

## DOCUMENTATION EXAMPLE – CONTRACT RENEWAL EXTENSION & TIMEFRAME (1)

- As previously stated, three items are required to complete the contract renewal process:
  - Recertify client's income and rent subsidy calculation
  - State why the client needs to maintain their TBRA assistance beyond 24 months
  - Explain and document how they are attempting to move the client into permanent housing
- Continue to use your agency's income determination and rent calculation forms that are already in place.

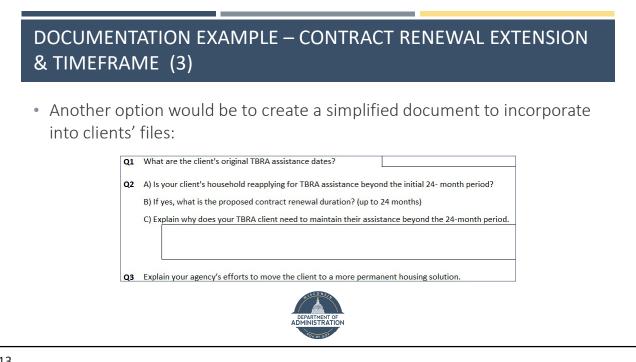


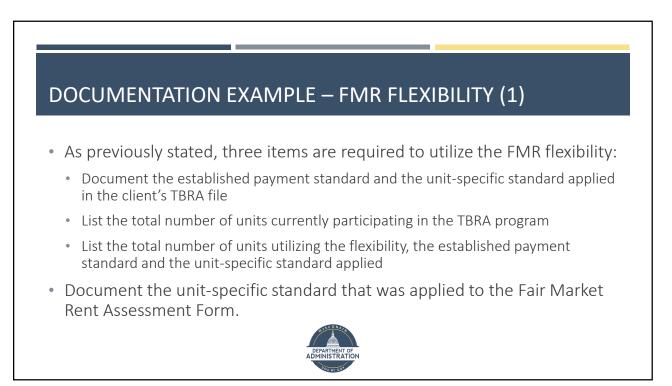
11

# DOCUMENTATION EXAMPLE – CONTRACT RENEWAL EXTENSION & TIMEFRAME (2)

- For the other two requirements, they could be included within the TBRA application:
  - Question #1: Is your household reapplying for TBRA assistance beyond the initial 24-month duration? (Yes/No)
  - Question #2: Explain why your household is reapplying for TBRA assistance beyond the initial 24-month duration.
  - Question #3: Explain how your household is making every effort to find permanent housing solutions.







### DOCUMENTATION EXAMPLE – FMR FLEXIBILITY (2)

• For the other two requirements, they can be expanded on the information gathered in the TBRA application:

Bedroom Size	Fair Market Rent (FMR)	FMR Flexibility (10%)	Rent Reasonableness*	Number of Units
Efficiency				
1 bedroom				
2 bedroom				
3 bedroom				
4 bedroom				
*Rent reasonab	leness is the pref	erred method of s	etting rent limits. He	owever,
these rents mu	st also be below F	air Market Rent fo	r your area.	

15

### DOCUMENTATION EXAMPLE – FMR FLEXIBILITY (3)

Last Name	# <u>of</u> Bedrooms	City Location	Fair Market Rent (FMR)	FMR Flexibility Range (10%)	Rent Reasonableness*



#### FRIENDLY REMINDERS

- Submit TBRA payment requests on a monthly basis
  - Admin costs should be no more than 10% of the assistance costs
- Need to list all current clients on the TBRA beneficiary form once your agency starts spending down their 2021-2023 contract funding.
- Continue to make an effort to provide 25% match
- In-person monitorings will start in early summer
- Unique entity identifier (UEI) number will be the new means of entity identification for federal awards



