



2016-2017

Request for Proposals (HOME)



Bidder's Conference Q&A:	May 19, 2016	11:00 AM
Submission Deadline:	June 7, 2016	4:00 PM

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City of Worcester

Request for Proposals

**HOME Investment
Partnership Program**

**Tenant Based Rental
Assistance for the
Homeless Program**

Request for Proposal for HOME Investment Partnerships Program Tenant Based Rental Assistance for the Homeless Program

The City Manager Edward M. Augustus, Jr.'s Executive Office of Economic Development, Housing Development Division is seeking proposals for the use of federal HOME Investment Partnership Program (HOME) funds for the specific purpose of establishing and/or maintaining a Tenant Based Rental Assistance (TBRA) Program for unsheltered, homeless individual adult households and/or households without children.

The City of Worcester's Executive Office of Economic Development, through the Housing Development Division, uses an application process to ensure that public funds are utilized for maximum public benefit while accomplishing specific objectives and providing fair access to all applicants. Applications will be accepted until all budgeted funds are allocated. The City of Worcester reserves the right to partially fund application requests or deny any application that does not meet the application criteria; to reject any and all proposals, to waive any informality in the RFP process, and to accept any proposals which, in their judgment, are most advantageous, price and other factors considered, and will best serve the interest of the City of Worcester.

The intent of this Request for Proposal (RFP) is to identify the agency that can best administer a TBRA program that targets unaccompanied, unsheltered, homeless adult individuals. The selected agency must agree to run a program that is consistent with the City of Worcester TBRA Program Guidelines (Attachment G) and is eligible under HOME TBRA regulations at 24 CFR Part 92.209.

A sum up to \$330,000.00 in HOME funds will be awarded under this RFP over a 2 year period (contingent upon HOME funding through the U.S. Department of Housing & Urban Development (HUD)).

Under this RFP, funds will be awarded to an applicant that demonstrates a readiness to proceed, meets the strict minimum requirements as described in this notice, and is desired most advantageous on the evaluation criteria. Agencies are encouraged to collaborate to submit a single application; however the City reserves the right to issue more than one award under this funding announcement, if considered to be in the City's best interest.

All HOME projects require a leveraging match of at least 25% of the total HOME funds awarded. The match funds must be from non-federal sources and be permanently committed to the HOME assisted project. Eligible match for the City of Worcester's HOME TBRA for the Homeless Program includes the direct cost of supportive services to clients served by the direct rental assistance.

The City anticipates securing funds under an agreement no later than July 1, 2016.

General Information

The City Manager Edward M. Augustus, Jr.'s Executive Office of Economic Development, through the Housing Development Division (HDD) is soliciting proposals for the use of HOME Investment Partnership Program (HOME) funds for the specific purpose of establishing a Tenant Based Rental Assistance (TBRA) Program for unsheltered, homeless individual adult households and/or households without children.

The City's TBRA for the Homeless Program is designed to assist unsheltered homeless individuals and/or households without children obtain safe, sanitary housing. Worcester's 3-Year Plan to Address Homelessness identifies the Housing First model as a cost-effective and humane alternative to ending homelessness over shelter programs. The need for permanent housing for homeless and chronically homeless individual households without children is identified as a high priority in the City's 2015-2020 Consolidated Plan.

A TBRA program provides rental assistance payments to make up the difference between local rent standards and the amount that a household can actually afford to pay for housing. The tenant must be able to choose a unit in which to live. Rental costs must not be above fair market rent and meet the Rent Reasonableness test. Eligible costs and requirements are described in more detail at 24 CFR Part 92.209. Applicants must review HUD's Building HOME Manual, which discusses the rules governing Tenant Based Rental Assistance Programs.

http://portal.hud.gov/hudportal/documents/huddoc?id=19787_ch07.pdf

Please also see the City of Worcester's TBRA Program Guidelines attached to this RFP for further information on local program policies and requirements.

Length and Type of Assistance:

The City expects to make a single award to a selected recipient in the amount of \$330,000 in HOME funds to be disbursed over two years (\$165,000 per year); however the City reserves the right to issue more than one award under this funding announcement. A written agreement shall be made for up to a **24-month** period and may be extended and renewed at the discretion of the City and subject to the availability of funds for an additional 12 months.

Rental Assistance contracts with individual households and/or households without children may not exceed twelve months. In an effort to promote self-sufficiency and to extend the program to as many eligible participants as possible, organizations that propose a longer length of assistance to beneficiaries, provided in conjunction with stabilization services, may be considered less advantageous.

Funding under this program may support monthly rental assistance and project delivery costs associated with carrying out the requirements of the program. Organizations that propose to dedicate their entire award toward direct assistance will be considered more advantageous. TBRA payments must be made directly to the landlord or other third party. The recipient agency should demonstrate access to funds to support start-up costs including first and last months' rent, or that the individual served can provide these costs on their own.

Target Population:

All individuals served by Worcester's TBRA Program must be very low-income, as defined by HUD in the HOME regulations as households at or below 50% of Area Median Income (AMI). When drafting program policies, HOME Income Limits must be utilized.

Local Preference Criteria:

Households provided TBRA must meet the criteria below:

- Unsheltered homeless per HUD's definition (24 CFR 91.5(1) as updated 12/5/11)
- Have an income equal to or less than 50% AMI
- Worcester County resident (as defined in the City's TBRA guidelines)

The priority of the Worcester TBRA for the Homeless Program shall be to assist unsheltered homeless households (with a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, regular sleeping accommodations for humans, including a car, park, abandoned building, or train station).

Households who were formally unsheltered but are now living in an emergency or transitional shelter, or in an institutional setting may be considered for assistance if funds are available and no eligible unsheltered individual is on the waiting list.

Integration with the Local Continuum of Care (CoC) Coordinated Entry System:

It is the strong preference of the City of Worcester that HOME TBRA rental subsidy assistance is made available through the Worcester City & County Continuum of Care Coordinated Entry System for the homeless. The purpose of the Coordinated Entry system is to improve the quality of homeless housing and service system outcomes for individuals in the CoC that are threatened with or experiencing homelessness. The Coordinated Entry working group convenes bi-weekly in an ongoing effort to improve access to community-wide housing resources for homeless individuals; assess household needs in a uniform manner across the continuum, prioritizing need for precious housing and service resources. The purpose of the working group is also to match household needs with available resources in a cost-effective manner to shorten periods of homelessness and improve housing stability.

While upholding the tenant selection policy found in the City's TBRA guidelines (Attachment G), HOME TBRA resources should be integrated and made available to any eligible persons who are referred through the Coordinated Entry system and recommended by consensus to be a good match for this housing resource.

