

## Tribal HUD-VASH Leasing Performance Report-Instructional Guide

The Leasing Performance Report (LPR) is a formatted document to assist tribal HUD-VASH grant recipients to input renewal data. Grantees applying for renewal funding must fill out this document and include an electronic copy with their renewal application. The renewal funding data should reflect actual rental data based on the leasing period of July 1, 2018 – June 30, 2019.

Please use the instructions to complete the LPR.

Column	Definition	Direction
The Grantee Name	The name of the tribe or TDHE that is applying for Tribal HUD-VASH renewal funding.	Input the name of the Tribal HUD-VASH grantee in the grantee name box.
Lease Start Date	The date upon which the landlord and the Veteran’s rights and obligations under the lease begin.	Use the pop-up calendar in the lease start date column and select the initial start date of the rental agreement.
Lease End Date	The date upon which the landlord and the Veteran’s rights and obligations under the lease ends.	Use the pop-up calendar in the lease end date column and select the lease end date of the rental agreement. If a Veteran renews their lease and the rent amount changes or if the Veteran enters into a new lease during the reporting period, indicate this change in a separate line.
Rental Assistance Type	<u>Project-Based</u> is rental assistance tied to a specific housing unit or units. <u>Tenant-Based</u> is rental housing assistance tied to a specific Veteran household.	Select from the drop-down menu if the rental unit is project-based assistance or tenant-based assistance.
Property Type	The property type refers to the ownership of the unit: if the unit is privately owned or owned by the tribe or TDHE.	Select from the drop-down menu the type of property occupied by the Veteran. (Private, Tribe, TDHE).
Months Leased	The number of months during the leasing period of July 1, 2018 - June 30, 2019, that the Veteran leased a unit.	Input the number of months the Veteran leased a unit and received Tribal HUD-VASH rental assistance <b>during the leasing period of July 1, 2018 – June 30, 2019</b> . For example, if a Veteran’s lease was from February 1, 2018-March 31, 2019, only indicate the 9 months covered during the leasing period.
Family Size	The number of household members in the Veteran family occupying the unit.	Select from the drop-down menu the number of family members within the Veteran's household.
Bedroom Size	The number of bedrooms listed on the rental agreement for the Veteran household.	Select from the drop-down menu the number of bedrooms in the Veteran's unit under the lease agreement.
Total Rent Amount	The monthly rental amount listed on the rental agreement that is owed to the landlord.	Input the <b>monthly</b> rental amount in the lease agreement owed to the landlord.
Tenant Rent Contribution Payment	The monthly rent contribution payment from the Veteran household.	Input the amount the Veteran household paid toward the total monthly rent amount.

Contributing Funds	Any funds used to pay the monthly rent outside of the Veteran household contributions and the Tribal HUD-VASH funding (RAP payment).	Input the amount the tribe/TDHE paid using funds outside of the Veteran household's contribution and the Tribal HUD-VASH funding (RAP payment).
Monthly RAP	The monthly Rental Assistance Payment (RAP) contribution of Tribal HUD-VASH funding.	The monthly RAP column <b>auto-calculates</b> the monthly RAP based on the total rent amount minus the tenant rent contribution payment and any contributing funds. It is the recipient's responsibility to ensure all data is entered correctly and that the monthly RAP reflects the actual monthly RAP paid by the recipient.
Total RAP	The annual RAP contribution of Tribal HUD-VASH funding during the leasing period of July 1, 2018 – June 30, 2019.	The total RAP column <b>auto-calculates</b> the total RAP payment for the leasing period based on the monthly RAP multiplied by the months leased. It is the recipient's responsibility to ensure all data is entered correctly and that the Total RAP reflects the actual RAP paid by the recipient during the leasing period.