



Tenant-Based Rental Assistance (TBRA) Program

New Grantee Training

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Introductions



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Agenda

- General Information
- General Policies
- Program Policies
- Monitoring & Reporting
- TBRA Program
- Client File Requirements
- Ongoing Administration
- Financial Management
- Method of Payment
- Questions
- Break Time



General Information



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HOME Investment Partnership Program (HOME)



- Signed into law as the Title II of the Cranston Gonzalez National Affordable Housing Act in 1990.
- The HOME program is federally administered by the U.S. Department of Housing and Urban Development (HUD).
- Created to help generate housing opportunities for households that earn no more than 80 percent of the county median income (CMI).

HOME Investment Partnership Program (HOME)

Intent of the HOME program:

- Provide decent affordable housing to very low- and low-income households
- Expand the capacity of non-profit housing providers
- Strengthen the ability of state and local governments to provide housing
- Leverage private-sector participation

Tenant-Based Rental Assistance (TBRA) Program

- The TBRA program is a rental subsidy program that helps individuals and households afford housing costs such as security deposits and rent.
 - Can also provide utility assistance in combination with rent assistance, if applicable.
- The TBRA program differs from other types of HOME programs in the following ways:
 - Help clients rather than a specific project
 - Subsidies move with the client
 - The level of subsidy varies based upon the income of the household



General Policies



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Accessibility Practices/Resources

- Should have resources and practices in place to communicate with all potential clients including those with limited or no English proficiency.
- Be accessible to people with disabilities including, but not limited to, people with vision loss, hearing loss, physical/mobility concerns, and learning disabilities.



Amendments

- Grantees must electronically submit a formal written request on an agency's letterhead, signed by someone with contract signature authority, and an amended budget, if applicable.
- DEHCR must receive all contract amendment requests no later than thirty (30) days before the end of the contract period.

Anti-Lobbying



- Grantees must have a policy in place to ensure compliance with anti-lobbying requirements.
- Grantees cannot use state or federally appropriated funds to pay, by or on behalf of it, any person for influencing or attempting to influence any governmental or affiliated governmental officer or employee.

Confidentiality

- Grantees must develop and implement written confidentiality procedures to ensure all records containing personally identifying information of any person or family who applies for and/or receives TBRA assistance is kept secure and confidential.
- No party may use or disclose any information concerning any person who requests or receives services except with the informed, written consent of the individual or the individual's legal guardian.

Conflict of Interest

- Grantees must comply with organizational, individual, and procurement conflict of interest provisions.
- Grantees will be required to repay any TBRA funds disbursed for persons with whom there is an identified conflict of interest unless an exception is granted by DOA and HUD.



Coordinated Entry

- HUD COCs are required to develop and implement coordinated entry.
 - Coordinated entry refers to a single place or process for people to access homelessness prevention, housing, and related services within a given COC.
- Grantees are not required to participate in coordinated entry and use any applicable coordinated entry procedures to evaluate client eligibility.

Drug Free Workplace Policy

- Grantees must provide a drug-free workplace by complying with the implementation of rules around drug prohibition, notification to employees of the rules, and disclosure of violations in accordance with the rule.
 - Must include language that states that the contracting or granting agency will be notified within ten (10) days after the Grantee receives notice that a covered employee (an employee supported with grant funds) has been convicted of a criminal drug violation in the workplace.



Equity Advancement and Culturally Responsive Practices

- Grantees are encouraged to identify differences between the population of BIPOC (Black, Indigenous, People of Color) in its service territory compared to its clients.
 - If inequities are identified, strategies should be defined to help close the gap and be more culturally responsive to the populations identified in the analysis.

Fair Housing

- Grantees shall comply with Title VIII of the Federal Civil Rights Act of 1968 (as amended), and s. 106.50, Wis. Stats., and any subsequent relevant laws or amendments.



Faith-Based Activities

- All TBRA-funded activities must be administered in a manner which is free from religious influences and in accordance with the following principles:
 - Agencies must not discriminate against any person applying for services or employment and must not limit services or give preference to persons on the basis of religion.
 - Agencies must provide no religious instruction or counseling, conduct no religious worship or services, engage in no religious proselytizing and exert no other religious influence in the provision of programs or services funded under TBRA.
 - If a grantee conducts these activities, the activities must be offered separately in time or location from the programs or services funded under TBRA, and participation must be voluntary for TBRA program clients.

Financial Management

- Grantees must ensure compliance with regulations and requirements pertaining to the following key areas of financial management: allowable costs, source documentation, internal controls, budget controls, cost allocation plans, cash management, accounting records, procurement, property asset controls, and audits.
- Grantees must use program funds only for eligible activities and in accordance with the budget.

Monitoring

- DEHCR will conduct monitoring reviews to determine compliance with program requirements and performance at least on a yearly basis.
 - This may be more frequent for new TBRA Grantees.
- Information will be obtained from the records and reports from onsite or desk monitorings, audit reports, and information from IDIS and HMIS.

Non-Discrimination and Equal Access

- Grantees must not discriminate against any client or potential client because of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, physical condition, disability, age (40 or older) or genetic information (including family medical history).
- Grantees must have policies and practices to ensure clients have equal access to services regardless of sexual orientation, gender identity, family composition or marital status.
 - Should outline a way for clients/potential clients to report discrimination, and potential repercussions for those who engage in discrimination.