Self-Sufficiency:

In an effort to promote housing stability and independence, Worcester's TBRA program requires recipients to participate in a self-sufficiency program as a condition of being found eligible to receive rental assistance. Failure to continue participation in the self-sufficiency program is not a basis for terminating TBRA assistance; however, renewal of the assistance may be conditioned on participation in the program. Case management and self-sufficiency services cannot be supported with TBRA funds. The selected agency must be able to provide a match commitment in case management/supportive services or connect households to the necessary community supports to create individual service plans and connect individuals to wrap-around services that help maintain tenancy.

Although not all inclusive, supportive services may include:

- Tenant advocacy in applying for available subsidized housing in the area, including completing application, getting on waiting lists, etc.;
- Case management around substance abuse treatment, mental health services, budget counseling and life-skills training
- Applying for any available public assistance programs, including TANF, food stamps, general assistance, social security, etc.;
- Referrals to job training agencies, when applicable;
- Active job search for employable tenants; and
- Ongoing monthly case management meetings with established TBRA case manager.

General Administrative Structure:

The selected agency shall be responsible for the following:

- Marketing program to potential applicants and outreach to property owners
- Tenant Selection and Determination of Eligibility
- Annual Certification of Eligibility, if applicable
- Maintenance of Waiting List
- Assistance with housing search and placement

- Unit Inspection consistent with HUD’s Habitability Standards
- Leases and Rental Agreements
- Establishing a Payment Standard by performing a reasonable rent survey
- Disbursement of funds to property owners/landlords
- Provide or assist in identifying appropriate self-sufficiency services to Tenants
- Enrolling prospective tenants under the *Massachusetts Low Income Home Energy Assistance Program* (LIHEAP) (*Fuel Assistance*) or the National Grid Discount rate for low income individuals.
- Resolving tenant and landlord disputes

The City of Worcester’s Housing Development Division shall be responsible for monitoring and evaluating program performance, and reporting accomplishments to HUD. The City of Worcester Budget and Accounting Office shall be responsible for executing Line of Credit Control System (LOCCS) drawdowns for reimbursements. LOCCS is the U.S. Department of Housing and Urban Development’s (HUD) primary grant disbursement system.

Monitoring Performance:

The City of Worcester will monitor progress and implementation of the program to ensure that the regulatory and statutory requirements are met and to assess program outcomes. Further discussion about performance monitoring is included in the City’s TBRA Program Guidelines (Attachment G) and are subject to specification based upon the selected applicant(s’) contract negotiation.

Ongoing Performance and Outcomes:

The selected agency will be required to report program performance and outcomes monthly. The following is a list of included performance indicators that must be reported on:

- Number of clients screened for potential eligibility;
- Number of clients served;
- Number of clients served who are considered chronically homeless;
- Number of clients denied (and why);
- Number of clients who exited from the program, their reason for leaving, as well as their destination;
- Length of assistance provided to clients (time period)
- Number of clients on waiting list; and
- Client case notes and records must be kept secure and will be subject to regular monitoring.

Proposal Submission Process

Eligible Applicants

Funds are available to for-profit and non-profit corporations and organizations, including Community Housing Development Organizations (CHDOs) and Community Development Corporations.

Consistent with the Federal Funding Accountability and Transparency Act of 2006, any agency selected to receive federal funds is required to obtain a Data Universal Number System (DUNS) number and be registered in the System for Award Management (SAM). Completing these registration processes is free but may take up to 10 days to complete. To find information on how to obtain a DUNS number and register in SAM please review Attachment F of this RFP and <https://www.sam.gov/portal/public/SAM/>

Eligible Costs:

The proposing agency is expected to submit a detailed budget (Attachment B) demonstrating the ability to administer an effective program, while remaining within the established funding constraints. This budget will be part of the proposing agency’s response and contract.

Applicants who plan to direct all of their HOME funds toward direct rental assistance will be considered more advantageous. It is highly desired that HOME funds available under this RFP be used for direct rent payments on eligible units. The total amount of funding for this program is \$165,000 annually, for up to 24 months.

Since the adoption of the 2013 HOME Final Rule, the administrative cost of conducting unit inspections and determining the income of tenant-based rental assistance recipients is an eligible project-related soft cost. Administrative costs are not to exceed 10% of the grant amount; however case management will not be considered an administrative expense. Case management will be solely funded with non-HOME resources to allow the provision of a maximum use of rental assistance. Applicants must provide proof of match either with their application, or at the release of HOME funds for the project.

Timeline:

Each grant award is subject to the execution of a final agreement between the City and the applicant. The grant amount and the project description are subject to modification by the City. No expenditure of funds can be incurred until an agreement has been fully executed and the City has issued an approved purchase order. Funds will be dispersed on a reimbursement basis subject to submission of proper documentation showing proof of payment. The City anticipates securing all funds through a written agreement no later than July 1, 2016.

Proposal Evaluation

Minimum Evaluation Criteria

The City of Worcester will be evaluating all Proposals to qualify them as being responsible and responsive to the requirements of the RFP. All Proposals must include the following elements to be considered valid for HOME funds.

1. *Complete Proposal* – A complete HOME Application (attached) along with required attachments.
2. *HOME Eligible* – Proposed projects must be eligible under the HUD HOME Investment Partnerships Program Final Rule as described in 24 CFR Part 92.
3. *Evidence of Program* – The proposal must include information that will demonstrate to the City that the proposed organization has experience running a rental assistance program as well as experience working with homeless populations.

Comparative Criteria

Only proposals that meet the minimum criteria will be reviewed for eligibility under the comparative criteria. Applicants who meet all minimum criteria and are considered advantageous on all comparative criteria will be considered eligible for HOME funds. Awards will be made to highly advantageous proposals subject to the availability of HOME funds. Proposals that meet the minimum criteria but fail to meet the highly advantageous criteria may be considered in the absence of eligible highly advantageous applications.

Applicants should take note to address these criteria in the narrative responses on page 8.

	<i>Highly Advantageous</i>	<i>Advantageous</i>	<i>Not Advantageous</i>
1. Applicant Experience	Applicant has more than 3 years of experience managing a rental assistance program <i>and</i> working with unsheltered homeless populations.	Applicant has between 1 and 3 years of experience managing a rental assistance program and working with homeless populations.	Applicant has no prior experience administering a rental assistance program or working with homeless populations.
2. Staff Capacity	Applicant has strong staff/resource levels capable of successfully implementing the proposed project.	Applicant has adequate staff/resources capable of completing the proposed project or has identified training needs and implementation plans to improve capacity.	Applicant appears to have few resources and staff capacity to administer a rental assistance program and no plans to improve capacity.
3. Past Performance	Applicant has managed other HUD grants from the City of Worcester and has received positive evaluations during past monitoring reviews.	Applicant has managed other HUD grants from the City of Worcester with minor concerns that were satisfactorily addressed during monitoring reviews.	Applicant has managed other HUD grants from the City of Worcester and has received multiple concerns and/or findings with little or no actions taken to address concerns/findings or improve operations.
4. Financial Management	Applicant has submitted a complete budget. All sources of funds to complete the proposed project (including self-sufficiency activities) have been identified and secured.	Applicant has submitted a complete budget. Some sources of funds to complete the proposed project have been identified. Not all matching/leveraged funds have been secured.	Applicant has submitted an incomplete budget with no funds for self-sufficiency programs identified and no matching/leveraged funds secured.

