



# Texas Emergency Rental Assistance Program (TERAP)

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January 11, 2021

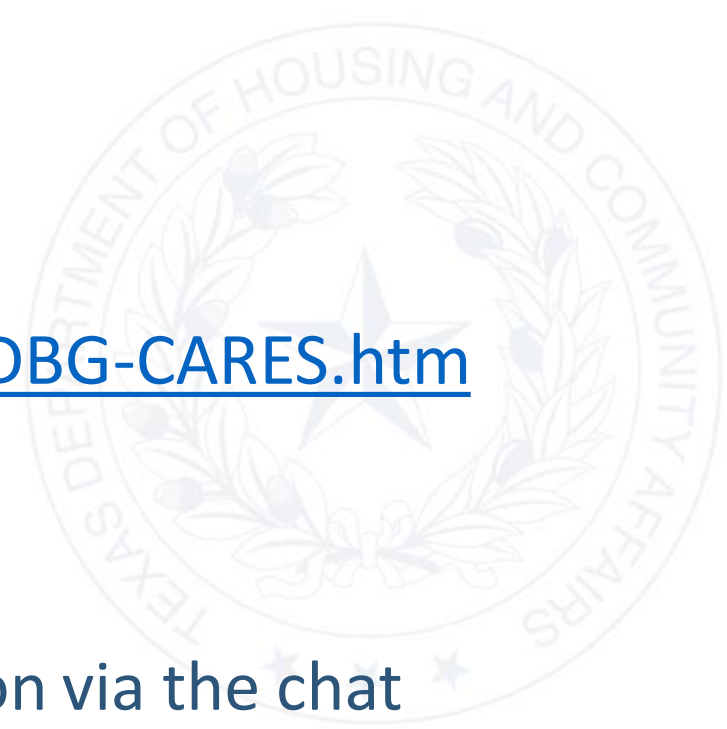
# Agenda

- Housekeeping
- Program Overview
- Timelines
- Guidelines
- Forms
- Monthly Reporting
- Next steps
- Q&A time



# Housekeeping

- All material available at [www.tdhca.state.tx.us/CDBG-CARES.htm](http://www.tdhca.state.tx.us/CDBG-CARES.htm)
- Dedicated Q&A session at the end of the training
- Please send questions throughout the presentation via the chat
- Training will be recorded and posted on our webpage
- Referral Contact Information survey due today  
<https://app.smartsheet.com/b/form/74775d42b5ec4d019b88496506cb9ede>



# TEXAS EMERGENCY RENTAL ASSISTANCE PROGRAM



Tenants learn from:

- ✓ Program outreach efforts
- ✓ TDHCA referrals
- ✓ 2-1-1 referrals
- ✓ Local news

# TEXAS EVICTION DIVERSION PROGRAM

AT LEAST 10% OF CONTRACT MUST BE USED FOR THIS ACTIVITY



Referred:

Justice of the Peace refers tenants/landlords in eviction case to program



## APPLY

Both tenant and landlord apply through local program administrator



## CERTIFY

Applicants must meet eligibility requirements

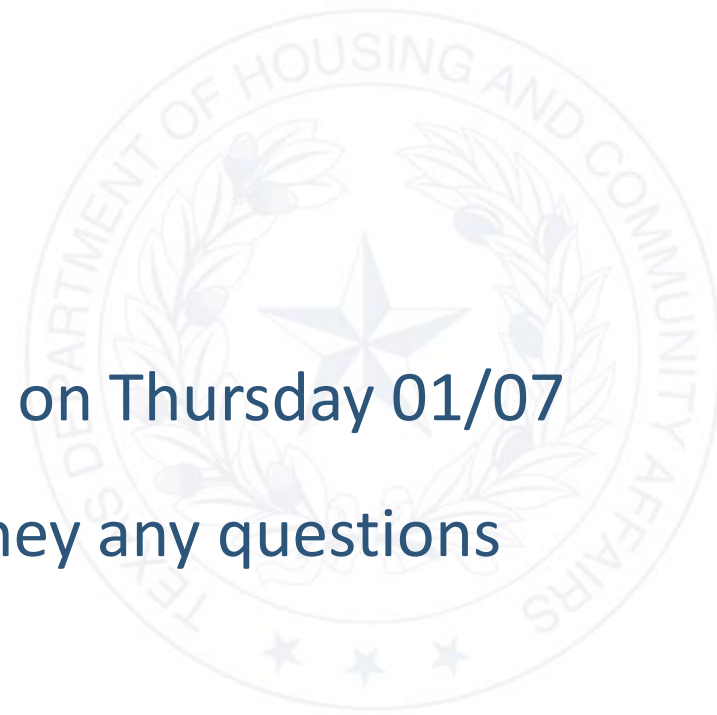


## RECEIVE

Up to 6 **total** months of assistance  
Up to 5 months of arrears  
Payments directly to landlord