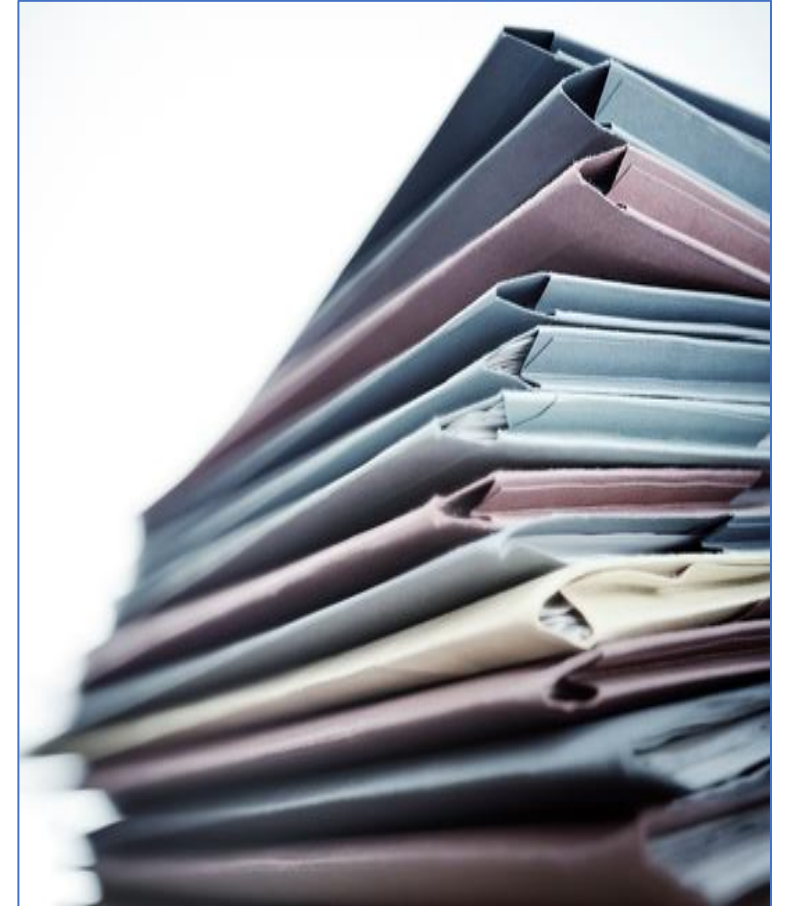


Non-Discrimination and Equal Opportunity

- Grantees must not discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s. 51.01 (5), sexual orientation or national origin.
- This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
 - Must post policies in visible places.

Record Keeping and Retention

- Grantees must have policies and procedures in place to ensure all record keeping requirements are met.
- Program records must be maintained for a minimum of five (5) years after the final expenditure report has been submitted of a TBRA contract.
- All files must be available for review upon request.



Trauma-Informed Care Practices

- Defined as an approach to intervention and providing services that focus on how trauma may affect an individual's life and their response to receiving services in various systems.
- Grantees are required to have trauma-informed care practices in place and provide training to its staff on those trauma-informed care practices.

Program Policies



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Affirmative Marketing and Outreach



Client Marketing

- Grantees are required to publicly announce the availability of TBRA funding.
 - Should identify those households that are *least likely to apply* and determine what special outreach activities will ensure they are fully informed about the program.

Landlord Marketing

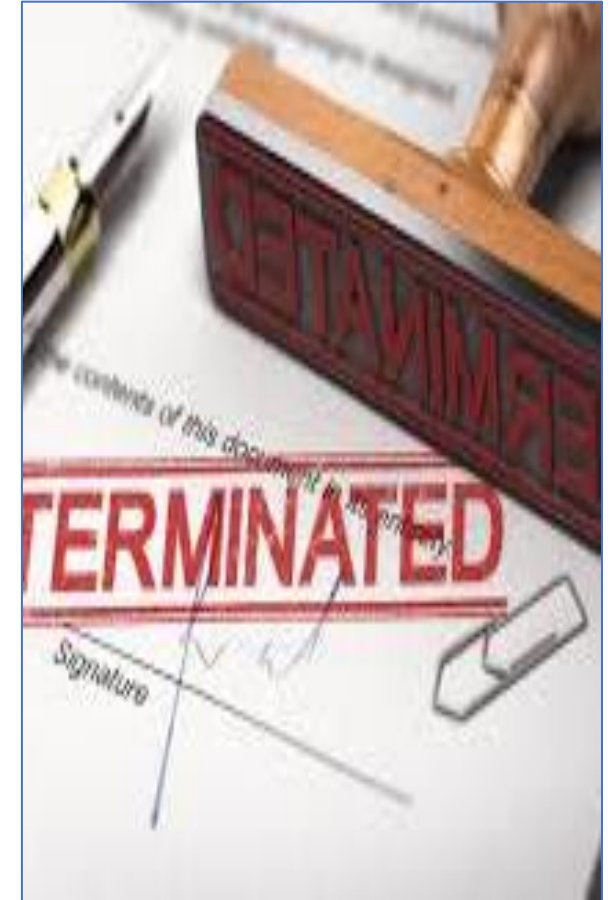
- Grantees are encouraged to create an outreach plan for local landlords.
 - Mailing program notices to landlords using tax or Public Housing Authority (PHA) records as sources and participating in local landlord/realtor association meetings are often effective.

Client Eligibility

- Clients must have a household income at or below 60% of the county median income (CMI).
 - Households with incomes up to 80% CMI may be eligible with DEHCR approval.
- Clients must be homeless or at risk of homelessness.
- Documentation demonstrating the household's eligibility must be collected and retained in their client file.

Client Termination

- Grantees must establish and follow a formal process that recognizes individual rights and meets all statutory requirements.
 - May terminate assistance if a client violates the rules of the program; termination is only allowed the most severe cases.
- The termination procedure must include:
 - Thirty (30) days' written notice to the program participant with a clear statement of the reasons for termination.
 - Review of the decision to terminate with an opportunity for the program participant to present written or oral objections to a neutral third party.
 - Prompt written notice to the program participant of the final decision.