5. Proportionality of Awarded Funds	Applicant proposes to use 100% of the HOME award on direct financial assistance to eligible individuals.	Applicant proposes to use less than 100% but more than 70% of HOME award on direct financial assistance to eligible individuals.	Applicant proposes to use less than 70% of the HOME award on direct financial assistance to eligible individuals.
	<i>Highly Advantageous</i>	<i>Advantageous</i>	<i>Not Advantageous</i>
6. Cost Benefit (A comparison between the cost of the proposed project to its proposed outcome and output accomplishments.)	Proposed project yields a low cost-benefit ratio.	N/A	Proposed project yields a high cost-benefit ratio.
7. Readiness to Proceed	Applicant is ready to implement its proposed program upon receipt of a signed written agreement as evidenced by the identification of units that are ready for occupancy and have been inspected to meet HQS standards with no outstanding code violations; identification of eligible tenants to receive assistance; and preparation of MOUs with a service provider experienced in assisting unsheltered homeless with case management and self-sufficiency services.	Applicant expects to begin housing eligible homeless individuals within three months of signing a written agreement with the City. Case management and self-sufficiency services have been identified and are expected to begin as eligible clients are identified and housed.	Applicant expects it to take more than three months from signing a written agreement with the City to begin housing eligible homeless individuals. It is unclear how soon case management and self-sufficiency services will begin.
8. Promoting Housing Stability	The proposed program places emphasis on ensuring that the majority of individuals served will achieve housing stability within 12 months at which time they will be able to support housing costs on their own or through a more permanent housing subsidy.	The proposed program expects that the majority of individuals served will achieve housing stability within 18 months at which time they will be able to support housing costs on their own or through a more permanent housing subsidy.	The proposed program expects to provide the maximum 24 months of TBRA assistance to eligible individuals at which time they will support housing costs on their own or through a more permanent housing subsidy.
9. Performance Evaluation and Reporting	Applicant has identified a system to measure program outcomes and to collect and report quality data in a timely manner.	Applicant has identified a system to measure program outcomes but it is unclear how the quality of data and timeliness of reporting will be ensured.	Applicant's evaluation system is output based and there is little indication that the quality of data and timeliness of reporting will be ensured.

COVER SHEET: Request for Proposal for HOME Investment Partnerships Program Tenant Based Rental Assistance for Homeless Program

Application for Funding

Contact Information	
Organization:	Contact:
Project Name:	Title:
Project Location:	Mailing Address:
Phone:	Email:
Signature:	
Please Identify the Type of Organization Applying for Funds <i>(Note: More than one may apply)</i>	
<input type="checkbox"/> 501.c3 <input type="checkbox"/> For-profit authorized under 570.201(o) <input type="checkbox"/> Unit of Government <input type="checkbox"/> Faith-based Organization <input type="checkbox"/> Institution of Higher Education <input type="checkbox"/> CHDO	
DUNS #: <i>(Note: All entities receiving direct federal assistance are required to have a DUNS #. Please review instructions on page 5 for more information.)</i>	
Collaborative Partners: If you plan to partner with other organizations to implement your program please list the name of the agency, contact information and the service(s) they will provide: 	
Attachments	
The following attachments must accompany this form: <ul style="list-style-type: none"> 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS) One (1) hard copy and one (1) electronic submission of required documents associated with the completed checklist in Attachment C of this RFP Narrative Response to Questions 1-8 	
PRINT THIS FORM AND ENCLOSE WITH THE REQUIRED DOCUMENTS (ATTACHMENT C) AND MAIL OR HAND DELIVER IT TO: <div style="text-align: center; margin-top: 20px;"> MIGUEL A. RIVERA Housing Development Director City of Worcester Executive Office of Economic Development 4th Floor, Worcester City Hall 455 Main Street Worcester, Massachusetts 01608 </div> <div style="text-align: center; margin-top: 10px; background-color: yellow;"> No Later Than 4 p.m. JUNE 7, 2016 </div> <p>Contact Miguel A. Rivera, Director, Housing Development Division Email: riverama@worcesterma.gov and Katherine Calano, Housing and Homelessness Program Coordinator Email: calanok@worcesterma.gov with any questions about this application.</p>	

City of Worcester
Executive Office of Economic Development
HOME Investment Partnership Program
Tenant Based Rental Assistance for Homeless Program

PLEASE PROVIDE THE FOLLOWING INFORMATION IN NARRATIVE FORM ON A SEPARATE ATTACHMENT, TAKING INTO CONSIDERATION THE COMPARATIVE CRITERIA ON PAGE 6

Note: Projects are reviewed on a case-by-case basis. Additional documentation may be requested.

- 1. Executive Summary** that provides a **detailed scope of work**. Identify the program goal(s); describe the specific services to be provided and how services will be delivered, including how your organization will meet the requirements for determining and re-determining client eligibility, verify rent reasonableness, conduct housing standard inspections, provide case management, connect clients to mainstream services and self-sufficiency services, disbursement process and timing, determining client's share of rent, tracking client services, and termination procedures for non-compliant participants.
- 2. Agency Experience:** Please describe your experience working with housing services and the target population. Describe your experience administering a TBRA (or similar) program. Include the type of program, dates that the program operated, as well as any performance indicators that would demonstrate a successful program. Describe your familiarity with HOME regulations and knowledge of HUD TBRA programs.
- 3. Staff Training/Experience:** Please provide a current organizational chart with names and titles of all staff members who will be working on TBRA. Attach the resumes and/or job descriptions of any staff or position that will be involved in the implementation of your program. Please discuss how you will ensure that staff is trained to make appropriate decisions and referrals and that they understand the methods of assisting households who are recovering from homelessness.
- 4. Financial Management:** Please submit a detailed budget demonstrating the ability to administer an effective program; while remaining within the established funding budget. Include any matching/leveraged funds that have/will be secured to support the program. Also include the source of funding for the self-sufficiency activities described in the Executive Summary. Please explain the process, policies, and timing procedures for disbursements to landlords/property owners. Indicate the number of clients anticipated to be served with the resources available including average per client costs.
- 5. Outreach/Marketing Plan:** Please describe how your organization will conduct outreach to ensure eligible individuals are informed of the rental assistance program and encouraged to apply. Explain how individuals hardest to reach will be made aware and given the opportunity to apply for assistance, including individuals who are chronically homeless, those with limited English-proficiency, those with visual or hearing impairment, illiterate, etc. Describe the extent to which your organization participates in the Worcester City & County Continuum of Care's Coordinated Entry system. Please also describe methods used to outreach to potential landlords and property owners to inform them of the program. Discuss how you will address any questions or concerns that property owners may have in participating in the program.
- 6. Partners:** Please identify the organizations/programs that your agency is planning to partner with to implement your program. Include the name of partner agencies, services they will provide, and an explanation of why services are needed and their capacity and experience in providing such services. If applicable, please provide copies of Memorandums of Understanding.
- 7. Written Tenant Selection Policy/Waiting List:** Describe how households will be selected to receive assistance (i.e. referrals from shelter outreach providers; criteria, if any, that individuals will have to meet). Include integration with, and availability of TBRA resources for any eligible persons who are referred through the Coordinated Entry system. Include the anticipated average length of time it will take to secure housing for eligible individuals once they have been identified and apply. Please describe how you will develop and maintain a waiting list that is consistent with the City's TBRA Program Guidelines (Attachment G) and ensures that applicants are selected for assistance in a fair and equitable manner.
- 8. Data Collection/Performance Evaluation:** Please describe the process your organization will implement to meet the reporting requirements of this program including staff dedicated to this step, and policies and procedures to ensure timeliness and quality of data. Describe the methods you will implement to measure the outcomes of your program.

