TENANT-BASED RENTAL ASSISTANCE

TRI-CITIES HOME CONSORTIUM
KENNEWICK · PASCO · RICHLAND

2025 Reporting Month | **Jan**
City Reporting | **Kennewick**

# of Persons Reported This Month | **0**

TBRA Monthly Assistance Total | $ -

Home Inspection Completed This Month	Last Name, First Initial	# of Bedrooms	No. in Household	Household Type	Median Income	Race	Hispanic	Security /Utility Deposit	Utility Credit	Admin Fee	Tenant Monthly Rent	TBRA Assistance	Notes	Income Verification This Month	Staff Hours to Determine Yearly Income	Rate of Pay

Read the instructions for each item carefully before completing the form.

Applicability

The purpose of this report is to assist with the collection of information to be entered into IDIS and billing documentation. This report is to be completed for each individual receiving assistance or being placed on the waiting list.

Timing

Shall be submitted by the 15th of the following month.

General and Activity Information

1. Choose from drop-down Month you are reporting on.
2. Choose from the drop-down City you are reporting on
3. The # of Persons reported this month will automatically calculate
4. The TBRA Monthly Assistance Total will automatically calculate

Home Inspection Completed This Month

Use the drop-down menu to answer yes or no if a home inspection was completed this month. If a home inspection was completed and the participant is not starting until the following month complete all information you have available and state in the notes section that TBRA will start the following month. **The home inspections are to be billed at $200.00 per documented inspection.**

Last Name and First Initial

Enter the tenant's last name and first initial.

# of Bedrooms

Use the drop-down menu to select the number of bedrooms. If it is a 0-bedroom unit choose SRO.

No. in Household

Use the drop-down box to enter the number of people residing the household.

Household Type

Choose the one from the drop-down menu that defines the household type:

- **Single / Non-Elderly -** one-person household in which the person is not elderly.
- **Single parent -** a single parent household with a dependent child or children (18 years old or younger).
- **Two parents -** a two-parent household with a dependent child or children (18 years old or younger).
- **Elderly -** one- or two-person household with a person at least 62 years of age.
- **Other -** any household not included in the above 4 definitions, including two or more unrelated individuals.

Median Income

Choose the one from the drop-down menu that determines the annual income percentage of the household:

- **0 to 30%** refers to a household whose annual income is at or below 30 percent of the median family income for the area, as determined by HUD with adjustments for smaller and larger families.
- **30+ to 50%** refers to a household whose annual income exceeds 30 percent and does not exceed 50 percent of the median family income for the area, as determined by HUD with adjustments for smaller and larger families.
- **50+ to 60%** refers to a household whose annual income exceeds 50 percent and does not exceed 60 percent of the median family income for the area, as determined by HUD with adjustments for smaller and larger families.
- **60+ to 80%** refers to a household whose annual income exceeds 60 percent and does not exceed 80 percent of the median family income for the area, as determined by HUD with adjustments for smaller and larger families.

Household Race

For each household assisted with HOME funds, choose one from the drop-down menu:

11   White - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. It includes people who indicate their race as "White" or report entries such as Irish, German, Italian, Lebanese, Near Easterner, Arab, or Polish.

12   Black/African American - A person having origins in any of the Black racial groups of Africa. It includes people who indicate their race as "Black", African American, or provide written entries such as African American, Afro America, Kenyan, Nigerian, or Haitian.

13.   Asian – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. It includes Asian Indian, Chinese, Filipino, Korean, Japanese, Vietnamese, and Other Asian.

Instructions for Completing the 2025
HOME Tenant-Based Rental Assistance Set-up Report

14. American Indian or Alaska Native – A person having origins in any of the original peoples of North and South American (including Central America) and who maintain tribal affiliation or community attachment.

15. Hawaiian or Pacific Islander - A person having origins in any of the original peoples of Hawaii, Chamorro, Samoan, and Other Pacific Islander.

16. American Indian/Alaska Native & White - Meets the definition of American Indian / Alaska Native AND White.

17. Asian & White - Meets the definition of Asian AND White.

18. Black/African American & White - Meets the definition of Black / African American AND White.

19. American Indian or Alaska Native & Black or African American - Meets the definition of American Indian / Alaskan Native AND Black / African American

20. Other (multi-racial) - Includes all other responses not included in the definitions listed above. Respondent providing write-in entries such as multiracial, missed, interracial, Wesort, or a Hispanic / Latino group (for example, Mexican, Puerto Rican, or Cuban) are included here.

Hispanic

For each household assisted with HOME funds, use the drop-down box to state "Yes" for Hispanic or Latino or "No" for not Hispanic nor Latino. Hispanic or Latino ethnicity is defined as a person of Cuban, Mexican, Puerto Rican, South/Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."

Security / Utility Deposit

Enter the amount of the Security and/or Utility Deposit provided on the given month (you can add them together). These payments are one-time payments.

Utility Credit

The Utility Credit is the monthly credit applied as part of the subsidy.

Admin Fee

List the fee that is charged for setting up services and/or initial fees from the apartment etc. These are also considered one-time fees are not specifically a Security / Utility Deposit or Utility Credit.

Tenant Monthly Rent

Enter the actual rent paid by the tenant for the reporting month.

TBRA Monthly Rent

Enter the amount of HOME funds paid to the Owner/Landlord of the Unit for the reporting month.

Notes

This is a section to make any notes about the specificity of the tenant. Such as partial month payment, inspection only, yearly income determination, changes to income this month etc.

Income Verification This Month

Use the drop-down box to mark "Yes" if time was spent by staff for an initial income verification, annual income verification, verification due to change in income, or verification due to change in rent. If income verification was not completed that specific month mark "No".

Staff Hours to Determine Yearly Income

If you marked "Yes" under Income Verification This Month, how long did it take to verify the income and make changes? This is actual staff hours to complete the type of verification listed above.

Rate of Pay

Hourly wage for the staff person determining the income. **The Staff Hours to Determine Yearly Income X the Rate of Pay is the billable hours under Project Delivery for each City.**

PLEASE NOTE THE FOLLOWING COLUMNS MAY ONLY BE BILLED EACH MONTH:

SECURITY UTILITY DEPOSIT

UTILITY CREDIT

ADMIN FEE

TBRA ASSISTANCE

STAFF HOURS X RATE OF PAY