Grantee Expectations

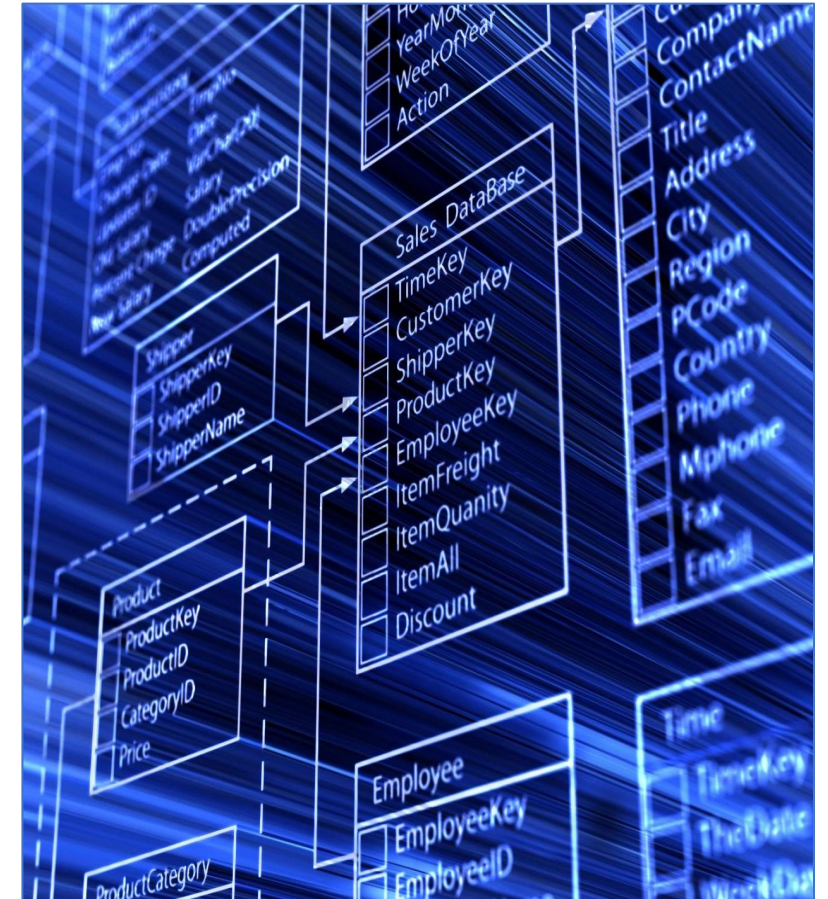
- All Grantees have the following expectations:
 - Comply with all funding requirements.
 - Collect and ensure timely submission of all reports required by DEHCR in the contract.
 - Ensure all funds are spent in an appropriate manner within the agreed-upon budget.
 - Meet all HMIS compliance standards.

Funding Tracking

- All Grantees must identify TBRA funds as a federal government grant in their chart of accounts and shall not refer to TBRA funds as a donation or other type of funding source.
- If Grantees allocate contract funds for staff salaries, then staff paid with TBRA funds must track time worked by the funding source.

HMIS

- The Homeless Management Information System (HMIS) is a web-based data-tracking system that measures the scope of homelessness in Wisconsin, tracks service delivery to people who are homeless, and helps evaluate the effectiveness of service interventions.
- In Wisconsin, the HMIS designated by the HUD COCs is Clarity Human Services.
- Grantees must comply with Homeless Management Information System (HMIS) participation requirements.



Identification

- Grantees cannot require third party documentation such as birth certificates or photo identification as a condition of receiving program services.



Lead-Based Paint



- TBRA participants must be notified of the hazards of lead-based paint and of the symptoms and treatment of lead-based paint poisoning.
- Participants must be provided with the 'Protect Your Family from Lead in Your Home' pamphlet, lead-based paint disclosure information, and a copy of the disclosure form.
 - The lead-based paint disclosure form and any additional information must be collected and retained in the client file.

Local Public Health Department Agreements

- Grantees must share housing data of TBRA clients with the local health department on a quarterly basis, at a minimum, to match assisted unit addresses with lead-poisoned children.
 - Must establish an agreement with the local health department which outlines how your agency will meet the requirements stated in 24 CFR 35.1225.
- Reporting to the Health Department is not required if the Health Department states that it does not wish to receive the report.
 - Retain a copy of the Health Department's response in your records.



Match Funds

- Grantees must make a best effort to match 25 percent of assistance funding allocated under the contract.
 - Admin funds are not required to be matched.
- Match must be obtained from non-federal sources and must be made with respect to eligible contract activities.
- Match can be provided in the form of cash, donations, and/or in-kind services.
 - Case management services would satisfy the match component.

