

ILLINOIS RYAN WHITE PART B

Ryan White and HOPWA Housing Program
Tenant-Based Rental Assistance (TBRA)



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TENANT-BASED RENTAL ASSISTANCE
OVERVIEW



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HOUSING PROGRAM

Objectives are to:

- Prevent homelessness.
- Maintain a stable living situation.
- Enable an individual or family to gain or maintain medical care.
- Benefit eligible households that are experiencing a financial crisis arising from their HIV/AIDS health condition or a change in economic circumstances.
- Cover costs that are not reimbursed by other resources.
- Learn effective strategies to recruit and retain landlord partnerships.

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HOUSING PROGRAM

The Illinois Ryan White Part B Housing Program includes the following federal funding sources:

- HRSA: Ryan White Part B
- HUD: HOPWA

✓ Both federal agencies have their own requirements for funding Housing Services.

The Housing Program service portfolio includes:

- Housing Referral Services
- Short-Term Rent and Utility Assistance (STRU)
- Permanent Housing Placement (PHP)
- Mortgage Assistance
- Tenant-Based Rental Assistance (TBRA)

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HOUSING PROGRAM

HRSA/Ryan White Part B is used to fund:

- Housing Referral Services
- Short-Term Rent and Utility Assistance (STRU)

HUD/HOPWA is used to fund:

- Permanent Housing Placement (PHP)
- Mortgage Assistance
- Tenant-Based Rental Assistance (TBRA)

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QUESTIONS

Thank you for your participation.



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- ### Understand your Landlords
- Identify landlords known to be flexible with evictions, criminal histories, pets or other tenant screening barriers
 - Identify landlords willing to be flexible with typical processes in exchange for program support and services
 - Survey landlords to understand the type of tenants in their buildings, nature of building and neighborhoods and other “soft” information
 - Make sure you are coordinating with other providers to avoid landlord confusion, fatigue or other issues
 - Use/build community/agency database to log unit types and amounts

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- ### Chat Discussion
- What services do you think would be most attractive to landlords?
 - What services do you offer landlords currently?
 - What services do you think you could commit to offering?

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Incentives for a Landlord Partnership

- Cut checks fast and on time
- Double damage deposit if/when needed for "risky" client
- Risk Mitigation Fund for damages caused by tenant
- Help with minor repairs
- Steady referral source of new tenants; no need to advertise
- Calls returned within one business day
- Staff teach "good tenant" skills
- If problems can't be solved, assist tenant to move out without an eviction
- Part of a mission to end homelessness and part of the team
- Annual recognition event, positive media exposure

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Recruiting Landlords



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Finding and Keeping Landlords in a Difficult Market

- Developing and maintaining landlord relationships must be someone's full time job, if at all possible
- Housing search is proactive and continuous
- Landlord incentives are well-designed to minimize landlord risk
- Program and staff ALWAYS do what they promise
- Calls from landlords are returned quickly
- Checks are cut quickly

Landlords are Your Second Client!

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Landlord Recruitment: Leave No Stone Unturned

Host a Landlord Event

Direct Mail

Networking Meetings

Cold Calls

Word of Mouth Referrals

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Landlord Partnership Check-List

- How can you ensure that landlord calls receive a rapid response?
 - Whom does the landlord call?
 - What days/hours will the landlord reach a live person?
 - How are calls covered when the designated staff contact is not at work (vacation/sick/holiday)?
 - How quickly are calls returned to the landlord?
- How do you ensure timely program payments to landlords?
 - Is the process for cutting checks clear and effective?
 - Is there back-up if someone in the chain is not available?

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Retaining Your Landlord Partners

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How Do You Support Landlord Partners?

- Your best landlord supports are your tenancy supports
- If you assist your clients to pay the rent, follow the lease, care for the unit, and avoid conflict, your landlords will be happy
- That's a better guarantee than the landlord has with any other tenants
- But if/when things don't go that smoothly, the landlords want someone who can help resolve the problem....and that's why they will work with you

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Review Rules for Keeping Housing

1. Pay the Rent On Time
2. Treat the Building with Respect
3. Treat Other People with Respect
4. Follow the Lease

These rules can help keep housing.



