EXPANDING A HOPWA TBRA PROGRAM

Tenant-Based Rental Assistance (TBRA) is designed to provide long-term, safe, stable, and affordable housing. Without this assistance, many households may otherwise face housing instability and, in some cases, homelessness. Starting a new TBRA program or expanding an existing TBRA program with HOPWA funds is an opportunity to deliver this valuable resource in your community. Presented here are strategies and ideas intended to inform grantee and project sponsor decision-making in building a HOPWA TBRA program.

This resource is prepared by technical assistance providers and intended to help grantees and project sponsors understand HOPWA program guidance. The contents of this document, except when based on statutory or regulatory authority or law, do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

PLANNING STRATEGIES

IDENTIFYING COMMUNITY NEED

Gathering qualitative and quantitative data about your local community is a useful step in thinking through how your HOPWA resources can best meet your community's needs. The goal of taking an assessment of local need is to determine which services are the highest priority, evaluate which existing services work best, and identify emerging trends. HOPWA Resource ID is an eligible HOPWA activity that can pay for time spent researching and planning for your community needs.

Qualitative Data Sources	Quantitative Data Sources
- Participating in Ryan White planning council - Participating in local CoC planning - Listening sessions or focus groups with stakeholders, including clients	- Housing cost burden, comparing area incomes and rents - Affordable housing inventory, including amount, type, age, turnover, waitlists, targeting, set-asides - Local geography and transportation access

USING FINANCIAL PROJECTION

The goal of developing financial projections is to help you determine how many more households you can add to your HOPWA TBRA program and over what period of time. The process is a budgeting exercise using estimates based on past experience and future funding projections. Reviewing cost data from recent years can provide helpful insights in predicting future costs. Listed below are a number of factors that can be included in developing financial projections – the impact of each will vary depending on your local circumstances.

- Federal budget allocation
- Non-HOPWA resources (federal, state, and local)
- Unspent HOPWA funds, if any
- FMRs and rent comparables

- Staff and program costs
- Attrition patterns of current households
- Trends in income and family size
- Future lease renewals

HOPWA
HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS
U.S. Department of Housing and Urban Development

THINKING ABOUT PROGRAM DESIGN

All new or growing HOPWA TBRA programs should address local community needs, be sustainable with available funds, reflect the mission of the grantee and/or project sponsor, and seek to improve health outcomes. Grantees and Project Sponsors should also take into consideration the advantages and disadvantages that HOPWA TBRA presents.

TBRA Advantages	TBRA Disadvantages
▪ Maximizes choice, independence and autonomy for households ▪ Enhances integration in the local community ▪ Requires less staffing and management than most facility-based housing assistance programs ▪ Provides administrative flexibility to increase number of units	▪ May be difficult for clients with daily medical needs and/or limited mobility ▪ May be challenging to deliver in areas with low rental vacancy ▪ May be challenging to deliver across large geographies ▪ Demands ongoing capacity of providers to maintain certain amount of financial assistance and administer timely monthly reimbursements

MORE RESOURCES ON HUD EXCHANGE

- HOPWA Rental Assistance Guidebook: https://www.hudexchange.info/resource/2818/hopwa-rental-assistance-guidebook/

- HOPWA Institute Presentation on Using Resource ID: https://files.hudexchange.info/course-content/the-hopwa-institute-assessing-community-need-resource-id/HOPWA-Institute-Assessing-Community-Need-Resource-ID-Slides.pdf

- HOPWA Ask-A-Question (AAQ): https://www.hudexchange.info/program-support/my-question/

With these goals and program features in mind, program design considerations include:
- Would shared housing arrangements work in my community?
- Is the entire service coverage area being served equitably?
- Does the staffing level match program operating needs?
- How are supportive services being delivered?
- Is housing accessible to participating households?
- What leveraged resources are available to meet household needs?
- How are households being connected to other (non-HOPWA) mainstream resources?
- How is provider capacity being improved and maintained over time?

PROGRAM OPERATIONS: POLICIES AND PROCEDURE

Building a program is a good time to review and revise policy and procedure documents. This important program operations tool supports grantees and project sponsors in administering and operating HOPWA TBRA programs and related activities by providing transparency regarding how the program is managed and outlining requirements and responsibilities. A comprehensive policies and procedures document should minimally include the following:

- Program Eligibility
- Tenant Selection/Occupancy Standards
- Client Participation Agreement
- Housing Search Process
- Move-In Procedures
- Surviving Family Members

- Grievance Procedures
- Shared Housing
- Referral and Wait List Management
- Program Rules
- Termination/Eviction
- Moving to Mainstream Assistance