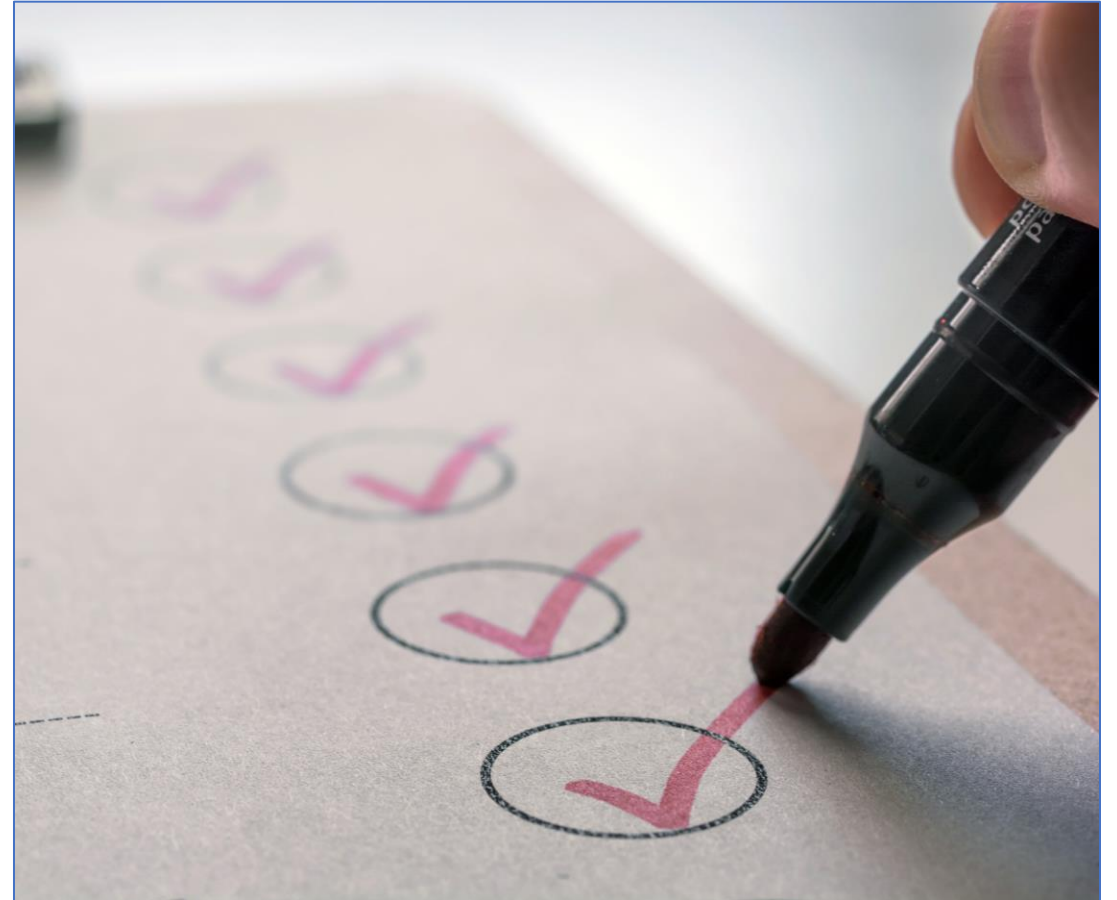
Participation in HUD-Recognized Continuums of Care

- Grantees shall participate in the HUD-recognized Continuums of Care that operate within their TBRA service area.
 - This includes representation in the local homeless coalitions and participation in the Point in Time counts, to the maximum extent practicable.



Tenant Selection Policy

- Grantees must have a written Tenant Selection Policy that specifies how clients will be selected to receive assistance.
 - Participation may be restricted to persons/households within the grantee's identified target population as long as basic fair housing requirements are met.
- If there is only one facility, provider, or program offering these services/programs in the community, clients may be required to participate in that agency's program.
 - If there is more than one agency that provides services, access cannot be exclusive to a specific facility or program.



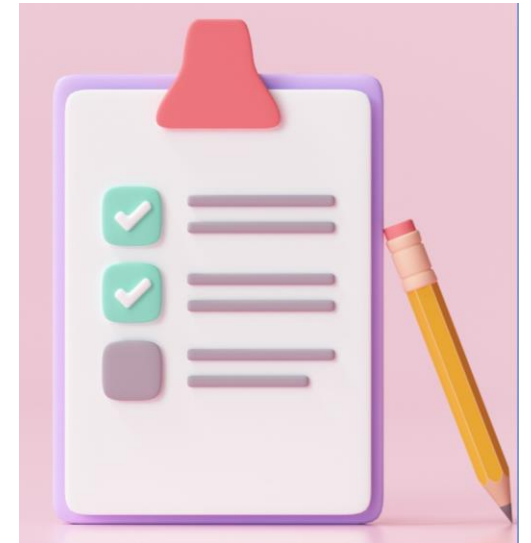
VAWA Requirements

- The Violence Against Women Act (VAWA) prohibits denial or termination of assistance or eviction solely because a person is a victim of domestic violence, dating violence, sexual assault, or stalking.
 - This protection applies to all eligibility and termination decisions that are made with respect to TBRA rental assistance.
- A VAWA protections notice must be provided to each TBRA applicant and program participant at the following times:
 - When an applicant is denied assistance or approved to receive assistance
 - When a program participant is notified of termination of assistance or receives notification of eviction from the housing owner
- Grantees must develop and implement an emergency transfer plan compliant with 24 CFR 92.359(g).



Waiting List Policy

- Grantees must establish a written Waiting List Policy which defines how the waiting list is organized.
- Access cannot be limited to a particular facility, provider agency or service program.
 - Can be targeted to a particular category or class (family in wrap-around services)
- Examples include, but not limited to, the following parameters:
 - The order in which assistance is offered (first come-first served)
 - The length of time for utilizing the waiting list (maintaining the list for a fixed period of time, then starting over)
 - The severity or intensity of each client's need.



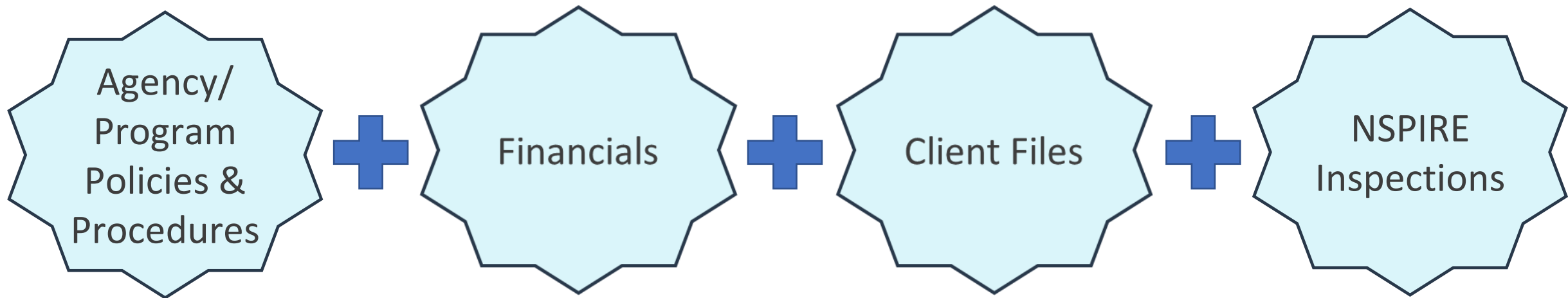
Monitoring & Reporting



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DEHCR Monitoring Overview

- DEHCR monitorings will be conducted to ensure that an agency's TBRA program is running smoothly, and all required policies and procedures are being followed.