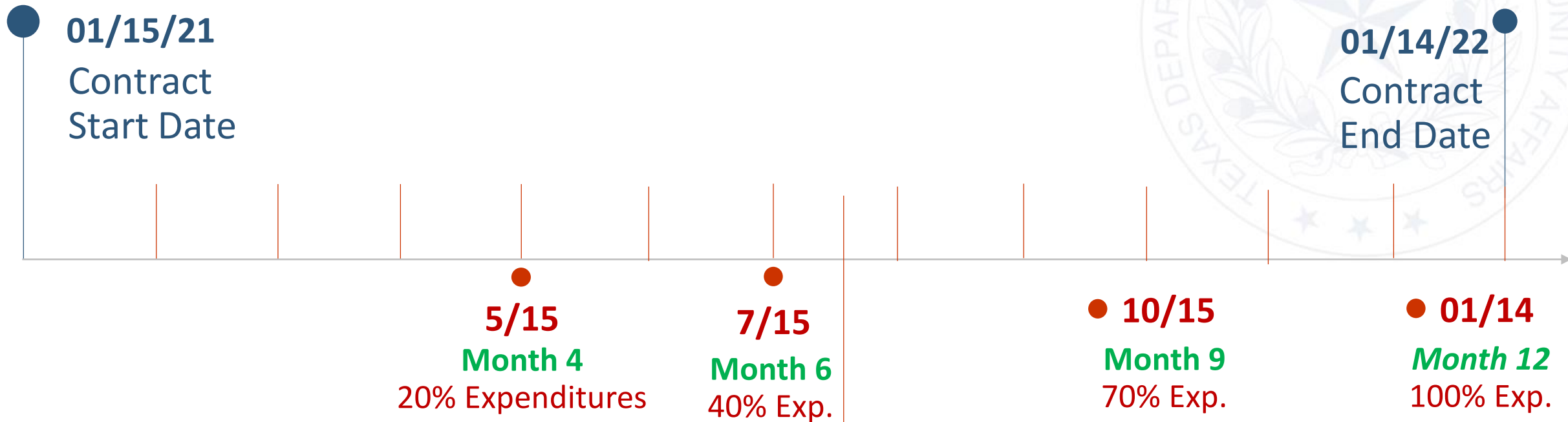


# Contracts



- Boilerplate is ready and we shared it in an email sent on Thursday 01/07
- Our counsel can discuss with your City/County attorney any questions
- We will send contracts by this Friday January 15
- Sign by COB Friday January 22
  - If you cannot meet deadline please notify Raul Salazar at [raul.salazar@tdhca.state.tx.us](mailto:raul.salazar@tdhca.state.tx.us)

# Timeline + Benchmarks



**All Contract funds must be 100% obligated by July 31, 2021  
i.e. All Tenant/Landlord Applications must be received by this deadline  
and all clients have been approved for payment.**



# Monthly Performance Reports

Due by the 15<sup>th</sup> of each month  
Covers the preceding's month activities



**Contract Start Date**  
**01/15/2021.**

**Contract End Date**  
**01/14/22**

Jan. | Feb. | Mar. | Apr. | May | Jun. | Jul. | Ago. | Sep. | Oct. | Nov. | Dec. | Jan.



# Program Guidelines

## Overview



# Program Guidelines Overview

- Required Documents and Applicant Eligibility
- Duplication of Benefits
- Income Determination
- Rent Limits
- Lead-Based Paint Requirements
- Subawards and Subcontracts
- Affirmative Marketing
- Admin Draw Limit
- Forms



# Required Documents

## Tenants

- ✓ Tenant Application
- ✓ Tenant Certification
- ✓ Evidence of income eligibility
- ✓ Personal ID - for one household member that is on the lease or person that demonstrates occupancy
- ✓ Written lease OR evidence proving tenancy