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1. Pay the Rent On Time

- Increase income /decrease expenses
- Spending plan and ways to track spending
- Automatic withdrawal or vendor pay
- "Reminders" a week before rent is due
- Ask landlord to accept 2 payments/month, when tenant receives paycheck
- Create an emergency payment plan if income is erratic



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2. Treat the Building with Respect

- Many program participants have never owned their own housing and lack knowledge/skills to care for the building
- If there is a history of damage, find out how it occurred, then address with the cause
- Skills are taught most effectively where they will be used—in this case, in the tenant’s own unit

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3. “Peaceful/Quiet Enjoyment”

- A clause in most leases: Tenant shall not disturb the peaceful /quiet enjoyment of the premises
- Intentionally vague language allows landlord to evict for almost any problem behaviors such as failure to control trash, children, guests and noise, and/or conflict with other tenants
- Tenants are often not aware of this lease requirement; explain it to them!
- Watch for violations when visiting the home and ask about any problems when you talk with the landlord

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4. Follow the Lease

1. Read and explain—in simple terminology—the client’s lease
 - a. (or have a tenant/legal service provider “translate”).
2. If the language is too obscure, consult a legal services or tenant advocacy resource to identify the critical requirements.



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BE PROACTIVE: Anticipate Problems

Plan ahead, *with your participant*, about how to respond if it looks like a previous rental problem (Housing Retention Barrier) is recurring.

For example...

- How will you prevent your friends from using your apartment as their party room?
- What will you do if you know you won't have all the rent on time?
- How can you stop your children or friends from making noise in common areas that bothers the neighbors?
- What can you say if someone in your family wants to borrow the rent money—and you don't think they can pay you back by the first of the month?

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What is Shared Housing?

Basically ... It's roommates!



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Shared Housing: Common Stuff

- Who on this call ever had a roommate?
- Better yet, who had a roommate where there was a bit of tension?
- What was/is your motivation to have a roommate?

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Who Can Participate in Shared Housing?

- Anyone who wants or is willing to have a roommate
- Who's that?
 - Eligible for the program
 - Wants or is willing to participate in shared housing (... have a roommate)
 - May have roommates that are not enrolled in a program (private market)
- There is no definitive list of who will "succeed" at shared housing. Services and support matter
- Remember: Permanent housing does NOT mean the tenant won't move on to bigger or better housing arrangements in the future

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Client Choice is Key

- No one should be forced into shared housing, however the alternative may be unaffordable or impractical long-term
- Shared housing opens up choices in terms of neighborhood, housing amenities, options, and budget flexibility
- Roommates should chose each other, with support, and be supported in working together to retain a sustainable tenancy
- Shared housing can be an important stepping stone to one's own apartment in the future

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Start with the Landlords You Know

- Have large units or single homes/properties to rent
- Have previously worked with your program
- Willing to do separate leases for each roommate
- Communities with colleges/universities may have multifamily properties with units leasing by the bedroom — these are not limited to students

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Benefits to Landlords

- Fill larger units faster
- Handle tenant issues separately
- Better guarantee of at least some rent compared to single household tenants (especially during COVID)
- Work with case managers to resolve conflicts early
- Supportive services as part of a household package
- Supportive service provider supports relocation or unit turnover when things go wrong

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Level Expectations

- Who is responsible for replacing the roommate?
- Does your program allow vacancy payments?
- Were there issues with the remaining roommate(s) that the case manager needs to follow up on?

How will you keep the landlord whole if something goes wrong?

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Discussion and Questions

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HOUSING PROGRAM

Overall Program Restrictions

- Household annual gross income **cannot exceed 80% of Area Median Income (AMI)** per the household's county of residence.
- Assistance can only be provided to one client per household. Shared living arrangements can have more than one household.
- Assistance must not duplicate aid provided by other public or private programs.
- Assistance must not be given to households already receiving assistance for the same period.

