

# Tenant Based Rental Assistance 2025 Application

## 2025 TBRA Applicants:

*For the 2025 TBRA application round, the amount of funding that a grantee may apply for is \$600,000. The administration will be awarded as 7% above the granted amount; however, 2025 contracts will not pay administration funds that are not drawn during the grant period. Unexpended admin funds may be converted to subsidy, at KHRC's discretion. **Please note that the award of the 2025 TBRA funds is dependent on Kansas Housing receiving our allocation of the federal 2025 HOME funds. If Kansas Housing does not receive the federal HOME funding, we will not be able to fund any applications.***

*Additionally, **the number of months for a set up per tenant will be 12 months for rental subsidy.** Tenants are eligible for recertification at the 12-month mark with up to 24 months of subsidy assistance per grant cycle.*

### Eligible Applicants

*HOME Program funds for the Tenant Based Rental Assistance program will be made available through a competitive application process. Eligible entities are local units of government, public housing authorities, and non-profit agencies. Applicants must have demonstrated experience managing a tenant based rental assistance program.*

**TENANT BASED RENTAL ASSISTANCE (TBRA)**  
**2025 APPLICATION**  
**AVAILABLE FUNDING: \$1,800,000**

**A. Application Process**

**1. Submittal Requirements**

The Kansas Housing Resources Corporation (KHRC) must receive the application before 5:00 p.m. on Friday, August 8, 2025. An acknowledgment (receipt) will be provided via email.

Submit the application package to:

Kansas Housing Resources Corporation  
Attn: TBRA Program Manager  
200 SW 6<sup>th</sup> Avenue  
Topeka, Kansas 66603

OR

Via Email:  
TBRA@kshousingcorp.org

**2. Eligible Applicants**

HOME Program funds for the Tenant Based Rental Assistance program will be available to local units of government, public housing authorities, and non-profit agencies on a competitive basis. Applicants must have demonstrated experience managing a tenant based rental assistance program.

**3. Standard Application Forms**

To provide the required information to the review team and reduce this required paperwork, only applications on standard forms will be considered. A complete set of forms must be submitted.

**B. Application Instructions**

**1. Applications must include the following:**

- Funding Summary (form provided in Application)
- Statement of Assurances and Certifications (form provided in Application)
- Narratives – Project Need, Project Impact, Administrative Plan
  - Administrative Plan **must include Violence Against Women Act (VAWA)** procedures if applying for a subsidy program and **the base rent that a client will pay.**
- Budget Worksheet

**2. The applicants should review the entire application form and instructions before beginning to prepare the application. Applicants must submit one original of the application.**

**3. Only information received by the Kansas Housing Resources Corporation prior to the application deadline will be considered in the selection process. Failure to submit required information will be grounds for rejection of the application.**

### C. Ratings Criteria (750 Points Maximum)

#### 1. Project Need (300 points maximum)

Applicants will receive up to 300 points based on comparison with other TBRA Project Need descriptions according to the following criteria:

- The application should provide identification and documentation of how the level of need for the TBRA request was determined by the applicant.
- Information should include the number of families on the current waiting list and the number of families currently receiving assistance
- The total population and per capita income of the community
- The proposed program tenants who fall at or below 30% of the median income
- The proposed number of homeless, disabled, elderly, or single parent households, and those paying over 50% of their income for rent.

#### 2. Project Impact (300 points maximum)

Applicants will receive up to 300 points based on comparison with other TBRA Project Impact descriptions according to the following criteria:

- The applicant must describe how the program design addresses the identified need
- How this program will enhance the community
- How this program will further the intent of providing housing to very-low income persons.
- The number of TBRA tenants from the previous year who moved to a Section 8 program or to self-sufficiency should be indicated. Other measures of success for previous tenants who received rental subsidies but later moved to self-sufficiency may be indicated.
- If services are offered in conjunction with rental assistance (e.g., homeless case management, disability support services, etc.) those services and the populations receiving them should be described. Note that participation in offered services *cannot* be a requirement for receiving TBRA.

#### 3. Capacity (100) Points

Administrative Plans will be evaluated. Areas reviewed will include

- The minimum requirements for the Administrative Plan in the KHRC TBRA Policy
- Rental housing experience
- Administrative support for previous TBRA grant awards (if applicable)
- Proposed or already established marketing efforts to the geographical area
- Accuracy of reports if previous TBRA grant awards have been made
  - Compliance review issues for existing TBRA grantees will be considered

#### 4. Non-Local HOME Areas (50) Points

Applicants in non- Local HOME Participating Jurisdictions (local PJs) will receive a funding preference. Within the HOME Program, the cities of Topeka, Lawrence, Wichita, Kansas City and Johnson County are considered local PJs. Local PJs receive HUD HOME funding directly.

Applicants outside of these jurisdictions will receive 50 points.

(NOTE: Applications serving local HOME PJs are restricted to serving special populations as identified in the Kansas Consolidated Plan.)

# TENANT BASED RENTAL ASSISTANCE

## FUNDING SUMMARY

### APPLICANT DATA

**Name of Applicant Agency:** \_\_\_\_\_

**Executive Director:** \_\_\_\_\_

**Telephone/Email:** Phone: (     )                      E-mail: \_\_\_\_\_

**TBRA Contact Person:** \_\_\_\_\_

**Telephone/Email:** Phone: (     )                      E-mail: \_\_\_\_\_

**Agency Address:** \_\_\_\_\_

**City/Zip Code:** \_\_\_\_\_

☐ Local government                      U.S. Congressional District(s)\* \_\_\_\_\_

☐ Public Housing Authority (PHA)                      State Senate District\* \_\_\_\_\_

☐ Non-Profit                      State Representative District\* \_\_\_\_\_

☐ For-profit                      \*Districts for agency city/county location only

### TBRA Proposed Activities

### Total Proposed Households (UNITS)

☐ Rental Subsidies                      Rental Subsidy \_\_\_\_\_

☐ Security Deposits                      Security Deposit Subsidy \_\_\_\_\_

☐ Utility Deposits\*                      Utility Deposit Subsidy\* \_\_\_\_\_

*\*Utility Deposit cannot be used as a stand-alone activity. Must be utilized with rental subsidy, security deposit, or both.*

**Total funding requested \$** \_\_\_\_\_

Has applicant previously been awarded a HOME Grant?						Yes <input type="checkbox"/>		No <input type="checkbox"/>	
Year		\$	Year		\$	Year		\$	
Year		\$	Year		\$	Year		\$	
FUNDING HISTORY-Use most recent TBRA grant if applicable. Check if NOT applicable or first time applying <input type="checkbox"/>									
Data for grant award FFY		<input type="text"/>	January 1-December 31 of the year		<input type="text"/>				
Total Tenant <b>Households</b> (UNITS) Served to Date from above Grant Award during above Year (Only):									
Average TBRA Rental Subsidy Paid Per Unit			\$		Total Household UNITS Receiving Rental Subsidies				
Average TBRA Security Deposit Paid Per Unit			\$		Total Household UNITS Receiving Security Deposit Subsidies				

## Project Summary

Please provide a brief description of the project. Only 2-3 sentences.

Please provide your TBRA Tenant Selection Policy (24 CFR 92.209 (c) that is included in your Administrative Plan and the page number.

Estimated number of tenant **households** (total units) who will benefit from 2025 TBRA: \_\_\_\_\_

Estimated number of **persons** (including children in households) who will benefit from 2025 TBRA: \_\_\_\_\_

### 2025 Proposed TBRA Targeted Populations

Please indicate the proposed number of participants who you think will fall within the following categories.

These numbers may be duplicate counts. Fully fill out the numbers in all categories.

Category	Number of Households (If not applicable put NONE)	Percent to be Served (If not applicable put 0%)
Homeless		%
Single Parent Households		%
Special Populations to be served  (Examples include Elderly, People with Mental Illness, SPMI, or other specific disabilities.)	Type of Specific Special Populations to be Served and Number of units for each one:	%
Paying more than 30% for rent		%
Paying more than 50% for rent		%

Total number of households currently on your waiting list for rental housing subsidy (Section 8):

Total number of counties this waiting list covers: \_\_\_\_\_ counties

What are the average months for your waiting list: \_\_\_\_\_ months

List the proposed number of households to be served with 2025 grant funding for each category below:

Median income to be served: 51%-60% \_\_\_\_\_ (# of households total)

31%-50% \_\_\_\_\_ (# of households total)

0%-30% \_\_\_\_\_ (# of households total)

Census Per Capita Income for proposed county(ies) (refer to [www.census.gov/quickfacts/](http://www.census.gov/quickfacts/))\*:

County \_\_\_\_\_ Per Capita Income \$ \_\_\_\_\_ Median Household Income \$ \_\_\_\_\_

County \_\_\_\_\_ Per Capita Income \$ \_\_\_\_\_ Median Household Income \$ \_\_\_\_\_

County \_\_\_\_\_ Per Capita Income \$ \_\_\_\_\_ Median Household Income \$ \_\_\_\_\_

\*If the applicant serves more than three counties list the three most representative counties within the area served.

Agency administering the grant please give the experience level of the TBRA administrator.

- Years in position and experience with TBRA/housing vouchers

Agency administering the grant give the NSPIRE certified staff that will be used for TBRA.

- Include latest year certified.

## ***PROJECT SUMMARY***

TBRA HOME Program funds requested (not including 7% Administrative Fee): \$ \_\_\_\_\_  
***Maximum amount requested cannot exceed \$600,000.***

### ***FURTHERING FAIR HOUSING***

All applicants who receive a grant award must affirmatively further fair housing. Title VII and Executive Order 11063 requirements apply to all recipients, regardless of community size and/or racial/ethnic characteristics. The fair housing provisions apply to the community as a whole and pertain to the sale or rent of housing, the financing of housing, and the provision of brokerage services.

#### ***MEANINGFUL STEPS TO FURTHER FAIR HOUSING MUST BE TAKEN.***

Such steps must be documented and will be monitored by the Kansas Housing Resources Corporation.

**Describe how your agency will be furthering fair housing:**

### ***Marketing Procedures***

Describe your Marketing Plan for the proposed geographical area served. List all area marketing platforms used to advertise the availability of the TBRA program. This includes newspapers, radio/TV stations, etc. Marketing efforts must take place in all geographical service areas. Marketing via referrals only, local presentations, or exclusive use of a waiting list are not considered effective marketing techniques.

**If you have had TBRA, provide a press release that was shared with media for this program in attachments.**

Marketing Platforms	Name of Platform	City or Counties Covered

### ***Other Attachments:***

- ☐ Letters of commitment indicating support for the proposed TBRA Program and/or all proposed sources of non-federal matching/leveraging funds.
- ☐ A detailed project location map must be attached to each application
- ☐ TBRA Project Budget Form
- ☐ Housing administrative Plan
- ☐ Uniform Grant Guidance, 2 CFR 200, Subpart F, may require nonfederal entities to have a single or program-specific audit conducted for any year in which the nonfederal entity expends \$750,000 or more combined from all federal sources. Medicare and Medicaid are not considered federal awards. A copy of the applicant agency's latest fiscal year's audit including findings must be included with the TBRA application.
  - ☐ Check here if audit report is not required due to applicant agency expending less than \$750,000 annually in federal funding.

Applicant: \_\_\_\_\_

### ***CERTIFICATIONS***

The applicant certifies that the information contained in the Application Summary is true and correct and the appropriate governing body has duly authorized the document. The applicant agrees that, if approved, this, with the attached Certifications, will become a part of the agreement for activities and services authorized under the HOME Investment Partnerships Program.

By signing "I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Cod Title 18, Sections 2, 1001, 1343, and Title 31, Sections 3729-3730 and 3801-3812."

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

\_\_\_\_\_  
Signature of Chief Elected Official

\_\_\_\_\_  
Date

If the applicant is a non-profit entity and not a local unit of government, the Executive Director and a Board member must sign the application.

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Board Member

\_\_\_\_\_  
Date



Applicant: \_\_\_\_\_

**TENANT BASED RENTAL ASSISTANCE  
BUDGET WORKSHEET**

[USE THE HOME FAIR MARKET RENT THAT STARTED JUNE 1, 2025](#)

[USE THE HOME INCOME LIMITS THAT STARTED JUNE 1, 2025](#)

<b>2025 PROPOSED BUDGET FOR <u>ESTIMATED</u> PROGRAM HOUSEHOLDS</b>	<b>Number of Bedrooms</b>				
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5+</b>
(1) Estimated Housing Cost (equals HUD FMR payment standard for county served. If more than one county is served use the FMR for one county in your jurisdiction)					
(2) Average Monthly Adjusted Income x 0.30					
(3) Est. Monthly Subsidy Cost [(1) minus (2)]					
(4) Enter number of months (24 months)					
(5) Total Per Household Cost [(3) x (4)]					
(6) Enter estimated number of families (households) to be assisted					
(7) Basic Cost by BR Size [(5) x (6)]					
(8) Per Household Security Deposit Cost					
(9) Estimated Number of Security Deposit Households					
(10) Total Estimated Per Household Security Deposit cost [(8) x (9)]					
(11) Per Household Utility Deposit Cost					
(12) Estimated Number of Utility Deposit Households (utility deposits must be provided with either rental subsidies or security deposits. They are not a “stand alone” activity)					
(13) Total Utility Deposit Costs [(11) x (12)]					
(14) Total Security and Utility Deposit Costs [(10) + (12)]					
(15) Total Cost by BR Size [(7) + (13)]					
(16) Total Estimated Cost (Add all costs in Row (14) Do not include 7% Administrative Fee Provided by KHRC)					

Applicant: \_\_\_\_\_

**TENANT BASED RENTAL ASSISTANCE**  
**PROJECT NARRATIVES**

The following describes the criteria and information for an applicant to apply for 2025 HOME TBRA funds. All applicants shall complete the HOME Funding Summary. The remainder of the application shall consist of four sections: (1) Project Need, (2) Project Impact, (3) Capacity, (4) Map/description of geographical jurisdiction served. Narratives for these sections shall be typed on standard letter-sized paper with appropriate headings and subcategories.

1. Project Need – Applicants must identify and document the need in the community or jurisdiction for TBRA. Information in the narrative should include the following:
  - a. Identification and documentation of how the level of need for the TBRA request was determined by the applicant.
  - b. The total population and per capita income of the community.
    - i. Per capita income from the U.S. census for the city/county jurisdiction served.  
Reference: [www.quickfacts.census.gov](http://www.quickfacts.census.gov).
  - c. Number of families on the current waiting list for housing assistance in the area being served and the approximate amount of time a family waits on the list to be assisted.
  - d. Tenant data-Number of families to be served who are below 50% of the area Median Income, homeless or rent burdened (paying more than 50% of their income for rent or paying more than 30% of their income for rent).
  - e. Description of any special population needs within the geographic area (elderly, disabled, handicapped, etc.)
  - f. Number and percentage of homeless and single-parent households in applicant's service area.
  - g. Description of any other rental subsidy program(s) operating in the service area.
2. Project Impact – Applicants must describe how TBRA addresses the needs described in the Project Need narrative. Information should include:
  - a. The number of households (families) and total number of individuals including children as well as a list of specific counties that will receive the proposed assistance.
  - b. Timeline describing the initial distribution of assistance to the final commitment of funds during the proposed three-year grant award funding.
  - c. Description of the plan for continued assistance for families after the end of the program (Section 8, self-sufficiency, etc.)
  - d. List impact (self-sufficiency) in terms of tenants who have moved in a previous year from the TBRA program to Section 8 or who no longer qualify for assistance due to an increase in income level.
  - e. Description of other methods to be used to measure the success of the program.

### 3. Capacity

- a. Administrative Plan –The Plan must be attached and must meet minimum standards established in the KHRC TBRA Policy.
- b. Rental Housing Capacity- The agency must have administrative support for the program, a history of rental housing administration and a proposed marketing plan that covers the geographical jurisdiction and is not limited to agency referrals, local presentations, etc. If applicant is a previous TBRA grantee, compliance issues and attempts to resolve issues should be described.

### 4. Non-Local HOME Area

- a. A map of the jurisdiction served must be provided.
- b. Applicants serving areas outside Local HOME Participating Jurisdictions (local PJs) will receive a funding preference. The cities of Topeka, Lawrence, Wichita, and Kansas City, and Johnson County are considered local PJs. Applicants outside of these jurisdictions will receive 50 points. (NOTE: Applications serving local PJs are restricted to serving special populations, as identified in the Kansas Consolidated Plan.)

## Statement of Assurances & Certifications

The grantee hereby assures and certifies with respect to the grant that:

1. It possesses legal authority to make application and to execute a housing program.
2. Its governing body has duly adopted or passed as an official act, a resolution, motion or similar action authorizing the person identified as the official representative of the grantee to submit the final statement, all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the grantee to act in connection with the submission of the final statement, and to provide such additional information as may be required.
3. That prior to submission of its application to the Kansas Housing Resources Corporation (KHRC), the grantee has met the citizen participation requirements, prepared its application and projected use of funds, and made the application available to the public, as required by Section 104(a)(2) of the Housing and Community Development Act of 1974, as amended, and implemented at 24 CFR 570.486.
4. It has developed its final statement (application) of projected use of funds so as to give maximum feasible priority to activities that benefit low-income families.
5. Its chief executive officer or other officer of the grantee approved by the KHRC:
  - a. Consents to assume the status of a responsible federal official under the National Environmental Policy Act of 1969 and other provisions of federal law as specified in 24 CFR 58.1(a); and
  - b. Is authorized and consents on behalf of the grantee and himself/herself to accept the jurisdiction of the federal courts for the purpose of enforcement of his/her responsibilities as such an official.
6. The loan will be conducted and administered in compliance with:
  - a. Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), and implementing regulations issued at 24 CFR Part I;
  - b. Fair Housing Amendments Act of 1988, as amended, administering all programs and activities relating to housing and community development in a manner to affirmatively further fair housing; and will take action to affirmatively further fair housing in the sale or rental of housing, the financing of housing, and the provisions of brokerage service. Title VII and Executive Order 11063 requirements apply to all recipients, regardless of community size and/or racial/ethnic characteristics. The fair housing provisions apply to the community as a whole and pertain to the sale or rent of housing, the financing of housing, and the provision of brokerage services. *MEANINGFUL STEPS TO FURTHER FAIR HOUSING MUST BE TAKEN*. Such steps must be documented and will be monitored by the Kansas Housing Resources Corporation;
  - c. Section 109 of the Housing and Community Development Act of 1974, as amended, and the regulations issued pursuant thereto (24 CFR Section 570.602);
  - d. Section 3 of the Housing and Urban Development Act of 1968, as amended, and implementing regulations at 24 CFR Part 135;
  - e. Executive Order 11246, as amended by Executive Orders 11375 and 12086, and implementing regulations issued at 41 CFR Chapter 60;

- f. Executive Order 11063, as amended by Executive Order 12259, and implementing regulations at 24 CFR Part 107;
  - g. Section 504 of the Rehabilitation Act of 1973 (Pub. L. 93-112), as amended and implementing regulations when published for effect;
  - h. The Age Discrimination Act of 1975, as amended, (Pub. L. 94-135), and implementing regulations when published for effect;
  - i. The relocation requirements of Title II and the acquisition requirements of Title III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended and the implementing regulations at 24 CFR 570.488;
  - j. Anti-displacement and relocations plan requirement of Section 104(d) of Title I, Housing and Community Development Act of 1974, as amended;
  - k. Relocation payment requirements of Section 105(a)(11) of Title I, Housing and Community Development Act of 1974, as amended;
  - l. The labor standards requirements as set forth in 24 CFR 92.354 and HUD regulations issued to implement such requirements;
  - m. Executive Order 11988 relating to the evaluation of flood hazards and Executive Order 11288 relating to the prevention, control, and abatement of water pollution;
  - n. The regulations, policies, guidelines, and requirements of 2 CFR 200 as it relates to the acceptance and use of federal funds under this federally assisted program; and
  - o. The American Disabilities Act (ADA) (P.L. 101-336: 42 U.S.C. 12101) provides disabled people access to employment, public accommodations, public services, transportation and telecommunications.
7. The conflict of interest provisions of 24 CFR 92.356 apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the state, or of a unit of general local government, or of any designated public agencies, or subrecipients which are receiving funds. None of these persons may obtain a financial interest or benefit from the activity, or have an interest or benefit from the activity, or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter, and that it shall incorporate or cause to be incorporated, in all such contracts or subcontracts a provision prohibiting such interest pursuant to the purpose of this certification.
  8. It will comply with the provisions of the Hatch Act that limits the political activity of employees.
  9. It will give the state, HUD, and the Comptroller General or any authorized representative access to and the right to examine all records, books, papers, or documents related to the grant.
  10. It will comply with the lead paint requirements of 24 CFR Part 35.
  11. The local government will not attempt to recover any capital costs of public improvements assisted in whole or in part with HOME funds by assessing properties owned and occupied by low and moderate income persons unless:
    - a. HOME funds are used to pay the proportion of such assessment that related to non-HOME funding, or

- b. The local government certifies to the state that for the purposes of assessing properties owned and occupied by low and moderate income persons who are not very low income that the local government does not have sufficient HOME funds to comply with the provision of a. above.
- 12. It accepts the terms, conditions, selection criteria, and procedures established by this program description and that it waives any right it may have to challenge the legitimacy and the propriety of these terms, conditions, criteria, and procedures in the event that its application is not selected for HOME funding.
- 13. It will comply with the regulations, policies, guidelines, and requirements with respect to the acceptance and use of federal funds for this federally assisted program.
- 14. It will comply with all parts of Title I of the Housing and Community Development Act of 1974, as amended, which have not been cited previously, as well as with other applicable laws.

The grantee hereby certifies it will comply with the above stated assurances.

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Signature,

(Authorized local elected official if grantee is a governmental entity, or authorized Executive Director if grantee is a non-profit agency)

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Name (typed or printed)

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Title

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Applicant Agency/Housing Authority

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Date