SAMPLE

HOPWA Tenant-based Rental Assistance (TBRA) Tracking Sheet as of November 2004

#	ID#	CM	Enroll	Recert	Term.	Mo. Rent	Clt. Portion	HOPWA RA	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	Tenant
1	4373	AG	10/05/02	Oct-05		$575	$0	$575	$575	$575	$575	$575	$575	$575	$575	$575	$575	$575	$575		$6,325	**Paid**
2	4386	KZ	12/01/02	Dec-05		$700	$75	$625	$625	$625	$625	$625	$625	$625	$625	$625	$625	$625	$625		$6,875	**Rent:**
3	4330	MY	12/01/02	~~Dec-04~~	09/30/04	$810	$284	$526	$526	$526	$526	$526	$526	$526	$526	$526	$526				$4,734	
4	3970	RM	04/01/03	Nov-05		$725	$206	$519	$519	$519	$519	$519	$519	$519	$519	$519	$519	$519	$519		$5,709	
5	3651	DC	08/01/03	Aug-05		$460	$152	$308	$308	$308	$308	$308	$308	$308	$308	$308	$308	$308	$308		$3,388	
6	4372	BL	11/01/03	~~Nov-04~~	07/30/04	$505	$173	$332	$332	$332	$332	$332	$332	$332	$332						$2,324	
7	4570	RM	05/01/04	May-05		$326	$92	$234					$234	$234	$234	$234	$234	$234	$234		$1,638	
8	3111	DVZ	07/01/04	Jul-05		$1,115	$261	$854							$854	$854	$854	$854	$854		$4,270	
9	4281	AG	09/23/04	Sep-05		$397	$0	$397									$93*	$397	$397		$794	
						Actual Monthly Expenditure			**$2,885**	**$2,885**	**$2,885**	**$2,885**	**$3,119**	**$3,119**	**$3,973**	**$3,641**	**$3,641**	**$3,512**	**$3,512**	**$0**	**$36,057**	
															Total from Annual Budget Projection						**$38,050**	

At the beginning of the program year this form can be utilized to make projections for the number of clients and amount of rental assistance anticipated and paid monthly. Each month after the HOPWA rental assistance has been made on behalf of the client, go back to this work sheet and update it with the actual expenditure. Updating this sheet on a monthly basis will give clear year-to-date information, as well as track actual progress towards your annual budget projection and track tenant paid rental amounts for programs that collect rent directly from the client. *** Note:** Sept. rent was pro-rated based on move-in 11/23 ($397 divided by 30 days in Nov. x 7 days occupancy = $92.63

SAMPLE

HOPWA Tenant-based Rental Assistance (TBRA) Tracking Sheet as of November 2004

Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Paid YTD	
$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0		$0	
$75	$75	$75	$75	$75	$75	$75	$75	$75	$75	$75		$825	
$284	$284	$284	$284	$284	$284	$284	$284	$284				$2,556	
$206	$206	$206	$206	$206	$206	$206	$206	$206	$206	$206		$2,266	
$152	$152	$152	$152	$152	$152	$152	$152	$152	$152	$152		$1,672	
$173	$173	$173	$173	$173	$173	$173						$1,211	
				$92	$92	$92	$92	$92	$92	$92		$644	
						$261	$261	$261	$261	$261		$1,305	
								$0	$0	$0		$0	
											TTL YTD:	**$10,479**	