

Leasing Performance Review Instructional Guide

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

Please use the instructions to properly 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 names of the Tribal HUD-VASH grantee in the grantee name box.
Lease Start Date	The date upon which the landlord and the tenant’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 tenant’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.
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 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 if the units 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 funding period of July 1, 2018 – June 30, 2019, that the Veteran occupied the rental unit.	Input the number of months the Veteran occupied the unit during the funding period of July 1, 2018 – June 30, 2019.
Family Size	The number of occupants including the Veteran that occupies the home.	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 that the Veteran and his/her occupants occupies.	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 monthly rental amount in the lease agreement owed to the landlord.
Total Rent Contribution Payment	The monthly contribution payment from the Veteran and his/her family.	Input the amount the Veteran paid toward the total monthly rental amount.
Contributing Funds	Any funds used to pay the rent outside of the Veteran and his/her family contributions and the Tribal HUD-VASH funding.	Input the amount the tribe/TDHE paid using funds outside of the Veteran’s contribution and the Tribal HUD-VASH funding.
Monthly RAP	Rental Assistance Payment “RAP” is the monthly contributing Tribal HUD-VASH funding.	The monthly RAP column auto-calculates the total monthly rental assistance payment.
Total RAP	Rental Assistance Payment “RAP” is the total contributing Tribal HUD-VASH funding during the funding period of July 1, 2018 – June 30, 2019.	The total RAP column auto-calculates the total rap payment for the funding period of July 1, 2018 – June 30, 2019.

*Auto- calculations are based on the columns: months leased, total rent amount, tenant rent contribution payment, and the contributing funds column