DEHCR Monitoring: What It Is and Is Not



- Monitorings are designed to be a check-in tool between DEHCR and its Grantees.
- It allows Grantees an opportunity to correct potential concerns and re-establish compliance with program rules, if needed, versus being a disciplinary process.
- We will review key items that have posed a challenge to Grantees in the past.

DEHCR Monitoring: Agency Policies & Procedures

The TBRA program manual has a full list of required policies and procedures. Some key policies DEHCR looks for includes:

Drug-Free Workplace Policy

Must include language that the granting or contracting agency be informed within 10 days of receiving notice that a covered employee has been convicted of a criminal drug violation in the workplace.



Accessibility Practices

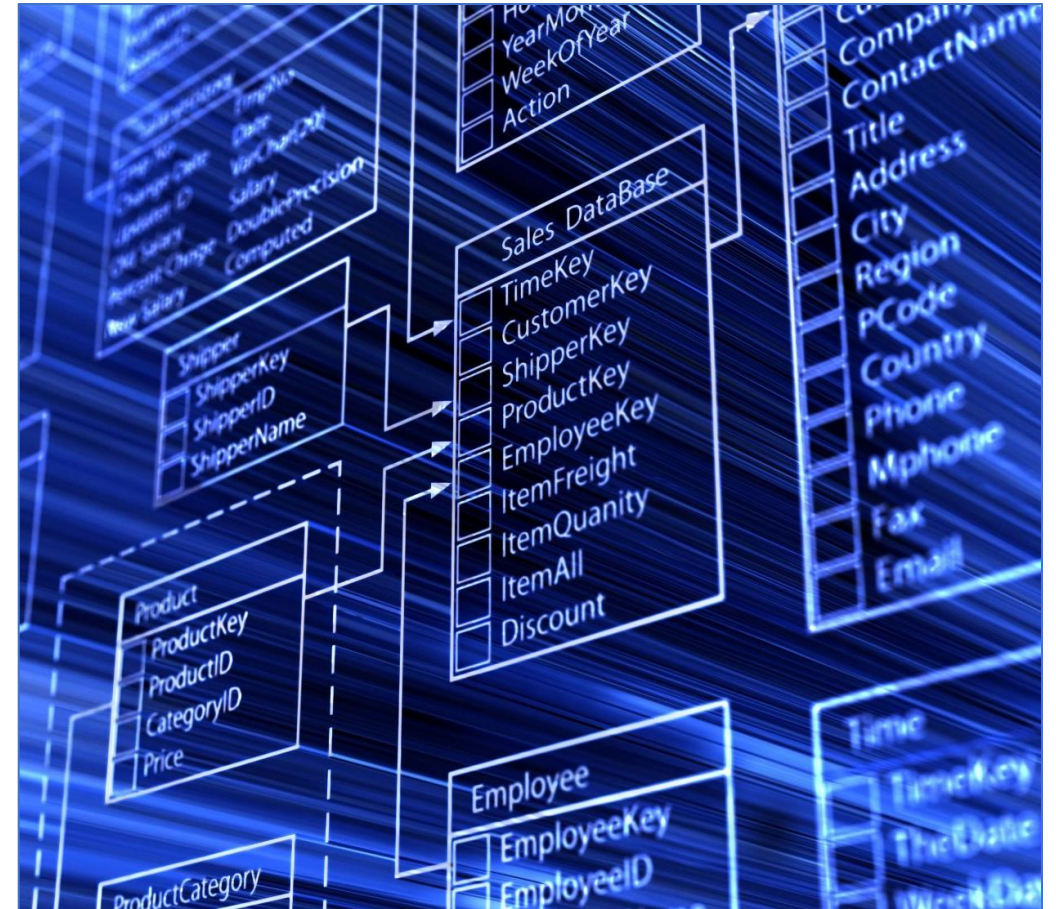
Does the agency have resources in place to communicate with beneficiaries, including those who do not speak or read English? How does the agency attempt to be accessible to people with disabilities including vision loss, hearing loss, learning disabilities, etc.



DEHCR Monitoring: Program Policies & Procedures

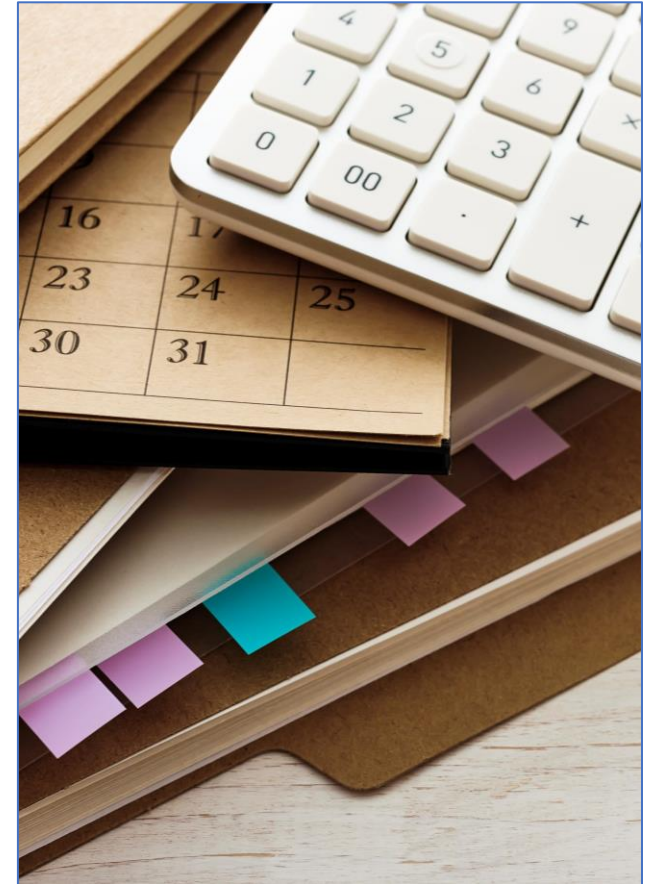
HMIS Requirements

- All individuals and households enrolled in the TBRA program must be entered into HMIS.
 - DEHCR utilizes HMIS data to determine the number of persons served by each TBRA grantee.
 - This data is also used to fulfill data requests from the Secretary's office, the Governor's office, and to HUD.
 - Data entry and data cleanup in HMIS is an essential practice.