ATTACHMENT A: APPLICATION CHECKLIST

The following documents in compliance with City, State and Federal regulations must be submitted as part of your application package. Please use this checklist as a guide to complete your proposal. If you feel the item does not apply to your proposal, please indicate with “N/A” and provide additional justification within the comment section.

DESCRIPTION	YES	NO	N/A	COMMENTS
1. Application Completed & Signed including Budget Attachment B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Articles of Incorporation and Bylaws	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. State and Federal Tax Exemption Determination Letters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Federal Employment Identification Numbers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. DUNS (Dun and Bradstreet (D&B) 9-Digit Number & Certification (See Attachment F for more information)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. List of Board of Directors, Titles and Contact Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Board of Director’s Designation of Authorized Official	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Most Recent Organization Chart	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Resume of Chief Fiscal Officer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Financial Statement & Most Recent Audit Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Matching Funds Commitments Documentation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. List of Collaborative Partners and their role, including letters of support.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. 504 Self Evaluation Plan (Americans with Disabilities Act) <i>Agencies with 15 Employees or More</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Employee Handbook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Grievance Procedure/Policy (Clients)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Project Implementation Timeline & Additional Outcome Objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Program Income Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. Certificate of Authority <i>*To be submitted after funding is allocated & attached to contract</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Certificate of Insurance <i>*To be submitted after funding is allocated & attached to contract</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20. Tax Certification <i>*To be submitted after funding is allocated & attached to contract</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21. Anti-discrimination policy. Include hard copy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22. Attachment E: HOME Certification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ATTACHMENT B: TBRA SAMPLE BUDGET PROPOSAL

LINE ITEM	HOME FUNDS	MATCH RESOURCES (PLEASE SPECIFY SOURCE)	TOTAL PROJECT COSTS
HOUSING COSTS			
RENT FOR HOUSING			
UTILITY COSTS FOR HOUSING			
TOTAL HOUSING COSTS			
SECURITY DEPOSIT ASSISTANCE			
SECURITY DEPOSIT ASSISTANCE			
TOTAL SECURITY ASSISTANCE			
UTILITY DEPOSIT ASSISTANCE (ONLY ELIGIBLE AS PART OF A TBRA SECURITY DEPOSIT OR RENTAL ASSISTANCE PROGRAM)			
UTILITY DEPOSIT ASSISTANCE			
TOTAL UTILITY DEPOSIT ASSISTANCE			
TBRA ACTIVITY DELIVERY ADMINISTRATIVE EXPENSES			
ACTIVITY DELIVERY & ADMIN COSTS			
TOTAL ACTIVITY DELIVERY & ADMIN			
TOTAL TBRA COSTS			
<p>BUDGET NARRATIVE: USE THIS BOX TO EXPLAIN ANY BUDGETED COSTS THAT REQUIRE ADDITIONAL CLARIFICATION</p>			

ATTACHMENT C: FY 2016 FAIR MARKET RENT (FMR) DOCUMENTATION SYSTEM

U.S DEPARTMENT OF HUD, 04/2016 WORCESTER, MASSACHUSETTS	2016 HOME PROGRAM RENTS* EFFECTIVE 6/6/16						
Worcester, MA HUD Metro FMR Area	EFFICIENCY	1BR	2BR	3BR	4BR	5BR	6BR
LOW HOME RENT LIMIT**	708	825	990	1143	1275	1406	1538
HIGH HOME RENT LIMIT**	708	841	1062	1318	1482	1704	1927
For information only:							
FAIR MARKET RENT	708	841	1062	1318	1482	1704	1927
<p>*Program Rents subject to change with annual HOME rent limit changes. HOME Program Rent and Fair Market Rents are established by HUD each year for the Section 8 Program. For more information about the annual calculation of Fair Market Rents, visit HUDUSER.ORG, the website for HUD's Office of Policy Development and Research</p>							
<p>**For all HOME projects, the maximum allowable rent is the HUD Calculated High HOME Rent Limit and/or Low HOME Rent Limit</p>							

ATTACHMENT D: FY 2015 UTILITIES ALLOWANCES

**Allowances for
Tenant-Furnished Utilities
and Other Services**

**U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing**

Locality		Age	Unit Type					Date (mm/dd/yyyy)
RCAP Solutions, Inc.		Mixed ages	Multi / Highrise					12/1/2014
Utility or Service		Monthly Dollar Allowances						
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	
Heating	a. Natural Gas	36	52	68	85	102	118	
	b. Bottle Gas	107	145	156	159	155	149	
	c. Electric	20	28	36	44	51	59	
	d. Oil / Coal / Other	79	136	193	245	272	288	
Cooking	a. Natural Gas	11	13	14	16	18	19	
	b. Bottle Gas	12	16	20	25	29	34	
	c. Electric	4	6	7	9	11	13	
	d. Other	0	0	0	0	0	0	
Other Electric		15	22	29	36	43	50	
Air Conditioning		0	0	0	0	0	0	
Water Heating	a. Natural Gas	8	12	16	20	23	27	
	b. Bottle Gas	22	34	46	58	70	82	
	c. Electric	9	14	19	24	29	35	
	d. Oil / Coal / Other	21	32	44	55	66	78	
Water		9	9	9	9	9	9	
Sewer		0	0	0	0	0	0	
Trash Collection		33	33	33	33	33	33	
Range/Microwave		10	10	10	10	10	10	
Refrigerator		10	10	13	13	13	13	
Other - specify		0	0	0	0	0	0	
Actual Family Allowances To be used by the family to compute allowance.						Utility or Service	per month cost	
Complete below for the actual unit rented.						Heating	\$	
Name of Family						Cooking		
						Other Electric		
Address of Use						Air Conditioning		
						Water Heating		
						Water		
						Sewer		
						Trash Collection		
						Range/Microwave		
						Refrigerator		
						Other		
Number of Bedrooms						Total	\$	

Spreadsheet (ver10) based on form HUD-52667 (12/97).