## Landlords

- ✓ Proof of unit ownership or ability to sublease
- ✓ Written lease OR evidence proving tenancy (*e.g. proof of payment received – copy of check or money order*)
- ✓ Proof of missed payments on ledger
- ✓ Landlord Form/Certification
- ✓ IRS W-9
- ✓ *If applicable*, copy of the Property's Income Certification dated on or after April 1, 2020 (within 12 months of the CDBG application)

# Tenant Eligibility Requirements



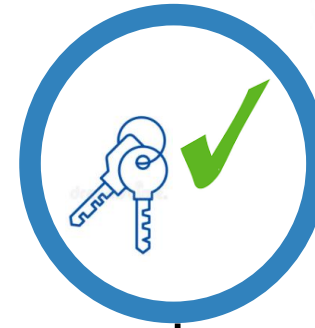
COVID-19  
IMPACT



INCOME  
ELIGIBILITY



UNIT  
ELIGIBILITY



PROOF OF  
TENANCY



NO DUPLICATION  
OF BENEFITS



# Landlord Eligibility Requirements



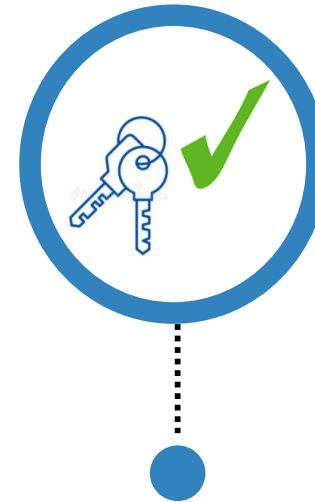
**NON-EVICTION**



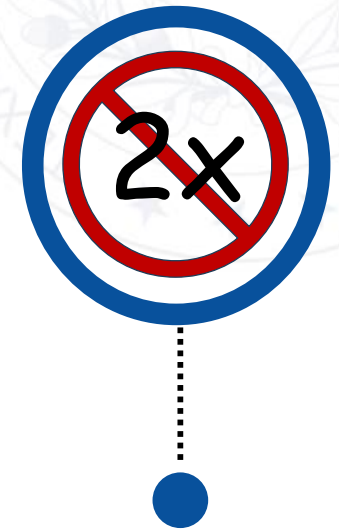
**FEES/PENALTY  
FORGIVENESS**



**UNIT  
ELIGIBILITY**



**PROOF OF  
TENANCY**



**NO DUPLICATION  
OF BENEFITS**



# Duplication of Benefits

## Geographic Distribution

Every geographic area is prohibited from being covered by more than one Subrecipient.

No overlap in service area.

## Combining CDBG + CDBG-CV Funds

- ✓ Clients who have received regular **CDBG** rental assistance in the past may still be eligible for TERAP.
- ✓ Clients can receive assistance for:
  - Up to *3 months with regular CDBG*
  - Up to additional 6 months with CDBG-CV
  - *A total of 9 months for different months*

# Duplication of Benefits

*The Tenant Application conducts a Needs Assessment that includes:*

Total amount of rent currently owed to landlord minus

Rental assistance received from other sources for the months tenant is seeking assistance