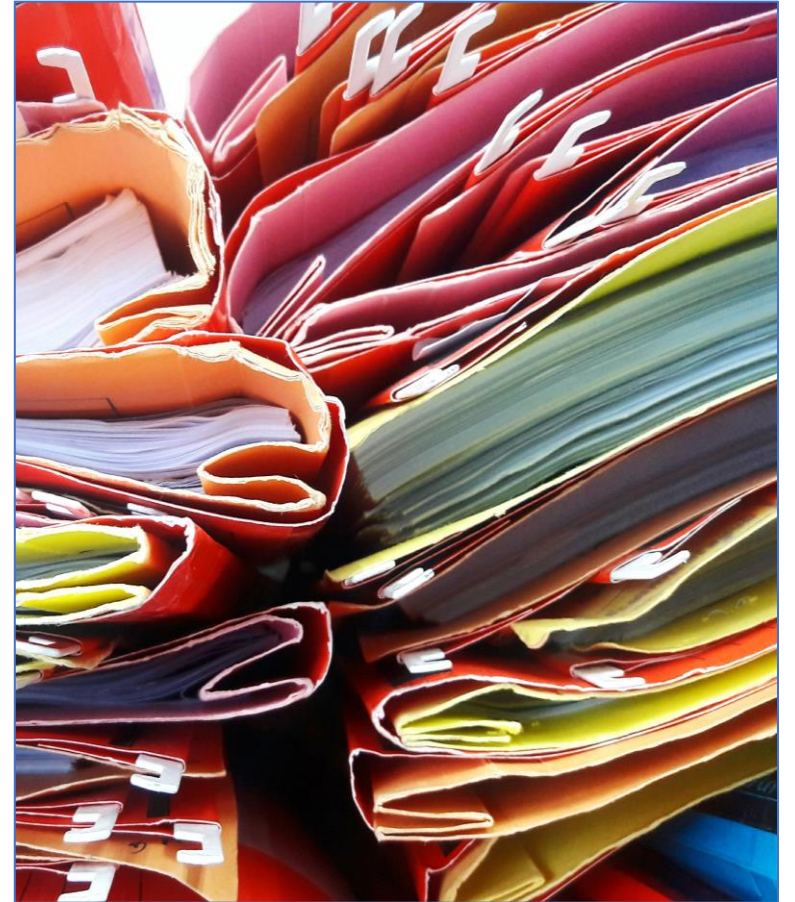
DEHCR Monitoring: Financials

- DEHCR looks for documentation that shows how each agency manages their grant funds along with their record retention policy and method of tracking funding sources separately.
- DEHCR will also ask for the following items:
 - One month's worth of expenditures
 - Itemized list
 - Backup documentation
 - Timesheets and payroll records



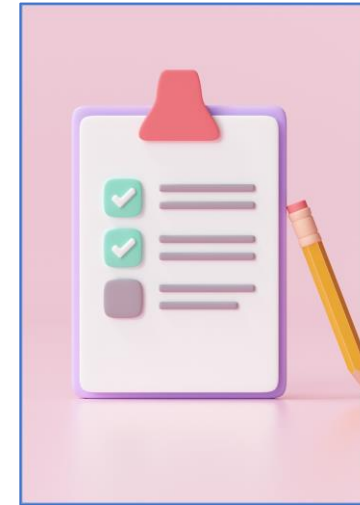
DEHCR Monitoring: Client File Selection

- When an agency receives their monitoring notification, DEHCR will ask for a list of clients served by the TBRA program (identified by their HMIS ID and entry/exit dates).
 - From that list, DEHCR will choose a minimum of three client files to review.
- Client files can either be reviewed on-site or be sent securely through OneDrive or other secure means.; they cannot be sent by email.
- Copies of social security cards, driver's licenses, and/or birth certificates should never be kept in client files or sent to DEHCR.



DEHCR Monitoring: Client File Documents

- Along with the monitoring notification letter, DEHCR will provide a checklist of documents that must be included within each client file. Such documents include:
 - TBRA application
 - Income determination
 - TBRA briefing form
 - NSPIRE inspection
 - Case notes



*DEHCR reserves the right to modify all elements.

DEHCR Monitoring: NSPIRE Inspections



- Monitorings will also include inspecting at least two TBRA clients' units.
 - Usually scheduled for the afternoon
 - Will need access to water heater, boilers, etc
- Client units inspected will be selected by DEHCR.

Monthly Reporting

HMIS

- Grantees must enter individuals and households enrolled in the TBRA program into HMIS.

TBRA Set-Up Form

- Along with each monthly payment request, Grantees must complete the TBRA set-up form.
 - Provides DEHCR with TBRA client data that is entered into the Integrated Disbursement and Information System (IDIS), the federal system utilized for reporting TBRA client data and drawing down funds.
- Any new TBRA client housed in that month must have their information entered in the TBRA set-up form.

Yearly Reporting

TBRA End-of-Grant Period Report

- To close out TBRA activities in IDIS, all Grantees must complete a TBRA end-of-grant period report at the end of the performance period of the contract.
 - The report is due sixty (60) days after the final request submission.
- Grantees will be provided with a report template with all client data that has been entered into the system throughout the performance period.
 - Grantees will be responsible for reporting the amount of funding spent on assisting TBRA clients, conducting income determinations, and conducting NSPIRE inspections; these totals must be equal to the amount of TBRA funding spent by each Grantee.