ATTACHMENT D: FY 2015 UTILITIES ALLOWANCES

**Allowances for
Tenant-Furnished Utilities
and Other Services**

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing

Locality		Age		Unit Type			Date (mm/dd/yyyy)
RCAP Solutions, Inc.		Mixed ages		2/3 Family			12/1/2014
Utility or Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	27	41	55	69	83	97
	b. Bottle Gas	80	123	144	150	150	144
	c. Electric	20	31	42	53	64	75
	d. Oil / Coal / Other	50	101	152	203	248	268
Cooking	a. Natural Gas	11	13	14	16	18	19
	b. Bottle Gas	12	16	20	25	29	34
	c. Electric	4	6	7	9	11	13
	d. Other	0	0	0	0	0	0
Other Electric		16	23	31	41	49	56
Air Conditioning		0	0	0	0	0	0
Water Heating	a. Natural Gas	8	12	16	20	23	27
	b. Bottle Gas	22	34	46	58	70	82
	c. Electric	9	14	19	24	29	35
	d. Oil / Coal / Other	21	32	44	55	66	78
Water		9	9	9	9	9	9
Sewer		0	0	0	0	0	0
Trash Collection		33	33	33	33	33	33
Range/Microwave		10	10	10	10	10	10
Refrigerator		10	10	13	13	13	13
Other - specify		0	0	0	0	0	0
Actual Family Allowances To be used by the family to compute allowance. Complete below for the actual unit rented.						Utility or Service	per month cost
Name of Family						Heating	\$
						Cooking	
Address of Use						Other Electric	
						Air Conditioning	
Number of Bedrooms						Water Heating	
						Water	
						Sewer	
						Trash Collection	
						Range/Microwave	
						Refrigerator	
						Other	
						Total	\$

Spreadsheet (ver10) based on form HUD-52867 (12/97).

ATTACHMENT D: FY 2015 UTILITIES ALLOWANCES

**Allowances for
Tenant-Furnished Utilities
and Other Services**

**U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing**

Locality		Age	Unit Type					Date (mm/dd/yyyy)
RCAP Solutions, Inc.		Mixed ages	Garden / Row					12/1/2014
Utility or Service		Monthly Dollar Allowances						
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	
Heating	a. Natural Gas	20	23	26	30	33	36	
	b. Bottle Gas	60	70	81	91	101	106	
	c. Electric	14	24	33	43	52	61	
	d. Oil / Coal / Other	52	61	70	79	87	96	
Cooking	a. Natural Gas	11	13	14	16	18	19	
	b. Bottle Gas	12	16	20	25	29	34	
	c. Electric	4	6	7	9	11	13	
	d. Other	0	0	0	0	0	0	
Other Electric		16	22	28	34	39	45	
Air Conditioning		0	0	0	0	0	0	
Water Heating	a. Natural Gas	8	12	16	20	23	27	
	b. Bottle Gas	22	34	46	58	70	82	
	c. Electric	9	14	19	24	29	35	
	d. Oil / Coal / Other	21	32	44	55	66	78	
Water		9	9	9	9	9	9	
Sewer		0	0	0	0	0	0	
Trash Collection		33	33	33	33	33	33	
Range/Microwave		10	10	10	10	10	10	
Refrigerator		10	10	13	13	13	13	
Other - specify		0	0	0	0	0	0	
Actual Family Allowances To be used by the family to compute allowance. Complete below for the actual unit rented.						Utility or Service	per month cost	
Name of Family						Heating	\$	
						Cooking		
Address of Use						Other Electric		
						Air Conditioning		
Number of Bedrooms						Water Heating		
						Water		
						Sewer		
						Trash Collection		
						Range/Microwave		
						Refrigerator		
						Other		
						Total	\$	

Spreadsheet (ver10) based on form HUD-52667 (12/97).

ATTACHMENT D: FY 2015 UTILITIES ALLOWANCES

**Allowances for
Tenant-Furnished Utilities
and Other Services**

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing

Locality		Age	Unit Type				Date (mm/dd/yyyy)
RCAP Solutions, Inc.		Mixed ages	single				12/1/2014
Utility or Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	28	43	59	75	90	106
	b. Bottle Gas	82	129	148	154	152	147
	c. Electric	26	39	52	65	78	91
	d. Oil / Coal / Other	71	113	155	197	236	259
Cooking	a. Natural Gas	11	13	14	16	18	19
	b. Bottle Gas	12	16	20	25	29	34
	c. Electric	4	6	7	9	11	13
	d. Other	0	0	0	0	0	0
Other Electric		21	29	37	48	56	64
Air Conditioning		0	0	0	0	0	0
Water Heating	a. Natural Gas	8	12	16	20	23	27
	b. Bottle Gas	22	34	46	58	70	82
	c. Electric	9	14	19	24	29	35
	d. Oil / Coal / Other	21	32	44	55	66	78
Water		9	9	9	9	9	9
Sewer		0	0	0	0	0	0
Trash Collection		33	33	33	33	33	33
Range/Microwave		10	10	10	10	10	10
Refrigerator		10	10	13	13	13	13
Other - specify		0	0	0	0	0	0
Actual Family Allowances To be used by the family to compute allowance.						Utility or Service	per month cost
Complete below for the actual unit rented.						Heating	\$
Name of Family						Cooking	
						Other Electric	
						Air Conditioning	
Address of Use						Water Heating	
						Water	
						Sewer	
						Trash Collection	
						Range/Microwave	
						Refrigerator	
Number of Bedrooms						Other	
						Total	\$

Spreadsheet (ver10) based on form HUD-52667 (12/97).