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HOUSING PROGRAM

Tenant-Based Rental Assistance (TBRA) Definition:

Long-term rental assistance to help low-income people living with HIV and their households establish or maintain affordable and stable housing, reduce their risk of homelessness, and improve their access to health care and supportive services.

Program Benefits

- Allows clients to select a unit of their choosing
- Is portable and moves with the client
- Maximizes choice by allowing clients to search for and make their own housing decisions
- Maximizes independence and anonymity
- Enhances integration with the local community
- Provides flexibility to communities to adjust the number of assisted units year to year

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HOUSING PROGRAM - TBRA

Eligibility Criteria

- At least one household member must be living with HIV.
- The household member living with HIV must be a resident of the State of Illinois.
- Household annual gross income cannot exceed 80% of area median income per the household's county of residence.
- The household member living with HIV must pass Ryan White Part B eligibility determination of the 4 pillars defined by IDPH.

NOTE: Household program eligibility must be recertified every 6 months at minimum. Documentation of certifications must be kept in the client household file.

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HOUSING PROGRAM - TBRA

Eligible Costs

- Current rental costs
- May pay current utility costs in the form of a utility reimbursement
- Personnel and non-personnel costs necessary to operate the program

Ineligible Costs

- Rental or utility debts
- Late or reconnect fees
- Mortgages
- Initial move-in costs

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HOUSING PROGRAM - TBRA

- TBRA **requires program participants to contribute to their rent**, an amount which is the higher of:
 - 30% of monthly adjusted income,
 - 10% of monthly gross income (annual income before adjustments, divided by 12), or
 - The amount of welfare payments specifically designated to meet housing costs.
- A **TBRA Participation Agreement** must be signed by the participant and a **Landlord Participation Agreement** must be signed by the landlord.
- The tenant, landlord, and/or property management entities must all sign the **Violence Against Women Act Lease Addendum** and must comply with all requirements of the federal legislation.
- Agencies providing TBRA must adopt the Program's approved **Violence Against Women Act Emergency Transfer Plan**.

NOTE: If a household reports zero income, the file must contain a zero-income affidavit, which is IDPH Ryan White Part B Program's Household Income Statement (HIS).

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HOUSING PROGRAM - TBRA

- Amount of assistance (Rent Standard) is the Fair Market Rent (FMR) standards established by HUD, which are based on the number of bedrooms in the unit and location.
- The rent standard includes both rent and certain utilities (electric, gas/fuel, water, sewer, and trash collection).
- Rent Reasonableness and Occupancy Standards must be assessed to ensure rent charges are not considerably higher than comparable units in same location and the unit has the smallest number of bedrooms needed by the household to prevent overcrowding.
- TBRA requires completion of an inspection to ensure unit's compliance with the Housing Quality Standards (HQS) and Fire Safety Requirements described in the **Fire Administration Authorization Act of 1992**. This inspection is documented using the Program's **Housing Quality Standards Checklist**.

NOTE: In some cases, TBRA funds may be utilized for a unit in which gross rent exceeds the rent standard/FMR. In these instances, the client is responsible for paying the difference between the actual rent amount and the FMR.

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HOUSING PROGRAM - TBRA

- Units eligible for TBRA are also provided an allowance for utilities not included in the rent, which decreases the amount of rent (plus utilities) the household is responsible for.
 - A **Utility Allowance Schedule** is available from the local Public Housing Authority and is based on the size of unit and local area.
 - Utility allowances are based on an average and may not cover the entire utility bill, so the client may have to make residual payments to the utility company.
 - Utility allowances may be paid directly to the utility company or directly to clients.
- TBRA assistance terminates immediately upon the death of the client, unless survived by members of the household who are listed on the housing application and lease agreement and were residing with the client in the assisted unit at the time of death. HOPWA rules allow up to one year of rental assistance to surviving family members as a grace period.

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HOUSING PROGRAM - TBRA

Calculating TBRA

- Step 1:** TBRA requires the actual rent cost for the unit to be documented. This is used as part of a formula to calculate the ceiling for the amount the Program is able to assist.
 - Important note:** TBRA participants are required to cover 30% of the household's monthly income toward housing costs. So first the case manager needs to document the household's monthly income. Once the monthly income is entered into the data system PE will calculate the "rent ceiling".
- Step 2:** TBRA requires documentation of the utility allowance, which comes from the local housing authority overseeing the jurisdiction the unit is in. The local housing authority has a schedule of these allowances. Do not use the actual cost of utilities.

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HOUSING PROGRAM - TBRA

Calculating TBRA (continued)

- Step 3:** TBRA requires the rent and utility allowance to be added together (Step 1 and Step 2), which creates the **max ceiling** amount TBRA might be allowed to assist.
 - Be mindful** that **rarely will the TBRA Program** be allowed to assist with the max ceiling amount as a result of the area's Fair Market Rent (FMR).
- Step 4:** TBRA also requires documentation of the Fair Market Rent rate for the unit, which helps the system set the **true ceiling** that is allowed by TBRA.

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HOUSING PROGRAM - TBRA

Example TBRA calculation

The rent standard includes both rent and certain utilities (electric, gas/fuel, water, sewer, and trash collection). The following is an example of how to calculate rent and utility allowance, and reach the amount TBRA will financially assist.

- The **rent amount for a unit is \$600** (without utilities). The **utility allowance** identified by the schedule from the local housing authority is **\$200**. The Fair Market Rent (**FMR**) rate for this unit is **\$750**.
- Since the actual rent amount is less than the Fair Market Rent rate, the **maximum amount** of assistance the program could provide is **\$800** (\$600 rent + \$200 utility allowance).

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HOUSING PROGRAM - TBRA

Example TBRA calculation (continued)

- Once the client's portion of the rent is calculated, we then look at the rent portion the Program will pay plus the utility allowance.
- The tenant rent share has been calculated at \$100 (30% of household income)
- This would mean that the Program's rent share is \$500 (\$600-\$100).
- Since there is still a utility allowance to account for, the program **reduces the tenant's rent share by the amount of the utility allowance**. In this case that would reduce the tenant's rent share to \$0.
- Therefore, the program would pay for all \$600 of the rent.**

Allowances	Calculation
Rent	\$600
Utility Allowance	\$200
Max Rent	\$800
FMR/ Rent Standard	\$750
	Client rent share
	Program rent share
	Rent
	\$100
	+
	\$500
	=
	\$600

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HOUSING PROGRAM - TBRA

Example TBRA calculation (continued)

- This would leave \$100 (\$200-\$100) in utility allowance which the program would provide to the utility provider specified by the client. All other utility expenses would be the responsibility of the client.
- Reminder:** In some cases, TBRA funds may be utilized for a unit in which gross rent exceeds the rent standard/FMR. In these instances, the client is responsible for paying the difference between the actual rent amount and the FMR. In this example there is no "overage". The only time there is an overage is when the actual rent amount is more than FMR.

Total utility allowance	\$200
Program rent share	\$500
	+
Portion of utility allowance Program pays toward rent	\$100
	=
Rent paid by Program	\$600
Utility allowance left for Program to pay to utility company	\$100

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HOUSING PROGRAM - TBRA

Household Member Definition

- A single person or a group of persons residing together that present together for assistance and identify themselves as a household – regardless of relationship, age, disability, or other factors – are considered to be a household and must be served together as such.
- The term is used for collecting data on changes in eligibility, changes in access to services, and outcomes on achieving housing stability. Live-In Aides (see "Live-In Aide") and non-beneficiaries (e.g., a shared housing arrangement with a roommate) who reside in the unit are not included in the household.
- Income from all household members must be considered when determining income eligibility.

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HOUSING PROGRAM - TBRA

Earned Income Disregard (EID)

- The Earned Income Disregard (EID) allows qualified individuals and households receiving TBRA to keep more of their earned income for a period of up to two years following an increase in employment income.
- The purpose is to assist persons with disabilities in obtaining and retaining employment, as an important step toward economic self-sufficiency.
- Per 24 CFR §5.617, the Program requires disregard for income to previously unemployed persons with disabilities who are receiving TBRA. Previously unemployed means a person with disabilities who has earned, in the twelve months previous to employment, no more than would be received for 500 hours of work at the established minimum wage.

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HOUSING PROGRAM - TBRA

Earned Income Disregard (EID)

To qualify for the EID, the household must:

- Be a household with a disabled member receiving TBRA.
- Meet any one of the following:
 - A disabled member's earned income increases as a result of employment after a period of unemployment of one or more years prior to employment, or earning no more than minimum wage for 500 hours or less during the past 12 months;
 - A disabled member's earned income increases as a result of participation in an economic self-sufficiency program or other job-training program; or
 - A disabled member's earned income increases as a result of employment during or within six months after receiving assistance, benefits, or services under TANF or a Welfare-to-Work program (including one time only cash assistance of at least \$500).

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HOUSING PROGRAM - TBRA

EID Maximum Lifetime Cap

- A 24-month lifetime maximum time frame for each qualifying household member to utilize the Earned Income Disregard applies.
- The 24-month period is consecutive and begins at the initial exclusion.
- The exclusion ends when the 24-month lifetime maximum is reached.
- No disallowance will be applied after the 24-month period following the initial date the exclusion was applied.

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HOUSING PROGRAM - TBRA

Shared Housing Arrangements
Per 24 CFR §574.320(b), shared housing arrangements where two or more unrelated households live together are allowable under TBRA. Shared housing can often be a cost effective alternative to individual housing arrangements. Shared housing arrangements should be voluntary.

Qualifications

1. The entire unit must meet all **Housing Quality Standards**.
2. The unit must include (whether in the private or common space) a living room, sanitary facilities, and food preparation and refuse disposal facilities.
3. The entire unit must provide adequate space and security for all of its households (whether assisted or unassisted).
4. The unit must contain private space for each household, plus common space for all households.
5. The private space for each household must contain at least one bedroom for each two members. A zero- or one-bedroom unit may not be used for shared housing.

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HOUSING PROGRAM - TBRA

Shared Housing Arrangements - Rent Standard
 In shared housing, rent standard requirements still apply. The rent standard for shared housing is the lower of:

- **Rent standard for the size of the private space**
 - For example, if a household qualifies for two out of three bedrooms, select the rent standard for a two-bedroom.

OR

- **Rent standard for the pro-rata share of the private space as compared to the total space in the unit.**
 - Divide the total space the household qualifies for by the total private space available to determine the pro-rata share. For example, if a household qualifies for two out of three bedrooms, divide the rent standard for a three-bedroom by 3 and multiply the quotient by 2.

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HOUSING PROGRAM - TBRA

Shared Housing Arrangements - Rent Reasonableness

In shared housing, rent reasonableness requirements still apply. The reasonable rent for shared housing is the lower of:

- If the rent standard for the size of the private space is used, then comparison units should have this unit size.
 - In the above example, if the rent standard for a two-bedroom was lower than the pro-rata shared rent, then comparison units should have two bedrooms.

OR

- If the rent standard for the pro-rata share of the private space as compared to the total space in the unit is used, then comparison units should have the same number of total bedrooms.
 - In the above example, if the pro-rata shared rent for two out of three bedrooms was lower than the rent standard for a two-bedroom, then comparison units should have three bedrooms.
 - The rents of the comparison units must be figured using the same pro-rata share. If the comparison unit rent is \$600.00 and the household will occupy 2 out of 3 bedrooms, the comparison unit rent will be figured as \$400.00 ($(\$600.00/3) * 2 = \400.00).

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HOUSING PROGRAM - TBRA

Shared Housing Arrangements - Utility Allowance

- If the household will receive a utility allowance, the allowance for the proposed and comparison units must be figured as the pro-rata share of the private space.
- Lead Agents must use the allowance for the actual number of bedrooms the household will occupy, not the number of bedrooms the household qualifies for per the Occupancy Standards.
 - For example, if a household will occupy two out of three bedrooms, divide the utility allowance for a three-bedroom by 3 and multiply the quotient by 2.

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HOUSING PROGRAM - TBRA

Shared Housing Arrangements - Renting from Family Members

- The shared housing regulations at 24 CFR §982.615(b)(3) state that "an assisted person may not be related by blood or marriage to a resident owner." Also, per 24 CFR §982.306(d), Lead Agents cannot provide housing assistance if the unit owner is the parent, child, grandparent, grandchild, sister, or brother of any member of the family. However, Lead Agents may grant an exception to these regulations if they determine that approving the unit would provide reasonable accommodation for a household member who is a person with disabilities.
 - For example, a reasonable accommodation would permit a 'person with disabilities,' including those relating to HIV, to receive benefits when housed with a family member who owns or rents the housing unit if it is determined by a physician that living with the family member is important to the client's overall health and welfare. In such situations, the resident owner's income is not to be counted in determining the household's income eligibility for the program. Such payments are based on the number of bedrooms that the person with disabilities occupies in the home and must be reasonable for the type and nature of the housing arrangement, and similar to the reasonable rental fees available in comparable unassisted units.

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HOUSING PROGRAM - TBRA

Shared Housing Arrangements - Renting from Family Members

- To further clarify, a reasonable accommodation is permitted for clients who need to stay in place as an accommodation for their disability. If able, a client can make a reasonable accommodation request in writing, however, if the client is unable, they may have someone assist them with the request. Lead Agents may also ask for written verification from a healthcare provider or someone knowledgeable about the person's disability as back-up for the file.
- A reasonable accommodation should not be used merely as a mechanism for clients not to have to move or in an effort to exclude additional household member's income that would normally be considered when determining income eligibility – but be legitimately due to their particular disability. Overall, the process for requesting and approving reasonable accommodations shouldn't be complicated, and generally, in other housing programs such as Section 8, reasonable requests are more often approved than not.

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HOUSING PROGRAM - TBRA

Housing Quality Standards (HQS)

- Prior to TBRA assistance being provided, the unit must be inspected using the [Housing Quality Standards Checklist](#) and approved by the regional Lead Agent.
- Inspections are conducted before the lease is signed and annually thereafter.

NOTE: TBRA is considered a long-term housing assistance and is therefore subject to HQS check prior to assistance being provided. All other housing assistance (STRU, PHP, Mortgage Assistance) is considered emergency housing assistance and is subject to HQS check after **100 consecutive days**.

- Providers must ensure that units supported with STRU, PHP, or Mortgage Assistance **for 100 consecutive days or more** are safe, sanitary, and free of lead-based paints.
- In order to expedite payment and prevent homelessness, a **Housing Quality Standards** inspection is only required after the 3rd consecutive provision of short-term assistance.
- Continued assistance beyond 100 consecutive days of housing services for any unit supported by the Program must meet the **Housing Quality Standards** found at 24 CFR 574.310(b)(2).

<https://www.hudexchange.info/resource/2936/24-cfr-part-574-housing-opportunities-for-persons-with-aids/>

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HOUSING PROGRAM - TBRA

Housing Quality Standards (continued)

The standards are as follows:

- Structure and materials.** The structure must be structurally sound, not pose any threat to the health and safety of the occupants, and protect residents from hazard.
- Access.** Housing must be accessible and capable of being used without unauthorized use of other private properties. Structures must have alternate means of egress in case of fire.
- Space and security.** Each resident must be given adequate space, security for themselves and their belongings, and an acceptable place to sleep.
- Interior air quality.** Every room or space must be provided with natural or mechanical ventilation. Structures must be free of pollutants in the air at levels that threaten the health of residents.
- Water supply.** The water supply must be free from contamination at levels that threaten the health of individuals.

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HOUSING PROGRAM - TBRA

Housing Quality Standards (continued)

- **Thermal environment.** The housing must have adequate heating and/or cooling facilities in proper operating condition.
- **Illumination and electricity.** The housing must have adequate natural or artificial illumination to permit normal indoor activities and support the health and safety of residents. Sufficient electrical sources must be provided to permit use of essential electrical appliances while assuring safety from fire.
- **Food preparation and refuse disposal.** All food preparation areas must contain suitable space and equipment to store, prepare, and serve food in a sanitary manner.
- **Sanitary condition.** The housing and any equipment must be maintained in sanitary condition.
- **Fire safety.** All units must have smoke detectors and sprinkler systems, as specified.
- **Lead-based paint.** A visual assessment for deteriorated paint must be done for the unit, common areas servicing the unit, and exterior surfaces of the building where unit is located.

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HOUSING PROGRAM - TBRA

Lead-Based Paint Requirements

A visual assessment of lead-based paint applies only when both of the following are met:

- The housing was built before 1978; **and**
- The household has members who are pregnant or are under the age of six.

✓ Program staff should also consult local or state laws and codes that may apply and be more stringent than Federal laws.

*NOTE: Lead-based paint visual assessment is required for all other housing assistance (STRU, PHP, Mortgage Assistance) when the assistance lasts **more than 100 consecutive days**.*

https://www.hud.gov/sites/documents/DOC_12347.PDF

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HOUSING PROGRAM - TBRA

Lead-Based Paint Requirements (continued)

Visual assessments are not triggered under any of the following circumstances:

- It is a zero-bedroom or Single Room Occupancy (SRO) unit.
- X-ray or laboratory testing of all painted surfaces by certified personnel has been conducted in accordance with HUD regulations, and the unit is officially certified to not contain lead-based paint.
- The property has had all lead-based paint identified and removed in accordance with HUD regulations.
- It meets any of the other exemptions described in 24 CFR Part 35.115(a).

https://www.hud.gov/sites/documents/DOC_12347.PDF

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HOUSING PROGRAM - TBRA

Lead-Based Paint Requirements (continued)

- If lead-based paint requirements apply and before assistance can be provided for that unit, a visual assessment must be conducted by a HUD-Certified Visual Assessor.
 - It is important to note that a HUD-Certified Visual Assessor is **not** equivalent to a Certified Clearance Examiner. **Anyone** may become a HUD-Certified Visual Assessor by successfully completing a 20-minute online training by visiting: www.hud.gov/offices/lead/training and clicking on "Take the Visual Assessment Course."
 - Certificate of completion must be maintained in the individual's personnel file.
- Providers can choose to utilize certified inspectors and can use the site below to find a certified inspector. The Program can assist with any costs associated with using third party inspectors.

https://cfpub.epa.gov/flpp/pub/index.cfm?do=main_firmSearchAbatement

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HOUSING PROGRAM - TBRA

Lead-Based Paint Requirements (continued)

A visual assessment of existing paint surfaces in dwellings must be conducted before leasing the unit and on an annual basis thereafter, as long as assistance is provided for the unit.

If deteriorated paint is identified by the visual assessment:

- The property owner must be notified of the need for paint stabilization and repairs along with the building component underneath the surface finish, if that component is defective. The repair work must be done using lead-safe work practices and the affected area tested and "cleared" to allow safe occupancy.
 - All costs of the repairs to the deteriorated paint work must be paid by the owner/developer based on State and local laws.
- Residents must be provided a lead hazard information pamphlet and a notice regarding the deteriorated paint work and clearance results. This pamphlet is located at:

https://www.epa.gov/sites/production/files/2014-02/documents/lead_in_your_home_brochure_land_b_w_508_easy_print_0.pdf

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QUESTIONS

Thank you for your participation.



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