timely so that the imposed deadlines will be met, funds may be recaptured.
- KHC will recapture funds for any subrecipient who becomes suspended or debarred in accordance with the KHC Suspension and Debarment Policy.

Other examples of situations that constitute recapture are included in the funding agreement. Subrecipients are advised to read those requirements carefully to avoid recapture of HOME funds.

### **Project Completion**

If the project does not meet the commitment and/or expenditure deadlines as noted in the HOME TBRA grant agreement, any uncommitted or unexpended HOME project funds are subject to recapture.

### **Recordkeeping**

Recordkeeping and Record Retention requirements must be in compliance with 24 CFR 92.508. For TBRA projects, records must be retained for five years after the period of rental assistance ends or from the time the project is closed, whichever is longer.

Documentation of these requirements must be available for review by KHC's compliance monitoring staff or program staff. Subrecipients are responsible for ensuring that all records are maintained for the appropriate period of time for all HOME TBRA projects.

### **Additional Program Administration**

Additional requirements include but are not limited to:

- Each household applying for assistance must complete the KHC mandatory HOME TBRA Application form, available on the HCA Partner Agency Portal in the HOME TBRA Toolkit. If necessary, the agency will provide assistance in preparing the form; especially to the elderly, handicapped, non-English speaking persons, and persons who are unable to read and/or write.
- All households deemed ineligible for assistance must be notified in writing of such determination and the reasons for such determination. The household should also be notified of other potential resources.
- Applicants should document their efforts to ensure clients are complying with the requirements.
- Applicants must disclose all real, potential, or perceived conflicts of interest to KHC as outlined in 2 CFR Part 200, as applicable, regarding the receipt of, assistance provided with, or expenditure of KHC funds. All conflicts of interest must be disclosed and resolved prior to providing HOME TBRA assistance to the household. For additional guidance on Conflict of Interest requirements, refer to the Compliance section of the HCA Partner Agency Portal at <https://kyhmis.zendesk.com/home>.
- HOME applicants must comply with the requirements of the Uniform Relocation Act.

- All funded projects have access to technical assistance through the Housing Contract Administration (HCA) Partner Agency Portal on an as-needed basis. The HCA Partner Agency Portal can be found on KHC's website and this link: <https://kyhmis.zendesk.com/home>
- The subrecipient is responsible for adhering to Violence Against Women Reauthorization Act (VAWA) of 2013: Implementation in HUD Housing Programs. Additional information can be found at 24 CFR §5.2001- thru §5.2011 and on the HCA Partner Agency Portal.

### **Draw Requests**

All draw requests must be submitted through the Program Funding Draw Management System (PFDMS): [https://wapps.kyhousing.org/Khc\\_webdraw/u/l](https://wapps.kyhousing.org/Khc_webdraw/u/l) to set-up your account, visit the Program Funding Draw Management System and follow these steps:

1. Register/Create an account.
2. Request access to your project(s).
3. After project access is approved, create and submit the draw request.

It is recommended that you use Internet Explorer 10 or above, or the latest version of Firefox or Chrome when completing your registration. Draw requests and project set-up reports are to be submitted monthly. The final draw request must also include required closeout documentation.

If you have any questions, or need assistance registering, please review the FAQ section of the PFDMS or contact a Financial Management Specialist in the Housing Contract Administration Department.

### **Compliance Monitoring**

KHC is responsible for conducting monitoring reviews for all projects. KHC will utilize a risk assessment tool to determine the relative risk among funded entities and projects. Subrecipients will receive on-site, desk, or remote monitoring reviews based on the risk assessment. All agencies will be required to complete the Annual Project Compliance Report (APCR). Each subrecipient of HOME funds is required to make available, in a timely manner, all documentation required by KHC's Quality Assurance and Compliance Staff.

### **Resources**

#### **HOME Final Rule 24 CFR Part 92**

[http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title24/24cfr92\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title24/24cfr92_main_02.tpl)

#### **HUD Exchange**

<https://www.hudexchange.info/>

#### **HOME Tenant-Based Rental Assistance Guidance**

<https://www.hudexchange.info/home/topics/tenant-based-rental-assistance/>

#### **2 CFR Part 200 Uniform Administrative Requirements**

[http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)

#### **HCA Partner Agency Portal**

<https://kyhmis/zendesk.com/home>

**KHC HOME Investment Partnerships Program Tenant-Based Rental Assistance Tool Kit**  
Located on the HCA Partner Agency Portal at <https://kyhmis/zendesk.com/home>

**Technical Guide for Determining Income and Allowances for the HOME Program**

<https://www.hudexchange.info/resource/786/technical-guide-for-determining-income-and-allowances-for-the-home-program/>

This guide book provides information on calculating income of program participants. It reviews general requirements for determining and calculating income in order to determine program eligibility, provides an overview of the three allowable definitions of income, and reviews how to determine income using each of the three definitions.

**Section 8 Method of Income Calculation of Annual Income 24 CFR Part 5.609**

<https://www.gpo.gov/fdsys/granule/CFR-2000-title24-vol1/CFR-2000-title24-vol1-sec5-609>

**Section 8 Method of Income Calculation of Adjusted Income 24 CFR Part 5.6.11**

<https://www.gpo.gov/fdsys/granule/CFR-2011-title24-vol1/CFR-2011-title24-vol1-sec5-611/content-detail.html>

**HOME Income Limits**

<https://www.hudexchange.info/home/>

**HUD Fair Market Rents**

<https://www.huduser.gov/portal/datasets/fmr.html>

**Housing Quality Standards (HQS)**

[https://portal.hud.gov/hudportal/HUD?src=/program\\_offices/public\\_indian\\_housing/programs/hcv/hqs](https://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/hcv/hqs)

**Violence Against Women Act (VAWA) Requirements for HUD Programs**

<https://www.hudexchange.info/resource/4718/federal-register-notice-proposed-rule-violence-against-women-act-2013-vawa-2013/>