ATTACHMENT E: HOME CERTIFICATION
COMPLETE FOR TBRA PROPOSALS

ORGANIZATION CAPACITY FOR ALL HOME FUNDED ACTIVITIES	
To be eligible for HOME TBRA funding from the City, the applicant's must follow the following rules:	
Income Verification: Does your organization have the capacity to income qualify program participants in accordance with HOME program rules? (Participants must have an initial household income less than 50% AMI. Income must be verified annually using the Section 8, Census Long Form, or IRS Form 1040 method. See the Technical Guide for Determining Income and Allowances for the HOME Program for more information at www.HUD.gov .)	Yes No
Lease: Does your organization have resources to assist and verify that participants will sign a lease agreement that complies with HOME and TBRA requirements? (The lease must be for at least 1 year unless tenant and owner agree otherwise. If housing is provided by the program, participants may be permitted to move out of these units into other private market rentals.)	Yes No
Does your organization agree to perform a Housing Quality Standards inspection at move-in and annually thereafter, and to comply with lead based paint requirements, including inspection of pre- 1978 housing units for all TBRA participants?	Yes No
Does your organization commit to create and implement rent standards that identify the maximum and minimum tenant payments for each participant?	Yes No
Does your organization agree that if funded, the contract will facilitate supportive services that are available to program participants?	Yes No
Does your organization agree to partner with the Continuum of Care Coordinated Entry working group as part of the tenant selection plan, and to assure the provision of case management services to every program participant in need?	Yes No
Does your organization understand and agree that: 1) HOME funds are available only for rental assistance to tenants; 2) Up to 10% can be used to cover program costs directly related to clients that receive rental assistance; and 3) Other funds will need to be identified in the Program Budget to provide client intake, supportive services, and program management costs not covered by the 10% amount above?	Yes No

CERTIFICATION: *By signing and checking "yes" below, you are indicating that your agency has received and reviewed the required certifications and assurances necessary to enter a contract for HOME funding and that your agency has the capacity to meet these requirements should you be selected for a HOME funding award. Yes*

Acknowledgement by Authorized Agency Representative: _____
 Title of Authorized Agency Representative: _____
 Date Certification Signed: _____

PROPOSAL CERTIFICATION: I certify the information contained in this proposal is true and accurate. I further understand material omission or false information contained in this proposal constitute grounds for disqualification of the proposer (s) and this proposal.

Authorized Signature and Title: _____
 Typed Name: _____
 Date: _____

ATTACHMENT F:
Obtaining a DUNS Number
A Guide for Federal Grant and Cooperative Agreement Applicants

The Federal government requires that all applicants for Federal grants and cooperative agreements with the exception of individuals other than sole proprietors, have a DUNS number. (See policy at: http://www.omb.gov/grants/grants_docs). The Federal government will use the DUNS number to better identify related organizations that are receiving funding under grants and cooperative agreements, and to provide consistent name and address data for electronic grant application systems.

Data Universal Number System (DUNS) Number

- The Data Universal Numbering System (DUNS) number is a unique nine-digit identification number provided by Dun & Bradstreet (D&B).
- The DUNS Number is site-specific. Therefore, each distinct physical location of an entity (such as branches, divisions, and headquarters) may be assigned a DUNS number. Organizations should try and keep DUNS numbers to a minimum. In many instances, a central DUNS number with a DUNS number for each major division/department/agency that applies for a grant may be sufficient.
- In order to provide on-the-spot DUNS number assignment, the requestor should do this by telephone. (See telephone number below.)

Obtaining a DUNS Number

- You should verify that you have a DUNS number or take the steps needed to obtain one as soon as possible, if there is a possibility you will be applying for future Federal grants or cooperative agreements. There is no need to wait until you are submitting a particular application.
- *If you already have a DUNS number.* If you, as the entity applying for a Federal grant or cooperative agreement, previously obtained a DUNS number in connection with the Federal acquisition process or requested or had one assigned to you for another purpose, you should use that number on all of your applications. It is not necessary to request another DUNS number from D&B. You may request D&B to supply a family-tree report of the DUNS numbers associated with your organization. Organizations should work with D&B to ensure the right information is on the report. Organizations should not establish new numbers, but use existing numbers and update/validate the information associated with the number.
- *If you are not sure if you have a DUNS number.* Call D&B using the toll-free number, **1-866-705-5711** and indicate that you are a Federal grant applicant/prospective applicant. D&B will tell you if you already have a number. If you do not have a DUNS number, D&B will ask you to provide the information listed below and will immediately assign you a number, free of charge.
- *If you know you do not have a DUNS number.* Call D&B using the toll-free number, **1-866-705-5711** and indicate that you are a Federal grant applicant/prospective applicant. D&B will ask you to provide the information listed below and will immediately assign you a number, free of charge.

Managing Your DUNS Number

- D&B periodically contacts organizations with DUNS numbers to verify that their information is current. Organizations with multiple DUNS numbers may request a free family tree listing from D&B to help determine what branches/divisions have numbers and whether the information is current. Please call the dedicated toll-free DUNS Number request line at **1-866-705-5711** to request your family tree.
- D&B recommends that organizations with multiple DUNS numbers have a single point of contact for controlling DUNS number requests to ensure that the appropriate branches/divisions have DUNS numbers for Federal purposes.
- As a result of obtaining a DUNS number you have the option to be included on D&B's marketing list that is sold to other companies. If you do not want your name/organization included on this marketing list, request to be de-listed from D&B's marketing file when you are speaking with a D&B representative during your DUNS number telephone application.

Obtaining a DUNS number is absolutely **Free** for all entities doing business with the Federal government. This includes grant and cooperative agreement applicants/prospective applicants and Federal contractors. Be certain that you identify yourself as a Federal grant applicant/prospective applicant.

To Obtain Your DUNS Number

- Please call the dedicated toll-free DUNS Number request line for Federal grant and cooperative agreement applicants or prospective grant applicants at:

1-866-705-5711

The number is staffed from 8 a.m. to 6 p.m. (local time of the caller when calling from within the continental United States) Calls placed to the above number outside of those hours will receive a recorded messages requesting the caller to call back between the operating hours.

- The process to request number takes about 5-10 minutes.
- A DUNS number will be assigned at the conclusion of the call.
- You will need to provide the following information:
 - Legal Name
 - Headquarters name and address for your organization
 - Doing business as (DBA) or other name by which your organization is commonly known or recognized
 - Physical Address, City, State and Zip Code
 - Mailing Address(is separate from Headquarters and/or physical address)
 - Telephone Number
 - Contact Name and Title
 - Number of Employees at your physical location

ATTACHMENT G: City of Worcester HOME TBRA Program Guidelines

Section 11

Tenant Based Rental Assistance Program

Tenant Based Rental Assistance (TBRA) is form of direct rent assistance in which the recipient tenant may move from a dwelling unit with a right of continued assistance.

Policies and Procedures

OVERVIEW

Definition: Tenant Based Rental Assistance (TBRA) is a rental subsidy used to help individual households afford housing costs. Clients choose their housing and the subsidy stays with the client (not the unit) if they move. This assistance is provided to families who are under 50% AMI and are connected with services that promote self-sufficiency. Families must be participating in a self-sufficiency program and be determined to be income eligible at time of admission.

Portability: Tenant must be able to choose unit in which to live. Rental costs must not be above fair market rent and meet the Rent Reasonableness Test.

Contract funding: The agency contract with the City of Worcester is limited to 12 months.