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**Total Unmet Need**

# Income Determination

**Zero Income to 60% of AMI**



**Self-Certification form**

**If household size is >6 &  
receiving SNAP, LIHEAP or  
SSI *for the head or co-head of household***



**Enrollment documentation or  
Email from source agency**

**Living in eligible  
rent-restricted property**



**Evidence of Income Cert.  
Self-Certification form**

**60% to 80% of AMI**

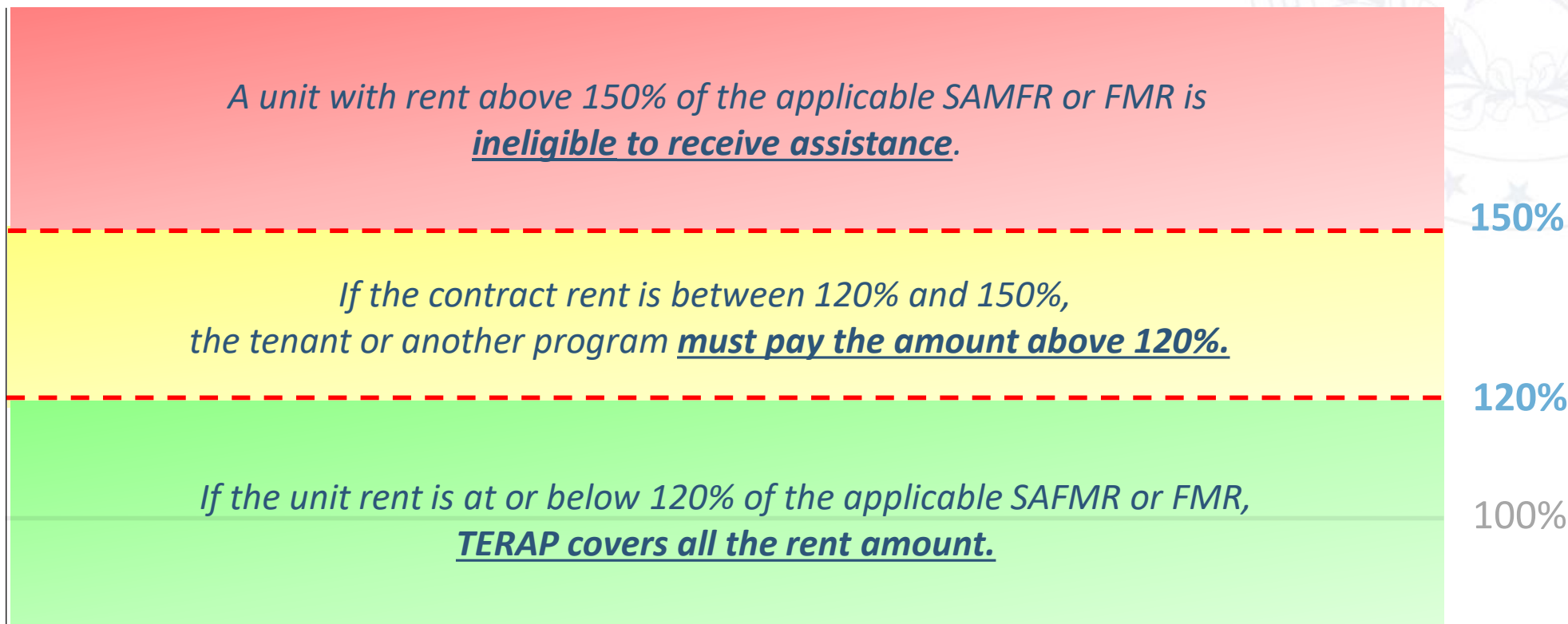


**Income Verification**

# Rent Limits

Program uses 120% and 150% of Small Area Fair Market Rent (SAFMR) or Fair Market Rent (FMR) as rent limits

Percent of Local SAMFR/FMR (%)



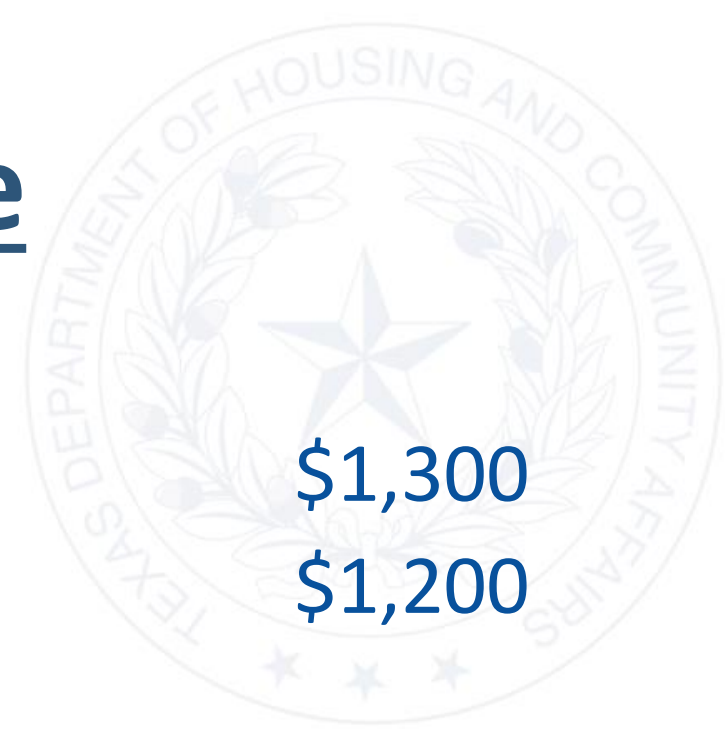
[Use this Rent Limit Calculator.](#)