TBRA Program



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Eligible Services

- Grantees agree to utilize TBRA program funds for the following eligible services:
 - Rental Assistance
 - Security Deposit Assistance
 - Utility Assistance
 - NSPIRE Inspections
 - Income Determinations

Rental Assistance

- The term of rental assistance with HOME funds may not exceed 24 months; however, contracts can be renewed subject to the availability of HOME funds.
- The amount of rental assistance may not exceed the difference between the client's rent and thirty percent (30%) of the client's household income.



Security Deposit Assistance

- Security deposit assistance may be provided alone or along with rental assistance.
 - Only one security deposit per household.
- The maximum amount of security deposit assistance per client is the equivalent of two months' rent for the unit.
- Security deposit assistance must be provided as a grant, not a loan.
 - Security deposits must be returned to the TBRA client.

Utility Assistance

- Utility assistance can only be provided to clients who are also receiving rental assistance.
- Utility deposit assistance can be provided for the following utilities: electricity, water, gas, and trash.
 - Utility deposits are for a one time move-in cost and are not to be used to pay for monthly or delinquent utility bills.
 - Utility deposits must be returned to the TBRA client.
- Grantees must adopt the Section 8 utility allowance schedule of their local PHA to cover the following utilities: heat, electricity, water, sewer, and trash.
 - Phone, internet, and television costs are ineligible expenses.

NSPIRE Inspections

- Grantees can charge ***whichever is less:***
 - \$50 per inspection (\$35 per re-inspection) plus mileage reimbursed at the current federal rate; or
 - The actual staff or contractor costs of the inspection.
- If NSPIRE inspections costs are being charged to the TBRA program funds, there must be a way to track actual time spent on this activity.



Income Determinations

- Grantees can charge ***whichever is less***:
 - \$50 per income determination
 - The actual staff of the income determination or contractor costs of completing the income determination
- If income determination are conducted outside the Grantee's office, the Grantee may charge ***whichever is less*** for mileage reimbursement:
 - The current federal rate
 - The rate at which the Grantee reimburse for mileage
- If income determination costs are being charged to the TBRA program funds, there must be a way to track actual time spent on this activity.

Ineligible Services

- **Any services not explicitly listed in Eligible Services section of the TBRA manual are ineligible.**
- DEHCR would also like to clarify that TBRA funds may not be spent:
 - To make commitments to specific landlords for specific units;
 - To pay for arrearages, including rent and utility
 - To pay for overnight or temporary shelter



Administrative Funds

- Grantees have a 10 percent (10%) cap on TBRA administrative expenses.
- Eligible administrative costs included, but are not limited to:
 - General management, oversight, and coordination
 - Reporting on the program as required by HUD and/or DEHCR
 - Program administration costs
 - Costs of providing training on TBRA requirement and attending HUD-sponsored TBRA training.

Client File Requirements



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Intake and Assessment

- TBRA Application
- Initial Income Determination
 - 3rd Party Income Documentation
 - Zero-Income Affidavit
- Verification of Homelessness or At-Risk of Homelessness Form
 - Self-Certification of Homelessness (if applicable)

Intake and Assessment

- TBRA Briefing Notification
- Rental Assistance Coupon
- Client Program Agreement



Leasing

- Request for Unit Approval
- Rent Payment Standard
- Rent Reasonableness Assessment Form
 - Comparable Unit Documentation
- Rent Subsidy Calculation
- Utility Allowance Schedule

Leasing

- Initial NSPIRE Inspection (must be passed)
 - If initially failed, utilize new NSPIRE inspection form
- Lease and Lease Addendum
- VAWA Lease Addendum
- Rental Assistance Contract

Other Documentation

- Termination and Grievance Policies
- VAWA Notifications
 - HUD-5380 and HUD-5382 forms
- Releases of Information for All Household Adults
 - Program and Clarity
- Lead-Based Paint Rental Disclosure
- Case Notes (if applicable)



Annual Recertification

- Annual Income Determination
 - 3rd Party Income Documentation
 - Zero-Income Affidavit
- Annual NSPIRE Re-inspection (must be passed)
 - If initially failed, utilize new NSPIRE inspection form
- Contract Renewal Explanation (over 24 months)

Ongoing Administration



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Blending Funds

- Grantees may blend TBRA with other funds; for example, other state or federal rental assistance funds may be used to pay for clients' security deposits while TBRA pays for their monthly rent.
- DEHCR recommends that Grantees do not utilize TBRA program funds in combination with other funding sources to pay for the same month's rent.
- Plans to blend funds should be listed in the Grantee's application and discussed with DEHCR prior to implementation.

Changing Units

- Clients may elect to move to another unit, as permitted by the lease.
- The rental assistance contract contains provisions that terminate the grantee's agreement with the landlord when the household moves.
- To ensure that subsidies are not paid on units no longer occupied by an eligible client, the lease agreement must require that the client provide a minimum of 30 days' written notice to the Grantee and landlord regarding their places to relocate.
- Clients who wish to move can be issued another rental coupon. The agency should follow procedures utilized when the original coupon was issued.

Interim Recertifications

- Grantees may require clients to notify them if there are significant changes in income or family composition. If this occurs, the Grantee must:
 - Complete an interim recertification;
 - Incorporate any changes to the client's payment/grantee's subsidy in the first month following the interim recertification;
 - Notify both the client and landlord in writing of any changes in the payment structure.
- If a client's household income increases enough that no subsidy payment would be generated, they may remain enrolled in the TBRA program for up to six (6) months or until the end of their program year, whichever occurs first.
- If Grantees elect to recertify income with consistent regularity, please note that interim recertifications should be limited to every three months to reduce the administrative burden.