Payment Standards:

- Apartments rented cannot exceed the maximum fair market rent as established annually by HUD.
- Maximum Rental Assistance: Difference between rent and 30% of Adjusted Gross income (certificate method).
- Minimum Tenant Payment: 30% of Income
- TBRA funds cannot be used for the following:
- Commitments to specific owners for specific projects;
 - Assistance to resident owners of cooperative housing that qualifies as home ownership housing;
 - Displacement or relocation assistance to tenants as a result of activities other than the HOME program;
 - Overnight or temporary shelter; or
 - In conjunction with another rental assistance program.

Location: Rental property may be located anywhere in Worcester County.

Record Retention: All records must be retained for five years after final rental assistance is provided.

MARKETING

Agencies must establish how potential applicants will be notified and selected for the TBRA program. Description should include:

- Local preferences (i.e. homeless, participants in self-sufficiency programs)
- Where applications are available and how they are submitted
- Agency steps to reach applicants who are least likely to apply
- Outreach to property owners

See Attached Form; Sample Outreach and Tenant Selection.

FAIR HOUSING

The following information should be included in marketing and agreements with the landlords/owners.

Non-Discrimination: The Agency or landlord shall not, in the provision of services or in any other manner, discriminate against any person on the grounds of age, race, color, creed, religion, sex, handicap, national origin, or familial status.

TENANT SELECTION

All applicants must be screened and selected through a fair, written and public process.

Applications: Agencies must use a written application to determine eligibility. Application will include income information, household information, program rules & policies, complaint & grievance procedures, rent standards, rent calculation form, income limits and adjustments.

See Attached; TBRA Application.

Residency Eligibility: Tenants must be residents of Worcester County, working in Worcester County, or have a bona fide job offer in Worcester County. Documentation may include driver's license, utility bills, and copies of benefit or banks statements.

Eligibility: Agencies shall review income and program eligibility prior to admission and recertify every 90 days.

Self Sufficiency Participation: Selected tenants must participate in a self-sufficiency program and have a reasonable likelihood of successfully achieving housing stability either on their own or through acquisition of some other form of permanent housing subsidy.

Waiting list: Agencies are permitted to maintain a written waiting list. If using this option, agency must describe how people are selected from list to participate.

Notification: Prospective tenants must be notified in writing regarding the outcome of their application. Requirement extends to all unsuccessful applicants as well as selected tenants.

Rental Assistance Coupon: Upon admission into the TBRA program, prospective tenants are issued a Rental Assistance Coupon which authorized households to begin the search for appropriate housing. At the time the coupon is issued a meeting explaining the responsibilities of each party and the impact of the housing choice upon the payment.

See Attached; Sample HOME Rental Assistance Coupon

The coupon should include:

- Agency name
- Household name
- Unit size
- Date issued
- Location restrictions
- Expiration date
- Estimated rent calculation based on tenant income
- Tenant requirements
- Agency processes and responsibilities
- Security Deposit Policy
- Owner/landlord requirements
- Length of assistance
- Equal housing opportunity statement

INCOME ELIGIBILITY AND SUBSIDY AMOUNTS

A three step process is used to arrive at the maximum subsidy amount. The forms are available in the appendixes. These are also available in excel by contacting staff. Additionally, the HUD OneCPD Resource Exchange may be used.

- Income Determination
- Calculating Adjusted Income
- Total Tenant Payment Calculation

Income Determination Process: Agencies will use the Annual Income as Defined in 24 CFR Part 5, to determine TBRA income eligibility. This is also referred to as Part 5 Annual Income; and was based on the Section 8 model. The income definition is defined as the gross amount of income of all adult household members that is anticipated to be received during the coming 12-month period. See Attached Form 5a – Subsidy Calculation Worksheets (Annual Income Tab).

Program participants will provide proof of income (such as wages or governmental benefits GAU, ADATSA, SSI, SSDI) at enrollment and each time household income changes. A copy of the proof of income or self-declaration of no income is stored in the program participant file.

Calculating Adjusted Income: After gross income is determined, calculation for the "adjusted income" as defined in 24 CFR 5.611 is used to determine total tenant payment (TTP), which is a

measure of a household's ability to pay housing costs. See Attached Form 5b – Subsidy Calculation Worksheets (Adjusted Income Tab).

Total Tenant Payment Calculation: The TTP is the final calculation used to determine the Agency's subsidy and tenant's share of rent under a HOME-funded TBRA program. Resident rents are calculated by using annual incomes and applying standard allowances for dependents, childcare, disabilities and medical expenses and based upon established HUD guidelines, Notice CPD-96-03.

If all utilities are included in the rent, the tenant's entire share of housing costs goes directly to the landlord. If utilities are paid separately, the Agency must make utility reimbursements to the household whenever the household's share of housing costs is insufficient to cover expected utility costs. Agencies must use the utility allowance established by the Housing Authority of the City of Worcester. Recent versions are available at <http://worcester-housing.com/>.

See Attached Form; Subsidy Calculation Worksheets (Total Tenant Payment Tab).

Maximum Income: Family income must not be above 60% adjusted median income (AMI) on admission and recertification. Income limits are established by household size and revised annually by the Department of Housing and Urban Development.

See Attached Form; 2012 HUD Income and Rent Limits.

UNIT SELECTION/APPROVAL

Upon admission into the TBRA program, prospective tenants are issued a Coupon (described above) along with a Request for Unit approval. This document must be completed and forwarded to the City of Worcester via the provider to trigger the housing quality inspection.

See Attached Form; Sample Request for Unit Approval.

Unit Inspections: Prior to completing the lease or making any payments, a unit must be inspected to meet the housing quality standards (HUD-52580). The Agency has the option of performing an HQS; Agencies cannot complete the inspections if they own the units.

Units must meet housing quality standards (HQS) before tenancy and at least annually. Complete records of certification, inspections, and follow-up actions must be kept in the client's files. Housing safety standards:

See Attached Form; HUD HQS Inspection Checklist.

Units that are built before 1978 must pass the lead based paint inspection.

See Attached Form; Lead-Based Paint Visual Inspection Report.

Occupancy Standards: HUD has established occupancy standards that comply with the HQS requirements and how the number of bedrooms needed by the household will impact the unit size and subsidy. The following basic standards can be modified to take into consideration specific household composition and circumstances (i.e., pending child custody cases, chronic illnesses, family

member who is absent most of the time, etc.). Occupancy standards are used to provide consistent criteria for determining the unit size for which the household is eligible and thus, the amount of assistance to be provided. Fair housing rules permit a household to select smaller units that do not create seriously overcrowded conditions.

- No more than two persons are required to occupy a bedroom;
- Persons of different generations (i.e., grandparents, parents, children), persons of the opposite sex (other than spouses/couples) and unrelated adults are not required to share a bedroom;
- Children of the same sex (regardless of age) and couples co-habiting (whether or not legally married) must share the same bedroom for purpose of assigning the bedroom size on housing coupon;
- A live-in care attendant who is not a member of the family is not required to share a bedroom with another household member.
- Individual medical problems (i.e., chronic illness) sometimes require either separate bedrooms for household members who would otherwise be required to share a bedroom or an extra bedroom to store medical equipment;
- In most instances, a bedroom is not provided for a family member who will be absent most of the time, such as a member who is away in the military.