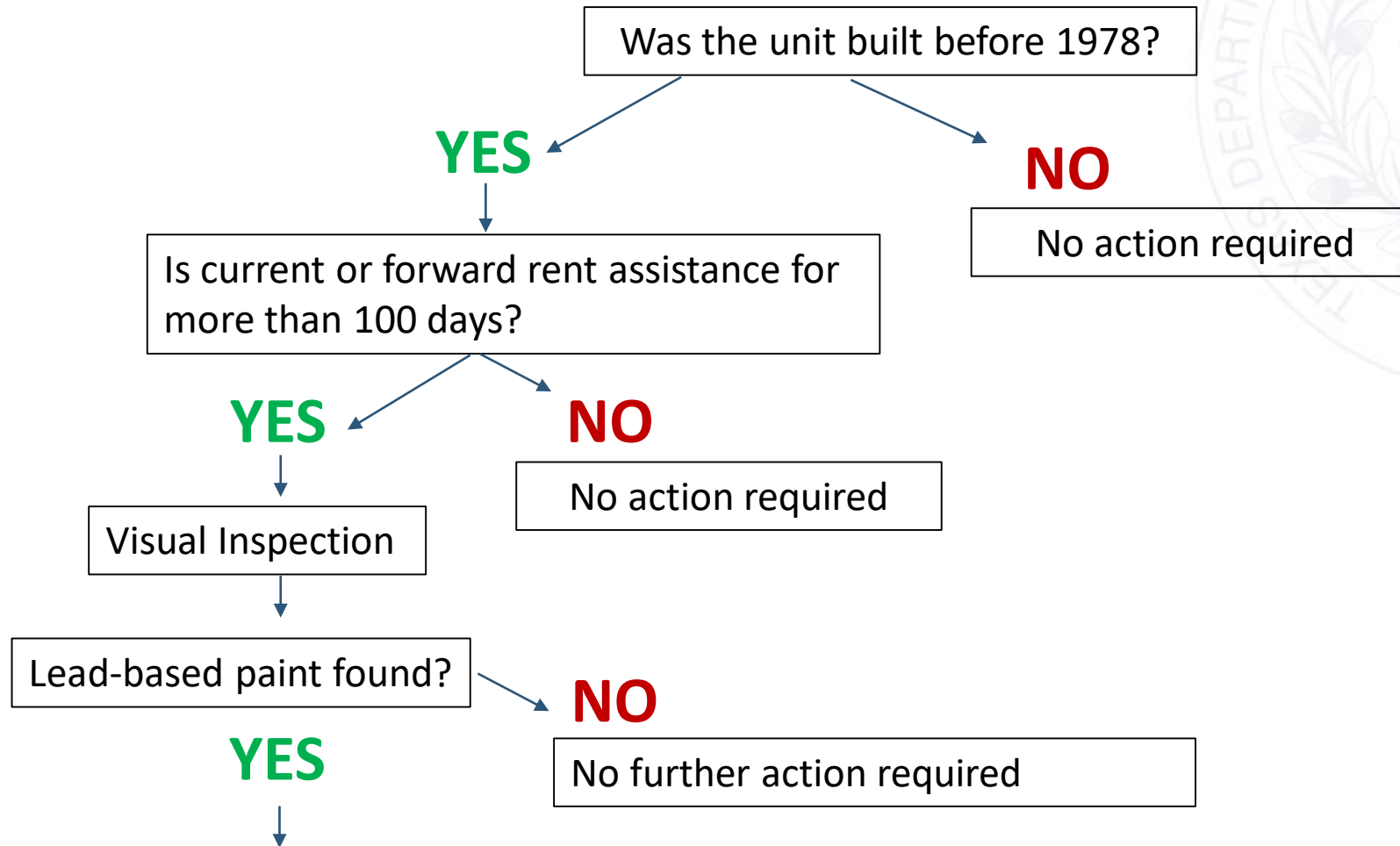
# Rent Limits Example

**If** → The Contract Rent = \$1,300  
& 120% SAFMR or FMR = \$1,200

**Then** → Maximum TERAP Rental Assistance = \$1,200  
& Tenant/Landlord/Other program must pay = \$100



# Lead-Based Paint Requirements



***No assistance can be provided until remediated***

# SUBAWARDS

# SUBCONTRACTS

Can subaward program and admin funds directly to:

- Unit of local government
- Council of government
- Public housing authority
- Nonprofit

• For goods or services

• Paid out of administrative funds

Subawardees may not further subaward funds

Must be procured in accordance with 2 CFR Part 200, UGMS, and 10 TAC §1.404

Subrecipient must ensure subawardee complies with all Contract terms

Subrecipient must ensure subcontractor complies with all Contract terms

Subrecipient must follow subaward process outlined in Section 17 F of the contract