Interim Recertifications

Recertification Threshold

- Grantees must annually re-evaluate each client's household size and composition to determine if circumstances have changed for the household.
 - If there are substantial changes, the Grantee must determine if the change is significant enough to warrant the household to search for a more suitable living unit.
- When a TBRA client's income increases above 80% of CMI, the client is no longer allowed to continue receiving assistance.
 - The Grantee must provide the client and landlord reasonable notice before assistance is terminated.

Portability

- May allow clients to use their subsidy within their service area boundaries or establish a portability policy that allows the use of the subsidy outside of their jurisdiction.
 - May be impractical for the Grantee to oversee all administrative and programmatic requirements of that client's TBRA subsidy.
- Grantees may wish to make arrangements with another agency or PHA residing in the jurisdiction where the family relocates to manage the subsidy.
- The Grantee must consider the following components when establishing their portability policy:
 - Initially and annually inspect units occupied by the TBRA client
 - Execute necessary documents with the family and the landlord
 - Make monthly rent payments and/or security deposit payments on behalf of the grantee to the landlord and/or utility companies.

Unit Absences

- Grantees are allowed to maintain a client's TBRA subsidy in the event of a prolonged absence from their unit, up to 180 consecutive calendar days.
 - A prolonged absence from the unit could range from an unexpected hospitalization event to incarceration.
- If a TBRA client exceeds the absence timeframe, grantees are required to terminate their contract. The termination process must be recorded, dated and retained in the client file.

Financial Management



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Financial Management

- Grantees must develop a payment process for disbursing TBRA payments to outside entities, including landlords and utility providers.
 - This process must include guidelines about when rent and utility payments are made and what triggers those payments(e.g., a case manager submits monthly invoices, payments are automatically generated by fiscal staff).
- Grantees must establish policies and procedures for keeping backup documentation on expenditures as Grantees are required to provide access to financial statements, charts of accounts, and expenditure records upon request by representatives of the Department, HUD, and the Legislative Audit Bureau.

Tracking Funds

- All DEHCR funds must be tracked separately.
- Each expenditure billed to the TBRA contract must have backup documentation that can be produced upon request.
- Timesheets should show actual hours spent on TBRA eligible activities versus other non-TBRA activities.
 - Payroll expenses should include documentation from timesheet to paycheck and should show allocation of hours worked by funding sources.

Indirect Cost Allocation

- Indirect costs billed to the TBRA contract should follow standard accounting practices.
- Indirect costs, pursuant either to a federally approved indirect cost rate, or the election of a de minimis rate (2 CFR § 200.414) are allowable, but only up to the amount allowable in an agency's administration budget lines, regardless of the federal approved of de minimis rate.
- Backup documentation supporting these costs should be produced upon request.

Audit

- Grantees who are a non-Federal entity “that expends \$750,000 or more during the non-Federal entity’s fiscal year in Federal awards must have a single or program-specific audit conducted for that year...” per 2 CFR § 200.501.
- The TBRA contract alone may not trigger this requirement; however, when combined with other Federally funded contracts, it may trigger this requirement if all Federal awards are equal to or greater than \$750,000.

Method of Payment



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Payment Schedule

- Grantees must draw on TBRA funds as reimbursement of actual reported expenditures and only for the approved spending categories during the performance period of the TBRA contract.
- Grantees shall submit no more than one payment request per month.
- Payment requests are to be made by the 15th of each month, following the end of the previous month, utilizing DEHCR's TBRA payment request template.



Payment Schedule

- Each payment request must abide by a \$100 minimum threshold.
 - If there are less than \$100 of expenses in a month, those expenses should be held and reported on a later payment request.
 - Submitting a final payment request is the only exception to the \$100 minimum threshold.
- Each payment request should be submitted in its own email to the TBRA Program Manager and DEHCR Fiscal.
 - The email subject line should align with the following naming convention: Contract Number, Grantee Name, and Month of Request
 - Ex: TBRA 24-01 ABC Agency October 2024



Payment Request Form

Tenant-Based Rental Assistance Program (TBRA)
Department of Administration
Division of Energy, Housing and Community Resources (DEHCR)

Make Check Payable To:

Contract Number:

Contract Period:

7/1/2024

6/30/2026

PO Number:

Person Completing this Form:

Phone Number:

Request Date:

Amended Report?

Final Report?

Period Covered By This Report:

Contract Amount:

\$213,400.00

Category of Activity	Activity Number	Previous Request Number	Request Number	Activity/Admin Program Authorized Budget	Previously Invoiced	Current Invoice	Total Invoiced to Date	Activity/Admin Program Balance
Admin Assistance		0	0		\$0.00	\$0.00	\$0.00	
		0	0		\$0.00	\$0.00	\$0.00	
TOTALS:				\$213,400.00	\$0.00	\$0.00	\$0.00	\$213,400.00

Match-Funded Activity	25% of Assistance Funding	Previous Match Total	Current Match	Total Match Reported To Date
MATCH for TBRA 24 Contract		\$0.00	\$0.00	\$0.00
TOTALS:		\$0.00	\$0.00	\$0.00

Certification:

I certify that the funds requested for the above activity or administrative support will be used in accordance with the applicable requirements of the Home program and the BOH contract. I further certify that the costs in the activity file have proper documentation and are subject to monitoring and auditing procedures by BOH.

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)

EMAIL COMPLETED FORM TO:
DOADEHCRFISCAL@WISCONSIN.GOV
WITH A COPY TO YOUR PROGRAM MANAGER.

Grantee Representative

Name:

Title:

Date:

DEHCR Payment Authorization

Date Signed

DOA.WI.GOV

Final Payment Requests

- Grantees must submit their final payment request no later than sixty (60) days after the performance period end date.
 - June 30, 2027 end date → August 29, 2027 final payment date
- If Grantees do not expend their TBRA funding sixty (60) days after the performance period end date of the contract, they must renounce all unspent funding back to the Department.



QUESTIONS?