Ownership: Units may be privately or publicly owned.

Rent Reasonableness: Rent for each unit must be determined to be reasonable when compared to unassisted units. This can be calculated by using the Rent Reasonableness Form. Tenants must complete this form prior to proposing any lease.

See Attached Form; Rent Reasonableness Certification.

Rent Increases: Any rent increased must be approved by the City of Worcester. Individuals will be asked to provide documentation from the landlord about rent adjustments. Adjustment of the subsidy may be recalculated providing rent amounts continue to maintain the Fair Market Rent standards for the area.

Landlord-Tenant Law: Tenants should receive a user-friendly copy of the Landlord-Tenant Law and be informed on how to use this law when problems arise. Copies of signed receipt of the landlord-Tenant Law should be included in the individual's file.

See Attached Form; Landlord Tenant Law Brochure.

The law can also be found on the Office of the Attorney General's website.

Lead Based Paint: Tenants will be notified of about the potential presence and hazard of lead. All individuals receiving tenant-based rental subsidies will receive a copy of the Environmental Protection Agency brochure titled "Protect Your Family From Lead In Your Home".

See Attached Form; Lead Based Paint Brochure

A signed receipt of the copy should be maintained in the individual's file.

EPA Disclosure Requirements For All Leased Housing Built Before 1978 The lessor shall provide the lessee with the EPA-approved lead hazard information pamphlet entitled Protect Your Family From Lead in Your Home (EPA #747-K-94-001).

See Attached Form; Lead Based Paint EPA Disclosure Form.

- The lessor shall disclose to the lessee the presence of any known lead based paint and/or lead-based paint hazards, in any housing built before 1978 that is being leased. The lessor shall also disclose any additional information available such as the basis for the determination that lead-based paint and/or lead-based paint hazards exist, the location of the lead-based paint and/or lead-based paint hazards, and the condition of the painted surfaces.
- The lessor shall disclose to each lessee the existence of any available records or reports pertaining to lead-based paint and/or lead-based paint hazards. This requirement includes records or reports regarding common areas. This requirement also includes records or reports regarding other residential dwellings in multifamily housing built before 1978, provided that such information is part of an evaluation or reduction of lead-based paint and/or lead-based paint hazards in the housing built before 1978 as a whole.
- If any of the disclosure activities identified in this section occurs after the lessee has provided an offer to lease the housing, the lessor shall complete the required disclosure activities prior to accepting the lessee's offer and allow lessee an opportunity to review the information and possibly amend the offer.

LEASE ADDENDUM

Terms: At least one year unless the tenant and agency agree otherwise.

Un-allowable terms in lease: The lease between the owner and the tenant may not contain the following:

- Agreement by the tenant to be sued, to admit guilt, or to a judgment in favor of the owner in a lawsuit brought in connection with the lease;
- Agreement by the tenant that the owner may take, hold, or sell personal property of household members without notice to the tenant and a court decision on the rights of the parties. However, the owner may dispose of personal property left by a tenant in accordance with state law;
- Agreement by the tenant not to hold the owner or the owner's agents legally responsible for any action or failure to act, whether intentional or negligent;
- Agreement of the tenant that the owner may institute a lawsuit without notice to the tenant;
- Agreement by the tenant that the owner may evict the tenant or household members without instituting a civil court proceeding in which the tenant has the opportunity to present a defense, or before a court decision on the rights of the parties;
- Agreement by the tenant to waive any right to a trial by jury;

- Agreement by the tenant to waive the tenant's right to appeal, or to otherwise challenge in court, a court decision in connection with the lease; and
- Agreement by the tenant to pay attorney's fees or other legal costs even if the tenant wins in a court proceeding by the owner against the tenant. The tenant, however, may be obligated to pay costs if the tenant loses.

See Attached Form; Lease Addendum.

AGREEMENT WITH PROPERTY OWNER/LANDLORD

The Agency should have an agreement with the property owner/landlord providing information regarding terms, amounts, security deposit fair housing and termination. See Attached Form 14 – Sample TBRA Rental Assistance Contract.

TERMINATION

Agency must notify tenant in writing when terminating tenant assistance. Agency must follow landlord tenant rules of the Commonwealth of Massachusetts.

End of Assistance Time Period: Provide notice in writing to tenant and landlord.

Property Owner Termination: If a property owner terminates the tenancy through no fault of the tenant, and the tenant is still eligible for assistance, the Agency will work to find another unit.

Tenant Caused Eviction: If tenant is evicted due to breaking the lease or participating in illegal activities, the agency is under no obligation to continue to provide rental assistance.

Tenant Moves: Tenant moves are accommodated only on rare instances such as family size or job change.

SELF-SUFFICIENCY PROGRAMS: Agreements for self-sufficiency services must be in a separate agreement signed by the agency and the participant.

UTILITIES

Utility Deposits: Funding associated with the TBRA program cannot be used for utility deposits.

Utility Costs: Utilities costs are included in the fair market rental calculation. Agencies must use the utility allowance established by the Housing Authority of the City of Worcester. Recent versions are available on the City of Worcester website.

The rents must be reduced for tenant paid utilities.

BENEFICIARY DATA / RECORDS

Each agency will track TBRA tenants, rents and occupancy data and submit to the City of Worcester with each invoice. The agency may use the attached Tenant, Rents and Low-Income Occupancy form or create its own version of the form.

See Attached Form; Tenant Rents and Low Income Occupancy.

Each agency will maintain a Microsoft Excel reporting checklist format provided by City of Worcester that includes:

- Individual's name
- Individual's date of birth
- Receiving case management
- Financial eligibility
- Rent below FMR
- HQS Inspection completion date
- Lead based paint inspection
- Lease in file
- Amount of subsidy
- Rental start date

REQUIRED DOCUMENTATION

Note: all forms must have signatures. Agencies receiving HOME funding are required to maintain adequate documentation of the eligibility of persons served using the HUD, Community Planning and Development, Office of Affordable Housing Programs, Tenant Based Rental Assistance Guidelines –A HOME Program Model, January 1997. Records will be retained for five years after final rental assistance is provided.

- Application
- Coupon (rent calculation)
- Income verification and subsidy calculations
- Notice of eligibility or ineligibility to prospective applicants
- Rent Reasonableness
- HQS Inspection Checklist
- Tenant, Rents and Low-Income Occupancy Data
- Lead Based Paint Inspection Report – (Units built before 1978)
- Lease and addendums
- Agreement with owner/landlord
- Case management records
- Notice of end of rental assistance to both tenant and landlord/property owner