Department maintains the right to monitor subcontractors

*If intending to subaward, please complete subawardee form by Feb. 15<sup>th</sup>.*

# Fair Housing



- **Affirmative Marketing**

Program should incorporate strategies to reach persons least likely to apply for the program

- Persons with disabilities
- Persons with limited English proficiency
- Minorities
- Extremely low and very low income persons

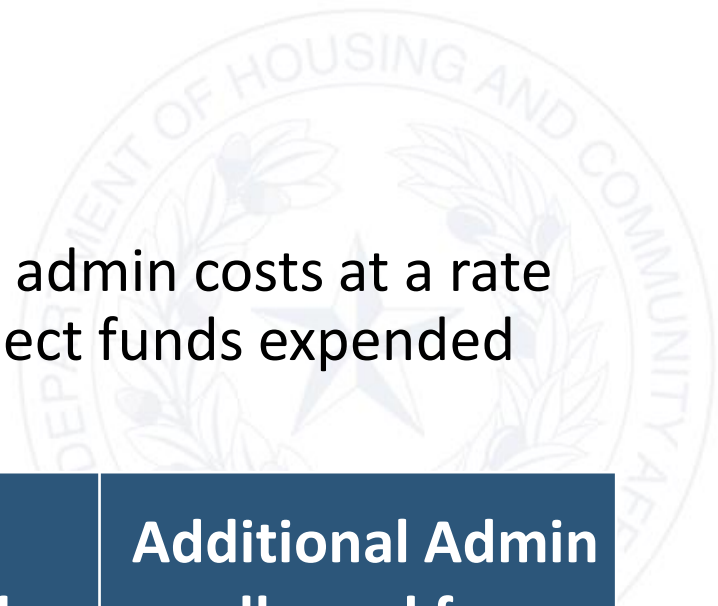
- **Applicant Selection Criteria**

- We encourage a neutral/random selection criteria so tenants with highest barriers have an opportunity to apply.

e.g. lottery system

# Admin Draw Limit

After 40% of admin funds are drawn, TDHCA will not reimburse admin costs at a rate that exceed 20% higher than the percentage of budgeted project funds expended



Total Budget	Program Budget	Program Budget Expended	Admin Budget	Admin Expended	Additional Admin allowed for Reimbursement
\$1M	\$900,000	\$180,000 (20%)	\$100,000	\$40,000 (40%)	\$0
\$1M	\$900,000	\$270,000 (30%)	\$100,000	\$40,000 (40%)	\$10,000 (10%)

# Forms Walk-Through

<https://www.tdhca.state.tx.us/CDBG-CARES.htm>

- Tenant Application
- Tenant Certification
- Income Self-Certification
- Household Income Information
- Landlord Form and Certification
- Rent Limit Calculator
- Monthly Performance Report spreadsheet



# Housing Contract System Walk-Through

<https://www.tdhca.state.tx.us/contractsystem.htm>

- Monthly Expenditures Draws: Admin/Project
- Monthly Performance Report: Aggregate-level data



# Next Steps

- If applicable, respond to email with application deficiencies by COB today
- TDHCA to send contracts via DocuSign by 01/15
- Sign by COB January 22
  - If you cannot meet deadline please notify Raul Salazar [raul.salazar@tdhca.state.tx.us](mailto:raul.salazar@tdhca.state.tx.us)
- Housing Contract System access will be provided after the Department executes the contract
  - Username and password will be sent in two separate emails
  - Can access executed contract
  - After Feb. 1<sup>st</sup>, complete January monthly report by Feb. 15<sup>th</sup>





# Q&A Time

# QUESTIONS?

Please email **both** Raul Salazar and Alisson Shurr at  
[raul.salazar@tdhca.state.tx.us](mailto:raul.salazar@tdhca.state.tx.us) and  
[allison.shurr@tdhca.state.tx.us](mailto:allison.shurr@tdhca.state.tx.us)

We will post **FAQs** at:

[www.tdhca.state.tx.us/CDBG-CARES.htm](http://www.tdhca.state.tx.us/CDBG-CARES.htm)



# Evaluation

Please take 5 minutes now to complete an evaluation of this webinar:  
<https://app.smartsheet.com/b/form/95a8dcccdbd1041fe8fbdcdca8fb44cb6b>

