

HOME Pre-Monitoring Preparation for Tenant-Based Rental Assistance (TBRA) Program			
Name of Participating Jurisdiction (PJ):			
Name(s) of Reviewer(s)		Date Completed	

1.

Are written marketing materials about the program available for potential applicants or unit owners? If yes, obtain copies.	<input type="checkbox"/> <input type="checkbox"/> Yes No
Reviewer Notes:	

2.

Does the PJ's TBRA program meet an unmet need identified in its Consolidated Plan, based upon the description of the program in the annual Action Plan or other written materials? [24 CFR 92.209(b)]	<input type="checkbox"/> <input type="checkbox"/> Yes No
Reviewer Notes:	

3.

Has the PJ submitted a signed TBRA certification with its Consolidated Plan? [24 CFR 91.225(d)(1), 24 CFR 91.325(d)(1), & 24 CFR 91.425(a)(2)(i)]	<input type="checkbox"/> <input type="checkbox"/> Yes No
Reviewer Notes:	

4.

Does the PJ directly administer the TBRA program or use a subrecipient or subrecipients for this purpose? If a subrecipient is used, obtain a copy of the HOME written agreement for this activity.	<input type="checkbox"/> <input type="checkbox"/> Yes No
Reviewer Notes:	

5.

What definition of income is being used for the TBRA program? Obtain the HUD income limits for the years being monitored. [24 CFR 92.203(b)]
Reviewer Notes:

6.

Obtain written information on the PJ's program design to determine the following:

- a) What type of TBRA program does the PJ administer (e.g., rental assistance or security deposit only)?
- b) Does the PJ have its own TBRA waiting list or does it use the Section 8 waiting list?
- c) What is the preference system used in the TBRA program?
- d) Is the TBRA program targeted to a special needs population?
- e) Does the PJ have a residency preference or requirement for TBRA applicants?
- f) Does the PJ permit HOME TBRA to be used outside its geographic boundaries (portability)?

Reviewer Notes:

7.

Obtain a copy of written TBRA Program procedures to determine whether:

- a) recipients receive accurate and timely information regarding the amount and period of assistance; the PJ's policy on renewals; the unit size for which they are approved; and rent reasonableness.
- b) Participating unit owners receive written information regarding property standards; lease conditions; rent reasonableness and payment standards, and utility allowances.

Reviewer Notes: