Concho Valley Community Action Agency

TBRA Administrative Plan COVID Set Aside funds



June 2020



# OVERVIEW OF CVCAA HOME TBRA PROGRAM AND ADMINISTRATIVE PLAN

The purpose of the Administrative Plan is to establish the Concho Valley Community Action Agency’s (CVCAA) policies for carrying out HOME Tenant Based Rental Assistance (TBRA) COVID Set-Aside funds in a manner consistent with federal requirements.

CVCAA is responsible for complying with all changes in U.S. Department of Housing and Urban Development (HUD) regulations pertaining to CVCAA’s TBRA program. If such changes conflict with this plan, HUD regulations will have precedence, and CVCAA will revise this plan accordingly. On an ongoing basis, CVCAA may make minor, non-substantive modifications to the Administrative Plan in order to clarify existing policies and procedures and/or to correct editing errors.

CVCAA’s service area, for the purposes of this HOME TBRA set-aside, serves the following counties: Crockett, Irion, Menard, Coke, Sutton, Kimble, Schleicher, Concho, Sterling, and Tom Green.

CVCAA’s original administrative plan can be found in full on its website. This document only clarifies the waivers granted by the State of Texas and the U.S. Federal Government in administering the TBRA program with COVID Set-Aside funds. Except where specifically waived and listed below, CVCAA’s original administrative plan will guide the implementation of the plan with COVID funds.

# PROGRAM WAIVERS EXPIRING 12.31.2020

## Administrative Costs

Administrative funds under the COVID-19 set aside are limited to 10% of Direct Activity Costs

10 TAC §23.61(g)

## Rent Reasonableness

A determination of Rent Reasonableness is not required under the COVID-19 set-aside for activities where the lease was executed prior to the application date.

Waived – 24 CFR 92.209(f)

## Subsidy Amount

The monthly subsidy amount for COVID-19 impacted households may include 100% of actual monthly rent and utilities. No subsidy calculation of minimum tenant rent is required.

Waived – 24 CFR 92.209(a) and (h)

10 TAC §23.61(b) and (d) and (f)

## Term of Rental Assistance Contract

The term of the lease may begin prior to the term of the rental assistance contract

24 CFR 209 (e)

## Required Lease Provisions

Leases are not required to comply with federal tenant protections, and the Lease Addendum form is not required.

Lease requirements related to the Violence Against Women Act are incorporated into the Rental Assistance Coupon Contract

24 CFR 92.209 (g)

## Housing Quality Standards

###### Initial Inspection

Assistance can begin without an HQS inspection

Lead-based paint regulations cannot be waived. There must be a visual inspection for lead paint on properties built before 1978, and this could potentially be performed via video call.

Administrators using this waiver authority must establish procedures to minimize the risk that tenants are in housing that does not meet HQS, as well as procedures for conducting physical inspections within 120 days of following the end of the December 31, 2020 waiver period.

24 CFR 92.504 (d)(1)(ii)

###### Annual Reinspection

HQS reinspections required to occur through December 31, 2020 can be postponed until 120 days after the end of the waiver period.

24 CFR 92.504(d)(1)(iii)

24 CFR 209(i)

## Income Determinations

###### Source Documentation

Permits households impacted by COVID-19 to self-certify income in lieu of requiring a review of source documentation. The certification must include the family’s anticipated annual income and household size, along with a certification that the information is complete and accurate.

###### Certification of Zero Income

The Certification of Zero Income is not required.

24 CFR 92.203(a)(2)

10 TAC §23.61 (c)

## Submission of Activity Address

Activities pending a Unit Approval Packet will not be disapproved because the Unit Approval Packet was not submitted within 90 days.

10 TAC §23.62(a)(8)

# PROGRAM WAIVERS EXPIRING AT THE END OF TEXAS’ DISASTER DECLARATION

## Draw Request Submission Date

Draw requests may be submitted on or after the 10th of the preceding month

10 TAC §23.62 (b)(5)

## Service Area

The service area under the COVID-19 set-aside may include participating jurisdictions.

Tex. Gov’t Code Section 2306.111(c)(1)

10 TAC §23.60(a)(3)

## Number of Reservations

The number of reservations an Administrator may submit under the COVID-19 set-aside is not limited.

10 TAC §23.27(b)

## Self-Sufficiency Plan

Assisted households are not required to participate in a self-sufficiency plan

10 TAC §23.61(a)

## Maximum Cumulative Months of Assistance

Assistance provided under the COVID-19 set-aside for TBRA is excluded from the lifetime assistance limitation.

10 TAC §23.61(e)(1)

## Certificate of Eligibility Issuance

Certificates of Eligibility are not required to be issued for households with an existing lease served under the COVID-19 set-aside.

10 TAC §23.61(k)