**THRESHOLD CHECKLIST**

TENANT-BASED RENTAL ASSISTANCE (TBRA)

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| **Code Reference** | **Description** | **Required** |
| Application | Complete Application | Yes |
| Application | Repay/Forfeit Funds  The Subrecipient Organization has not worked on any housing project/program where it had to repay or forfeit any funds awarded by a federal, state or local program. | Must answer & explain |
| Application | Project Timeline  Project must be completed within 24 months of the executed contract. | Yes |
| Application | Local Support  The application shall demonstrate local support for the proposed activity. | Yes |
| Application | HOME Certification  The application shall include a HOME certification that the applicant will comply with all applicable state and federal laws and regulations. | Yes |
| Application | Evidence of Need  The application shall provide evidence of the need for the proposed activity, the potential impact of the proposed activity, the feasibility of the proposed activity, and the impact of additional housing resources on the existing related housing market. | Yes |
| Application | Award Limit  An award shall be limited to no more than $1,000,000 for a tenant-based rental assistance activity. | Yes |
| Federal  24 CFR 92.209 | Rents  For TBRA, gross rents shall not exceed the jurisdiction's applicable rent standard and shall be reasonable, based on rents charged for comparable, unassisted rental units | Yes |
| Federal  24 CFR 92.209 | HQS Standards  Applicant agreed that all TBRA assisted units will meet HQS standards. | Yes |
| Federal  24 CFR 92.216 | Household Incomes  For TBRA, only households with incomes at or below 80% AMI shall be assisted; 90% of the households served shall have incomes at or below 60% AMI. | Yes |
| Federal  24 CFR 92.250 | GAP Financing  The application shall show that a need for HOME assistance exists after all other financial resources have been identified and secured for the proposed activity. | Yes |
| State  265-39.3(16) | Eligible HOME Applicant  Application is from a qualified, eligible HOME applicant. | Yes |
| State  265-39.4(16),  39.4(1) | Eligible HOME Activities  Funds requested are for an eligible HOME activity/activities. | Yes |
| State  265-39.6(16),  39.6(1) | HOME Purpose & Consolidated Plan  The application shall propose a housing activity consistent with the HOME fund purpose and eligibility requirements and the state consolidated plan. | Yes |
| State  265-39.6(16),  39.6(2) | Capacity  The application shall document the applicant's capacity to administer the proposed activity. Such documentation may include successful administration of prior housing activities... | Yes |
| State  265-39.8(16),  39.8(3) | General Administration  Subrecipients shall identify general administrative costs in the HOME application. IFA reserves the right to negotiate the amount of funds provided for general administration, but in no case shall the amount for general administration exceed 10% of a total HOME award. Only local government and nonprofit recipients are eligible for general administrative funds. Subrecipients must certify that all general administrative costs reimbursed by HOME are separate from and not reimbursed by HOME as technical assistance costs. | Only if applying for Admin. funds |